

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



596

FROM: Human Resources Department

SUBMITTAL DATE:
July 5, 2006

SUBJECT: Classification addition to the Executive Office, OASIS; parity adjustments to the Human Resources Department, Deputy Directors and Division Managers; and Amend Ordinance No. 440 pursuant to Resolution No. 440-8672 submitted herein.

RECOMMENDED MOTION: That the Board adopt the recommendation in the attached Resolution No. 440-8672

BACKGROUND: OASIS requests to add the classification of OASIS Business Process Manager to be utilized in its Financial Division. Human Resources also requests to grant parity adjustments for the Deputy Human Resources Director and the Human Resources Division Manager classifications.

Departmental Concurrence



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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 36,753	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 8,088	Budget Adjustment:	No
	Annual Net County Cost:	\$ 8,088	For Fiscal Year:	2006/2007
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



- Dept't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.:

District:

Agenda Number:

3.42

CLASSIFICATION ADDITION: OASIS

OASIS Business Process Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 415 L 13 (\$56,764 - \$77,920). The addition of this new class would provide the OASIS Financial Division with mid-level management over its business module work units. Reporting to the OASIS Financial Division Manager, this class will support and facilitate the OASIS mission, as well as provide supervision to 18 subordinate accounting and technical staff supporting OASIS end users throughout the County.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. OASIS management requested this classification and Human Resources supports this recommendation. The class specification is attached.

PARITY ADJUSTMENTS: Human Resources

The Human Resources Department has two vacancies for Deputy Director and one vacancy for Division Manager. At least three qualified individuals have been recruited, but declined our job offers due to the low salary offered. In order to address a serious on-going recruitment problem for three critically needed Human Resources senior manager positions, a parity study was conducted for Deputy Human Resources Director and Human Resources Division Manager classes. This study showed that the salaries offered for these classes are significantly below market, and explained the failure of our recruitment efforts. To rectify this concern, the following parity adjustments are recommended:

Deputy Human Resources Director: It is recommended that the Deputy Human Resources Director classification be granted a parity adjustment of approximately 7.5% from salary plan/grade MCO 631 L13 (\$77,877 - \$107,057) to MCO 653 L13 (\$87,052 - \$115,086). The Deputy Director is responsible for managing a major division of the Human Resources Department such as Employee Services, Risk Management and the Temporary Assignment Program. Each major Division has in excess of 80 subordinate employees and multiple programs to administer. A current parity study with five equivalent Southern California counties determined that the mean salary for the equivalent classes is \$125,284, 17.0% above our class' salary. The recommended parity adjustment would bring this classification to within approximately 7.5% of local market parity. There are two incumbents in this class.

Human Resources Division Manager: It is recommended that the Human Resources Division Manager classification be granted a parity adjustment of approximately 5.5% from salary plan/grade MCO 598 L13 (\$72,727 - \$99,917) to MCO 634 L13 (\$78,696 - \$105,374). Division Managers are responsible for managing the activities of a specialized unit, such as Employee Relations, Training, and Recruitment and Retention. One vacant position is responsible for the County's Strategic Initiative for Recruitment: To make our rapidly growing county a leader in recruiting and retaining the best qualified, most suitable employees available. A current parity study with five equivalent Southern California counties determined that the mean salary for the equivalent classes is \$107,853, 7.9% above our class salary. The recommended parity adjustment would bring this classification to within approximately 2.4% of local market parity. There are four incumbents in this class.

The total annual cost of implementation for the recommended changes is \$36,753 and will be charged to the department budget. The net County cost of the recommended action is \$8,088.00.

1 RESOLUTION NO. 440-8672

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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 July 11, 2006, that pursuant to Section 4.C. of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director 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>
86118	+	OASIS Business Process Manager	MCO 415

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

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<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74780	Deputy Human Resources Director	MCO 631	MCO 656
74776	Human Resources Division Manager	MCO 598	MCO 622

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