

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

452



FROM: Human Resources Department

SUBMITTAL DATE:
September 12, 2006

SUBJECT: Parity adjustment for the Senior Cook - Detention, Probation Department; reactivate Law Clerk I and II, all County legal departments; change the representation unit of the Mental Health Peer Policy and Planning Specialist, Mental Health Department; and Amend Ordinance No. 440 pursuant to Resolution No. 440-8687 submitted herein.

RECOMMENDED MOTION: That the Board adopt the recommendations listed in the attached Resolution No. 440-8687.

BACKGROUND: The following recommendations are the result of parity studies conducted for, and/or requests made by, the Probation Department, the District Attorney and the Mental Health Department. These recommendations are technical modifications or parity adjustments that will more accurately reflect County classification and compensation policy and practice.

Departmental Concurrence

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 12,505	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 6,002	Budget Adjustment:	No
	Annual Net County Cost:	\$ 7,203	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

- Policy
- Consent
- Policy
- Consent

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

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

3 . 29

Background (continued):

REACTIVATE CLASSIFICATIONS: Law Clerk I and Law Clerk II

Law Clerk I and II classifications were deleted from the Class and Salary Listing. However, the County's legal departments have requested that they be reinstated since the need still exists to provide them with legal research and assistance. It is therefore recommended to reactivate the Law Clerk I classification at salary plan/grade SEU A20 L1 (\$31,650), and the Law Clerk II classification at salary plan/grade SEU 247 L11 (\$32,963 - \$42,963); the same salary plan/grades to which they were previously assigned.

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

PARITY ADJUSTMENT: Senior Cook – Detention

Senior Cook – Detention: It is recommended this class be granted a parity adjustment of approximately 19.6% from salary plan/grade SEU 181 L11 (\$29,368 - \$38,247) to SEU 280 L11 (\$35,135 - \$45,750). The Correctional Cook and Correctional Baker classifications represented by LIUNA received a four-step Difficult To Recruit/Retain salary adjustment on May 25, 2006 to \$31,520 - \$43,334. The Senior Cook – Detention class, which provides supervision to Correctional Cooks and Bakers in the Probation Department, did not receive this increase. This recommended adjustment provides this classification with an approximate 5.5% higher salary than the subordinate classes, thus re-establishing an appropriate salary distinction between them. There are two incumbents in this class. The annual cost to the Department is \$15,006.

Representation Unit Change: Mental Health Peer Policy and Planning Specialist – Mental Health

The Mental Health Department, in compliance with the Mental Health Services Act, requested the establishment of the Mental Health Peer Specialist class series. This was approved with the adoption of Resolution No. 440-8668. As Mental Health began implementing the programmatic aspect of this Act, it was determined that the Mental Health Peer Policy and Planning Specialist classification requires a change of representation unit from SEIU to Management, Confidential and Other. Therefore, it is recommended that this classification's salary plan/grade be reassigned from SEU 433 L 11 (\$44,317 - \$57,760) to MCO 254 L 11 (\$44,317 - 57,760).

Since this request is only to change the Class and Salary Listing, there is no cost impact at this time. There are no incumbents in this class.



LAW CLERK II

Class Code: 78510

COUNTY OF RIVERSIDE
Established Date: Sept 14, 2006
Revision Date: Sept 14, 2006

SALARY RANGE

\$15.85 - \$20.66 Hourly \$2,746.95 - \$3,580.22 Monthly \$32,963.42 - \$42,962.61 Annually

CLASS CONCEPT:

Under general supervision, to provide a varied range of legal research and other assistance in support of attorneys; and to do other work as required.

Individuals eligible to obtain a Certificate for Practical Training of Law Students, or law school graduates, are employed to provide legal assistance to attorneys by performing research and other legal work. Incumbents are given supervision and guidance by the licensed attorneys. This class differs from Law Clerk I in that incumbents in this class may be permitted to make routine court appearances and presentations.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs legal research in the preparation of legal briefs, opinions, and similar documents.
- Prepares drafts and legal memoranda summarizing studies of court decisions, state statutes, County Ordinances, and legal opinions; reviews pleadings, deeds and contracts.
- Reviews documentary evidence and prepares opinions; prepares correspondence and reports; may make routine court appearances and presentations.

RECRUITING GUIDELINES:

EITHER I

License/Certificate: Applicants must be eligible to obtain a Certificate for Practical Training of law students from the California Board of Bar Examiners.

OR II

Education: Completed second year of law school from a state accredited school.

Knowledge of: Principles of civil and criminal law and their application; legal research methods and techniques; preparation of briefs and opinions; resources available in a law library; trial and hearing procedures and rules of evidence; County government functions and legal responsibilities.

Ability to: Perform legal research; analyze legal problems; prepares drafts of legal documents; present states of fact, law, and argument clearly and logically in written and oral form; work cooperatively with



LAW CLERK I

Class Code: 78509

COUNTY OF RIVERSIDE
Established Date: Sept 14, 2006
Revision Date: Sept 14, 2006

SALARY RANGE

\$15.22 - \$15.22 Hourly \$2,637.49 - \$2,637.49 Monthly \$31,649.90 - \$31,649.90 Annually

CLASS CONCEPT:

Under supervision, to provide a varied range of legal research and assistance to the legal departments of the county; and to do other work as required.

This class enables County legal departments to employ the services of law students after the first year of their law school training. Incumbents are given supervision and guidance by a licensed attorney. This class differs from Law Clerk II in that incumbents of the latter class perform more difficult legal work and may make routine court appearances and presentations.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs routine legal research through the collection of data for briefs or arguments based on federal, state, or local laws and ordinances or decisions; reviews cases.
- Prepares briefs, pleadings, and other legal documents; analyzes legal problems in cooperation with staff attorneys; may perform routine interviewing of persons in custody.
- Prepares preliminary analysis of legislative bills and researches legislative histories.
- May maintain a departmental law library and organize new materials in a law library; prepares correspondence and reports.

RECRUITING GUIDELINES:

Education: Applicant must be enrolled in at least the first year of a state accredited law school.

Knowledge of: Legal principles and their application; legal research methods; resources available in a law library; preparation of briefs and opinions; judicial procedures; trial procedures and rules of evidence.

Ability to: Analyze and apply legal principles; perform legal research; present statements of law, fact, and argument clearly and logically in written and oral form; prepare drafts of legal documents; work cooperatively with others.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

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