

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



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
July 20, 2006

**SUBJECT:** Parity adjustments to the Associate Medical Center Administrator and Chief Finance Officer classifications, Riverside County Regional Medical Center (RCRMC) and; Assistant Agricultural Commissioner- Sealer, Agricultural Commission classification; additions to the Riverside County Sheriff's Department; and Amend Ordinance No. 440 pursuant to Resolution No. 440-8675 submitted herein.

**RECOMMENDED MOTION:** That the Board adopt the recommendation in the attached Resolution No. 440-8675.

**BACKGROUND:** The following recommendations are the result of parity studies conducted for the Riverside County Regional Medical Center (RCRMC) and the Agricultural Commission and an exception study conducted for the Sheriff's Department.

Departmental Concurrence



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

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$26,233	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$6,034	Budget Adjustment:	No
	Annual Net County Cost:	\$6,034	For Fiscal Year:	2006/2007

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

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

**County Executive Office Signature**      

- Consent       Policy
- Consent       Policy

Dept's Recomm.:  
Per Exec. Ofc.:

**Prev. Agn. Ref.:**      | **District:**      | **Agenda Number:**

3.56

**PARITY ADJUSTMENTS: Riverside County Regional Medical Center (RCRMC)**

Human Resources conducted a parity study for the Associate Medical Center Administrator and the Chief Finance Officer, RCRMC classifications. These two single-position classes provide RCRMC with management expertise in managing an operating budget of \$380 million, a facility that has 324 beds, extensive outpatient services and 1,900 employees, with many employees in professional and medical classifications. The following recommendations, based on this study, will bring their salary plan/grades into parity with RCRMC's internal organizational structure. These recommendations would also bring the salary plan/grades into parity with other County Agency Directors, such as the Director of Transportation, who reports to the Transportation and Land Management Agency Director, and the Managing Director of Economic Development, who reports to the Economic Development Agency Director.

Associate Medical Center Administrator: It is recommended that this single-position At-Will class be granted a parity adjustment of approximately 10.1% from salary plan/grade XMB 172 L18 (\$96,766 - \$152,028) to XMB 185 L18 (\$106,456 - \$167,336). The incumbent is responsible for RCRMC's daily operations and acts on the Hospital Administrator's behalf, as required. The Associate Medical Center Administrator ensures that RCRMC is compliant with regulatory requirements, administers and coordinates RCRMC activities, prepares budgets and develops policy recommendations. There is one incumbent in this class who would receive an approximate 13.0% actual salary increase.

Chief Finance Officer, RCRMC: It is recommended that this single-position class be designated At-Will to the RCRMC Hospital Administrator and be eligible for the Executive Performance Recognition Plan. It is also recommended that this class be granted a parity adjustment of approximately 22.4% from salary plan/grade MCO 694 L12 (\$102,055 - \$136,699) to XMB 185 L18 (\$106,456 - \$167,336). The position is responsible for managing RCRMC's fiscal matters and has seven direct subordinate managers who administer RCRMC's financial, accounting, internal controls and auditing functions. This is the highest level RCRMC financial executive class, and is responsible for managing a complex \$380 million budget. There are no incumbents in this class.

The total annual cost of implementation for the recommended changes is \$18,790 and will be charged to the department budget. Net County Cost (NCC) is \$4,322.

**PARITY ADJUSTMENT: Agricultural Commissioner**

It is recommended that the Assistant Agricultural Commissioner-Sealer class be granted a parity adjustment of approximately 10% from salary plan/grade MC1 130 L 13 (\$64,722 - \$88,930) to salary plan/grade MC1 154 L 13 (\$70,434 - \$96,752). This adjustment will accomplish two purposes: internally, it will place the classification with other Assistant Department Managers whose positions have comparable scope and responsibility and it will align the County salary with similar classes in other counties.

The total annual cost of implementation for the recommended change is \$7,443 and will be charged to the department budget. Net County Cost (NCC) is \$1712.

**CLASSIFICATION ADDITIONS: Riverside County Sheriff's Department**

**Sheriff Records/Warrants Assistant Series:**

It is recommended to create a classification series for the Information Services Bureau (ISB) of the Sheriff's Department. The ISB is responsible for archiving and retrieval of all criminal records, booking and crime reports. This class series will more accurately describe the unique, critical and highly sensitive nature of the duties of the staff in ISB who are processing dispositions and pertinent court information relating to arrest warrants. The following classifications are recommended:

1. Sheriff Records/Warrants Assistant I, salary plan/grade UPE 190 L11 (\$22,014 – 28,662).
2. Sheriff Records/Warrants Assistant II, salary plan/grade UPE 249 L11 (\$24,436 – 31,839).
3. Sheriff Records/Warrants Assistant III, salary plan/grade UPE 316 L11 (\$27,177 – 35,392).
4. Sr. Sheriff Records/Warrants, salary plan/grade UPE 385 L11 (\$30,530 – 39,766).

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

**SALARY GRADE CHANGE**

It is recommended to add additional steps to the beginning of salary plan/grade XMA 270 L11 (\$219,759 to \$286,944) to XMA 270 L 23 (\$157,137 to \$286,944). This salary plan/grade was originally established for the CHA Director/Public Health Officer as a contract salary rate. Subsequent to this contractual agreement, the CHA Director/Public Health Officer classification was placed on the County's Classification and Salary plan and the salary plan/grade was not change. This recommended adjustment makes the salary plan/grade consistent with the County Classification and Salary Plan. There is no cost impact to implement this change and no incumbents are affected.

1 RESOLUTION NO. 440-8675

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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 25, \_\_\_\_\_, 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, with an operative date *retroactive to July 20,*  
7 *2006*, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
13790	+	Sheriff Records/Warrants Assistant I	UPE 190
13791	+	Sheriff Records/Warrants Assistant II	UPE 249
13792	+	Sheriff Records/Warrants Assistant III	UPE 316
13789	+	Senior Sheriff Records/Warrants Assistant	UPE 385

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15 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant  
16 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing  
17 of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as  
18 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>
74135	Associate Medical Center Administrator	XMB 172	XMB 185
78737	Assistant Ag Commissioner-Sealer	MC1 130	MC1 154
74255	CHA Director/Public Health Officer	XMA 270/L11	XMA 270/L23
74139	Chief Finance Officer, RCRMC	MCO 694	XMB 185

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1 BE IT FURTHER RESOLVED that pursuant to Section 4.C.(2) of Ordinance No. 440, is  
2 authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period  
3 following approval:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
74139	+	Chief Finance Officer, RCRMC



**SHERIFF  
RECORDS/WARRANTS  
ASSISTANT I**

Class Code: 13790

COUNTY OF RIVERSIDE

Established Date: July 20, 2006

Revision Date: July 20, 2006

**SALARY RANGE (approximate)**

\$10.5835 - \$13.7796 Hourly \$1834.47 - \$2388.46 Monthly \$22,013.68 - \$28,661.57 Annually

**CLASS CONCEPT:**

The Sheriff Records/Warrants Assistant series describes positions assigned to the Sheriffs Information Services Bureau, which is a 24/7 operation. Incumbents in this position are required to work rotating shifts, weekends and holidays. The Sheriffs Records/Warrants Assistants update and access booking charges and other crime statistics into computerized law enforcement tracking systems; and perform other related specialized clerical duties in support of the Information Services Bureau-Records/Warrants Unit; and other related duties as required.

The Sheriff Records/Warrants Assistant series differs from the Office Assistant series by the former having responsibility for performing specialized duties in a Records/Warrants Unit that requires a thorough understanding of specific law enforcement laws, codes, rules and regulations and the ability to interpret and apply this knowledge to a variety of legal documents and transactions.

This is the entry level class in the Sheriff Records/Warrants Assistant series. Sheriff Records/Warrants Assistant work in a training capacity performing the more routine specialized duties and under immediate supervision, learn the more complex and difficult specialized tasks.

**REPRESENTATION UNIT:** Support Services

**EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Operates and access a variety of computer systems including but not limited to, the Sheriff's Records Management System, California Law Enforcement Telecommunications System, Jail Information Management System, Genesis, document imaging and Cal-Photo System
- Enters, updates, confirms and handles all aspects of criminal, civil, juvenile and protective custody warrants issued by the courts in Riverside County
- Acts as the 24 hour contact for Riverside County regarding the restraining order system, California Law Enforcement Telecommunications System and Emergency Placement coverage for the DPSS contract unit
- Performs entries into the California Law Enforcement Telecommunications System on nights and weekends when Sheriff's stations are closed

- Operates office equipment including computer, microfilm, teletype units; Maintains and update files, receives, retrieves and updates data.
- Processes, prepares and maintains a variety of records and documents. Prepares, sorts, files, types and proofreads a variety of materials and composes correspondence.
- Receives money and issues receipts for reports, responds to inquiries from Law Enforcement Agencies and the general public regarding background checks, reports, criminal history and a variety of other issues
- Prepares official correspondence and reports
- Verifies computer entries to ensure that they correspond with hard copy document information

**RECRUITING GUIDELINES:**

Knowledge of: Modern Office Procedures; Correct English usage including spelling, grammar and punctuation.

Ability to: Learn complex computerized criminal information software; Learn the procedures and details of legal documents pertaining to criminal records/warrants; Establish effective working relationships with others and communicate tactfully and courteously with the public; accurately perform basic arithmetic computations; Follow oral and written directions. Process specialized DOJ/FBI documents; Learn all applicable law enforcement related codes, rules, regulations and laws and perform general clerical work.

Experience: Two years of general clerical and computer experience of which one year involved maintenance of specialized law enforcement records.

**OTHER REQUIREMENTS:**

The Information Services Bureau operates 24 hours a day, 7 days a week. All applicants must be able to work all shifts on a rotational basis.

License: Possession of a valid California Driver's License.

Must be able to pass an extensive background investigation.

Must obtain CLETS certification by the end of the probationary period.

Must be able to multi-task a variety of assignments at any given time.

Skills: Skill to type up to a minimum 35 words per minute and be able to file both alphabetically and numerically.



**SHERIFF  
RECORDS/WARRANTS  
ASSISTANT II**

Class Code: 13791

COUNTY OF RIVERSIDE

Established Date: July 20, 2006

Revision Date: July 20, 2006

**SALARY RANGE (approximate)**

\$11.7479 - 15.3071 Hourly \$22,036.30 - \$2,653.23 Monthly \$24,435.63 - \$31,838.77 Annually

**CLASS CONCEPT:**

The Sheriff Records/Warrants Assistant series describes positions assigned to the Sheriffs Information Services Bureau, which is a 24/7 operation. Incumbents in this position are required to work rotating shifts, weekends and holidays. The Sheriffs Records/Warrants Assistants update and access booking charges and other crime statistics into computerized law enforcement tracking systems; and perform other related specialized clerical duties in support of the Information Services Bureau-Records/Warrants Unit; and other related duties as required.

The Sheriff Records/Warrants Assistant series differs from the Office Assistant series by the former having responsibility for performing specialized duties in a Records/Warrants Unit that requires a thorough understanding of specific law enforcement laws, codes, rules and regulations and the ability to interpret and apply this knowledge to a variety of legal documents and transactions.

This is the journey level class in the Sheriff Records/Warrants Assistant series. Sheriff Records/Warrants Assistant II perform specialized duties and the more complex and difficult tasks and report to a Sheriff Records/Warrants Supervisor.

**REPRESENTATION UNIT:** Support Services

**EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Operates and access a variety of computer systems including but not limited to, the Sheriff's Records Management System, California Law Enforcement Telecommunications System, Jail Information Management System, Genesis, document imaging and Cal-Photo System
- Enters, updates, confirms and handles all aspects of criminal, civil, juvenile and protective custody warrants issued by the courts in Riverside County
- Acts as the 24 hour contact for Riverside County regarding the restraining order system, California Law Enforcement Telecommunications System and Emergency Placement coverage for the DPSS contract unit
- Performs entries into the California Law Enforcement Telecommunications System on nights and weekends when Sheriff's stations are closed

- Operates office equipment including computer, microfilm, teletype units; Maintains and update files, receives, retrieves and updates data.
- Processes, prepares and maintains a variety of records and documents. Prepares, sorts, files, types and proofreads a variety of materials and composes correspondence.
- Receives money and issues receipts for reports, responds to inquiries from Law Enforcement Agencies and the general public regarding background checks, reports, criminal history and a variety of other issues
- Prepares official correspondence and reports
- Verifies computer entries to ensure that they correspond with hard copy document information

**RECRUITING GUIDELINES:**

Knowledge of: Modern Office Procedures; Correct English usage including spelling, grammar and punctuation.

Ability to: Learn complex computerized criminal information software; Learn the procedures and details of legal documents pertaining to criminal records/warrants; Establish effective working relationships with others and communicate tactfully and courteously with the public; accurately perform basic arithmetic computations; Follow oral and written directions. Process specialized DOJ/FBI documents; Learn all applicable law enforcement related codes, rules, regulations and laws and perform general clerical work.

Experience: One year of experience as a Sheriff Records/Warrants Assistant I with Riverside County.

OR

Three years of general clerical and computer experience of which one year involved maintenance of specialized law enforcement records.

**OTHER REQUIREMENTS:**

The Information Services Bureau operates 24 hours a day, 7 days a week. All applicants must be able to work all shifts on a rotational basis.

License: Possession of a valid California Driver's License.

Must be able to pass an extensive background investigation.

Must obtain CLETS certification by the end of the probationary period.

Must be able to multi-task a variety of assignments at any given time.

Skills: Skill to type up to a minimum 35 words per minute and be able to file both alphabetically and numerically.



**SHERIFF  
RECORDS/WARRANTS  
ASSISTANT III**

Class Code: 13792

COUNTY OF RIVERSIDE

Established Date: July 20, 2006

Revision Date: July 20, 2006

**SALARY RANGE (approximate)**

\$13.0657 – 17.0153 Hourly \$2,264.72 - \$2,949.31 Monthly \$27,176.65 - \$35,391.82 Annually

**CLASS CONCEPT:**

The Sheriff Records/Warrants Assistant series describes positions on all assigned shifts, which is a 24/7 operation. Incumbents in this position are required to work rotating shifts, weekends and holidays. The Sheriff Records/Warrants Assistants update and access booking charges and other crime statistics into computerized law enforcement tracking systems; and perform other related specialized clerical duties in support of the Information Services Bureau-Records/Warrants Unit; and to do other duties as required.

The Sheriff Records/Warrants Assistant series differs from the Office Assistant series by the former having responsibility for performing specialized clerical duties in a Records/Warrants Bureau that requires a thorough understanding of specific law enforcement laws, codes, rules and regulations and the ability to interpret and apply this knowledge to a variety of legal documents and transactions.

Positions in this class are assigned to the Information Services Bureau-Records/Warrants Bureau and is the advanced journey working level in the Sheriff Records/Warrants Assistant series. This class is distinguished from the Senior Sheriff Records/Warrants Assistant in that the preponderance of the duties performed by the latter are in a lead capacity and duties performed are more specialized and complex regarding extraditions and subpoenas.

**REPRESENTATION UNIT:** Support Services

**EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Exercise guidance and may review the work of others; assist in the training of new employees
- Responsible for assignment of daily duties and checking the work of Sheriff Records/Warrants Assistant II's at the end of each shift
- Operate and access a variety of computer systems including but not limited to, the Sheriff's Records Management System, California Law Enforcement Telecommunications System, Jail Information Management System, Genesis, document imaging and Cal-Photo System
- Enter, update, confirm and handle all aspects of criminal, civil, juvenile and protective custody warrants issued by the courts in Riverside County
- Act as the 24 hour contact for Riverside County regarding the restraining order

system, California Law Enforcement Telecommunications System and Emergency Placement coverage for the DPSS contract unit

- Perform entries into the California Law Enforcement Telecommunications System on nights and weekends when Sheriff's stations are closed
- Operate office equipment including computer, microfilm, teletype units; Maintain and update files, receive, retrieve and update data.
- Process, prepare and maintain a variety of records and documents. Prepare, sort, file, type and proofread a variety of materials and compose correspondence.
- Receive money and issue receipts for reports, respond to inquiries from Law Enforcement Agencies and the general public regarding background checks, reports, criminal history and a variety of other issues
- Prepare official correspondence and reports
- Verify computer entries to ensure that they correspond with hard copy document information

**RECRUITING GUIDELINES:**

Knowledge of: Applicable laws, regulations, codes and department policies and procedures related to preparation, revision, and processing of legal documents; Operation of complex computerized criminal information systems; General operation of the county correctional system and its interface with other components of the criminal justice system; Statistical and fiscal recordkeeping principles; All laws, rules, and regulations pertaining to the booking, detention, and release of inmates; The application of the Public Records Act.

Ability to: Understand and apply laws, codes, regulations, rules, and departmental policies and procedures in processing inmates; release of confidential information to appropriate person; Operate a variety of complex automated criminal information software systems; Communicate effectively with department staff, other agencies, and the public; Perform difficult and specialized clerical tasks which involves considerable detail under stressful conditions.

Meet departmental production and accuracy standards; Perform highly complex clerical processing duties; Act as a lead worker over lower level staff; Proof and correct copy into acceptable final form; Train staff and identify training requirements; Make important decisions quickly, under stressful conditions.

Experience: One year of experience as a Sheriff Records/Warrants Assistant II with Riverside County.

OR

Three years of clerical experience within a governmental law enforcement agency.

**OTHER REQUIREMENTS:**

The Information Services Bureau operates 24 hours a day, 7 days a week. All applicants must be able to work all shifts on a rotational basis.

License: Possession of a valid California Driver's License.

Must be able to pass an extensive background investigation.

Must obtain CLETS certification by the end of the probationary period.

Must be able to multi-task a variety of assignments at any given time.

Skills: Skill to type up to 35 words per minute and ability to file alphabetically and numerically.



**SENIOR SHERIFF  
RECORDS/WARRANTS  
ASSISTANT**

Class Code: 13789

COUNTY OF RIVERSIDE

Established Date: July 20, 2006

Revision Date: July 20, 2006

**SALARY RANGE (approximate)**

\$14.6781 - \$19.1181 Hourly \$2,544.20 - \$3,313.80 Monthly \$30,530.45 - \$39,765.65 Annually

**CLASS CONCEPT:**

The Sheriff Records/Warrants Assistant series describes positions assigned to the Sheriff's Information Services Bureau, which is a 24/7 operation. Incumbents in this position are required to work rotating shifts, weekends and holidays. The Sheriff's Records/Warrants Assistants update and access booking charges and other crime statistics into computerized law enforcement tracking systems; and perform other related specialized clerical duties in support of the Information Services Bureau-Records/Warrants Bureau; and to do other duties as required.

The Sheriff Records/Warrants Assistant series differs from the Office Assistant series by the former having responsibility for performing specialized clerical duties in a Records/Warrants Bureau that requires a thorough understanding of specific law enforcement laws, codes, rules and regulations and the ability to interpret and apply this knowledge to a variety of legal documents and transactions.

Positions in this class are assigned to the Information Services Bureau-Records/Warrants Bureau and is a specialized classification in the Sheriff Records/Warrants Assistant series. Incumbents are responsible for the processing of fugitive extraditions or handling of Subpoena Duces Tecums. Incumbents may serve in lead capacity in the absence of Records Supervisor. This class is distinguished from the Sheriff Records/Warrants Supervisor in that the preponderance of the duties performed by the latter are in a supervisory capacity and are more specialized and complex.

**REPRESENTATION UNIT:** Support Services

**EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Prepares and delivers documents for District Attorney prosecution and/or Defense Counsel
- Conduct research and analysis of public and subpoenaed records and automated law enforcement and criminal justice system records to locate criminal records and evidence
- May be required to testify in court

- Independently prepares photo lineups for suspect identification as needed
- Interprets laws, code books, policies and procedures and provides explanations to effected persons
- Locates, gathers, assembles, preserves and reports facts, statements or other evidence for use in legal action
- Deals with outside agencies including but not limited to; Governors offices in State of California as well as other states, State Prisons, Local, State and Federal Law Enforcement Agencies, District Attorneys, Defense Counsel and pro per defendants
- Prepares documents, makes travel arrangements and handles document processing for all fugitive extraditions in and out of the County of Riverside.
- Maintain a proper chain of custody for evidence requested via Subpoena Duces Tecum
- Work within legally set time constraints for production of documents and preparation of extraditions
- Reviews and analyzes arrest and crime reports and citation to abstract relevant case data.

**RECRUITING GUIDELINES:**

Knowledge of: Applicable laws, regulations, codes and department policies and procedures related to preparation, revision, and processing of legal documents; Operation of complex computerized criminal information systems; General operation of the county correctional system and its interface with other components of the criminal justice system; Statistical and fiscal recordkeeping principles; All laws, rules, and regulations pertaining to the booking, detention, and release of inmates; The application of the Public Records Act.

Ability to: Understand and apply laws, codes, regulations, rules, and departmental policies and procedures in processing inmates; release of confidential information to appropriate person; Operate a variety of complex automated criminal information software systems; Communicate effectively with department staff, other agencies, and the public; Perform difficult and specialized clerical tasks which involves considerable detail under stressful conditions. Meet departmental production and accuracy standards; Perform highly complex clerical processing duties; Act as a lead worker over lower level staff; Proof and correct copy into acceptable final form; Train staff and identify training requirements; Make important decisions quickly, under stressful conditions.

Experience: Two years of experience as a Sheriff Records/Warrants Assistant III with Riverside County.

OR

Four years of clerical experience within a governmental law enforcement agency.

**OTHER REQUIREMENTS:**

The Information Services Bureau operates 24 hours a day, 7 days a week. All applicants must be able to work all shifts on a rotational basis.

License: Possession of a valid California Driver's License.

Must be able to pass an extensive background investigation.

Must work well under pressure and have the ability to use appropriate judgment to independently make immediate decisions.

Skills: Skill to type up to 35 words per minute and maintain a complex filing system.