

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

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FROM: Human Resources Dept.

SUBMITTAL DATE:
May 22, 2006

SUBJECT: Parity and classification study recommendations for the Treasurer-Tax Collector, Fire Department, Transportation and Land Management Agency, Department of Public Social Services, Community Health Agency, and Amend Ordinance No. 440 pursuant to Resolution No. 440-8666 submitted herewith.

RECOMMENDED MOTION: That the Board adopt the recommendations in the attached Resolution No. 440-8666.

BACKGROUND: The Treasurer-Tax Collector Department is reorganizing and has requested that Human Resources review its current organizational structure. The purpose of the departmental reorganization is to deliver services more efficiently and to strategically align itself for the future, including a significant technological upgrade which will be used by the Auditor-Controller and the Assessor-County Clerk-Recorder.

Departmental Concurrence

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$8,900	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$1,958	Budget Adjustment:	No
	Annual Net County Cost:	\$23,496	For Fiscal Year:	2005-06

SOURCE OF FUNDS: Departmental Budgets	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:
Per Exec. Ofc.:

GAEXEC\Form 11\Class & Comp\Parity-TTC, Fire, TLMA, DPSS, CHA.doc

The Treasurer-Tax Collector Department has an \$11.6 million budget, 106 allocated positions, and is responsible for an investment pool of \$4.5 billion. Creating an Assistant-Treasurer-Tax Collector, Chief Deputy Treasurer-Tax Collector II and an Investment Manager classification will provide the department the structure necessary to manage the significant investment pool and support the information system upgrade.

It is recommended that the Assistant Treasurer and Assistant Tax Collector classes be combined into a single class – Assistant Treasurer-Tax Collector, and that Chief Deputy Treasurer-Tax Collector II and Investment Manager classifications be created.

Assistant Treasurer-Tax Collector: It is recommended that this class be added to the Class and Salary Listing at salary plan/grade MC1 217 L13 (\$91,757 - \$126,193). The class will have functional responsibility for the Treasury and Tax Divisions, thus eliminating the need for the Assistant Treasurer and Assistant Tax Collector classifications. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. This class will be designated At-Will and will serve at the pleasure of the Treasurer-Tax Collector. The class specification is attached.

Chief Deputy Treasurer-Tax Collector II: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 634 L12 (\$78,696 - \$105,374). This class will direct the activities of a single functional division, either Treasury or Tax. This class will report to the Assistant Treasurer-Tax Collector and serve At-Will to the Treasurer-Tax Collector. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Investment Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 473 L11 (\$61,411 - \$80,000). This class will perform the cash management, economic evaluation and financial trending of the County's investments. This class will report to the Assistant-Treasurer Tax Collector and serve At-Will to the Treasurer-Tax Collector. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Assistant Investment Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 382 L13 (\$54,705 - \$75,059). This class will be responsible for assisting with cash management, evaluating interest trends and executing the purchase and sales of County investments within the established investment policy. This class will report to the Investment Manager. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

CLASSIFICATION ADDITION – Fire Department

Fire Protection Engineer: It is recommended to add this class to the Class and Salary Listing at salary plan/grade SEU 686 L11 (\$66,275 - \$86,467). The Fire Department requests this class to perform professional fire protection, engineering, and building plans checking of fire protection devices and systems for compliance with codes and regulations. Responsibilities will include programs related to advanced fire safety, analyses of fire safety and the fire resistance capabilities of structures and contents of buildings, identifying trends and issues to assist in the reduction of loss of life and property, and evaluating alternatives and solutions to unusually difficult fire code interpretations.

This new job class is established in parity with other existing Riverside County registered engineers (i.e., Associate Civil Engineer, Associate Engineer-Air or Water Quality Control, Associate Public Health Professional Engineer/Geologist) to maintain internal salary relationships. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

CLASSIFICATION ADDITION – TLMA - Planning Department

Archaeologist: It is recommended to add this class to the Class and Salary Listing at salary plan/grade SEU 689 L11 (\$68,416 – \$89,259). The Planning Department requests this class to review all archaeological reports, coordinate and facilitate the cultural sensitivity training and monitor the condition of culturally sensitive and sacred sites. In addition, the Archaeologist will be the liaison to the Native American governments and serve as the cultural resources liaison to federal, state, and local cultural agencies.

Parity studies were conducted to determine the salary range for this classification; however, the market data was limited as the surrounding counties and cities use consultants or incorporate the duties under the Planning job series. This new job class is established in parity with classifications that have a similar scope of responsibility such as the Principal Development Specialist, Senior Staff Analyst and the Principal Planner series. Adding this classification complies with the Board of Supervisors approved motion, Agenda Item 3.38, February 7, 2006 which approves the creation of the Tribal Traditional Resources Advisory Committee and a County Archaeologist class.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

PARITY INCREASE RECOMMENDATIONS:

Program Specialist Series: The Program Specialist class series is used by the Department of Public Social Services as a promotional opportunity for advanced level Social Workers. Program Specialists provide program development, policy interpretation and program evaluation to the department. It is recommended that the Program Specialist series and Program Specialist, C.S.S. series be granted a parity adjustment of approximately 2.5%. Adjustments to salary plan and grades are as follows:

1. Program Specialist I from salary plan/grade SEU 355 L11 (\$39,884 – \$51,929) to SEU L11 374 (\$40,881 – 53,227). There are two incumbents in this class.
2. Program Specialist II from salary plan/grade SEU 433 L11 (\$44,317 – \$57,760) to SEU 458 L11 (\$45,425 - \$59,204). There are 37 incumbents in this class.
3. Senior Program Specialist from salary plan/grade SEU 478 L11 (\$46,714 – \$60,919) to SEU 497 L11 (\$47,882 - \$62,442). There are 10 incumbents in this class.
4. Program Specialist I, C.S.S. from salary plan/grade SEU 358 L13 (\$39,884 – \$54,786) to SEU 375 L13 (\$40,881 - \$56,156). There are no incumbents in this class.
5. Program Specialist II, C.S.S. from salary plan/grade SEU 436 L13 (\$44,317 – \$60,919) to SEU 459 L13 (\$45,425 - \$62,442). There are 10 incumbents in this class.
6. Senior Program Specialist, C.S.S. from salary plan/grade SEU 481 L13 (\$46,714– \$64,217) to SEU 498 L13 (\$47,882 - \$65,823). There are three incumbents in this class.
7. Supervising Program Specialist from salary plan/grade SEU 541 L11 (\$50,310 - \$65,611) to SEU 539 L11 (\$51,568 - \$67,251). There are nine incumbents in this class.

The annual cost of the parity adjustment is \$102,157.

Social Service Supervisor I and Children’s Social Services Supervisor I: To maintain internal relationships, it is recommended that the Social Service and Children’s Social Services Supervisor I classes receive the same 2.5% increase granted to the Program Specialist and Program Specialist, C.S.S. series. Adjustments to salary plan and grades are as follows:

1. Social Service Supervisor I from salary plan/grade SEU 488 L11 (\$45,847 - \$59,761) to SEU 506 L11 (\$46,993 - \$61,255). There is one incumbent in this class.
2. Children’s Social Services Supervisor I from salary plan/grade SEU 442 L13 (\$45,847 - \$63,012) to SEU 507 L13 (\$46,993 - \$64,588). There are two incumbents in this class.

The annual cost of the parity adjustment is \$4,645.

AT-WILL DESIGNATION

Assistant Public Health Officer: It is recommended that this single-position class be designated “At-Will” in accordance with the provisions provided under Article 6, Section 601E (6) of the County Management Resolution, serving at the pleasure of the Director, Community Health Agency (CHA). It is also recommended that this class be eligible for the Executive Performance Recognition Plan as set forth under Article 3, Section 311(B) of the County Management Resolution at salary plan/grade XMB 195 L17 (\$119,025 - \$182,205).

This class reports directly to the Public Health Director, and is organizationally equivalent to the Chief of Medical Services, CHA, Chief Finance Officer, CHA, Administrative Director, CHA and Deputy Director II, CHA; all of which, including the Public Health Director, are At-Will and eligible for the Executive Performance Recognition Plan. The proposed new salary is equivalent to that of the Chief of Medical Services, CHA, which also requires that incumbents possess a valid California certificate to practice medicine. Therefore, adopting these recommendations would re-establish internal parity for CHA top management. There is one incumbent in this class. Since this request is only to revise the classification as At-Will and make it eligible for the recognition plan, there is no cost impact at this time. The revised class specification is attached.

The affected departments have sufficient funding to effectuate the recommended actions from departmental budgets.

1 RESOLUTION NO. 440-8666

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on ~~June 6~~, _____, 2006, that pursuant to Section 4.C. of
5 Ordinance No. 440, the Assistant County Executive Officer/Director of Human Resources is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74840	+	Archaeologist	SEU 689
77486	+	Assistant Investment Manager	MCO 382
77435	+	Assistant Treasurer-Tax Collector	MC1 217
77439	+	Chief Deputy Treasurer-Tax Collector II	MCO 634
37877	+	Fire Protection Engineer	SEU 686
77487	+	Investment Manager	MCO 473

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17 BE IT FURTHER RESOLVED that pursuant to Section 4.C.(2) of Ordinance No. 440, is authorized to
18 add the following classification(s) to Appendix II, operative on the date of approval:

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
77435	+	Assistant Treasurer-Tax Collector
77439	+	Chief Deputy Treasurer-Tax Collector II
74257	+	Deputy Public Health Officer
77487	+	Investment Manager

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1 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant County
 2 Executive Officer/Director of Human Resources is authorized to amend the Class and Salary Listing of
 3 Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as
 4 follows:

5	<u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
6	<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
7	74257	Assistant Public Health Officer	MCO 709	XMB 195
8	79811	Children's Social Services Supervisor I	SEU 442	SEU 507
9	79818	Program Specialist I	SEU 355	SEU 374
10	79819	Program Specialist II	SEU 433	SEU 458
11	79814	Program Specialist, C.S.S. I	SEU 358	SEU 375
12	79815	Program Specialist, C.S.S. II	SEU 436	SEU 459
13	79820	Senior Program Specialist	SEU 478	SEU 497
14	79816	Senior Program Specialist, C.S.S.	SEU 481	SEU 498
15	79879	Social Service Supervisor I	SEU 488	SEU 506
16	13609	Supervising Program Specialist	SEU 541	SEU 539

17 BE IT FURTHER RESOLVED that pursuant to Section 5.A. of Ordinance No. 440, the Assistant County
 18 Executive Officer/Director of Human Resources is authorized to make the following listed change(s),
 19 operative on the date of approval, as follows:

20	<u>Job</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
21	74840	+ 1	3120100000	Archaeologist
22	77486	+ 1	1400100000	Assistant Investment Manager
23	77437	- 1	1400100000	Assistant Tax Collector
24	77436	- 1	1400100000	Assistant Treasurer
25	77435	+ 1	1400100000	Assistant Treasurer-Tax Collector
26	77439	+ 2	1400100000	Chief Deputy Treasurer-Tax Collector II
27	77487	+ 1	1400100000	Investment Manager