

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



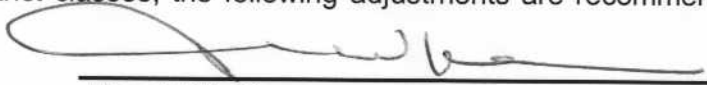
FROM: Human Resources

SUBMITTAL DATE:
October 3, 2006

SUBJECT: Parity adjustment to the Waste Management Department, County classifications only; classification addition to the District Attorney's Office; and Amend Ordinance No. 440 pursuant to Resolution No. 440-8695 submitted herein.

RECOMMENDED MOTION: That the Board adopt the recommendation in the attached Resolution No. 440-8695.

BACKGROUND: The Waste Resources Management District (WRMD) became a County department in 1998. As there were differences between the salary and benefits of the District and County employees, it was agreed that District classifications would remain active until incumbents left the District positions and new positions would be established as County classes. Through different representation and negotiated rates of pay, the District salaries have exceeded the County salaries. To bring parity between the County and District classes, the following adjustments are recommended to the County classifications:



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

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 52,419.83	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	2006/2007

SOURCE OF FUNDS: Waste Management Department Enterprise Fund	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.:

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

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Parity Adjustment Recommendations: WMD County Classifications

Gate Services Assistant from salary plan/grade UPE 250 L11 (\$25,579 - \$33,295) to UPE 272 L11 (\$26,480 - \$34,449), an approximate 3.46% increase. There are six (6) incumbents.

Crew Lead Worker from salary plan/grade UPE 427 L11 (\$33,840 - \$44,067) to UPE 441 L11 (\$34,940 - \$45,506), an approximate 3.27% increase. There are three (3) incumbents.

Recycling Specialist II from salary plan/grade SEU 337 L11 (\$38,617 - \$50,326) to SEU 363 L11 (\$40,290 - \$52,209), an approximate 3.74%. There is one (1) incumbent.

Equipment Maintenance Worker from salary plan/grade UPE 280 L11 (\$26,979 - \$35,111) to UPE 305 L11 (\$27,973 - \$36,400), an approximate 3.67% increase. There is one (1) incumbent.

Waste Management Program Coordinator from salary plan/grade SEU 455 L11 (\$45,108 - \$58,782) to SEU 533 L11 (49,882 - \$64,910), an approximate 10.42% increase. There are four (4) incumbents.

The annual projected cost increase including benefits is \$62,903.80.

CLASSIFICATION ADDITION: District Attorney's Office

District Attorney Program Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 463/L13 (\$63,197 - \$86,787). Reporting to the District Attorney, the Program Manager will coordinate and develop various special programs administered by the District Attorney's Office, including the "Lifer" Program, "Walk a Mile in His Shoes", "Crime Victim's Week", and others. In addition to program administration and evaluation, the Program Manager will serve as the department's liaison to outside agencies, public officials and other community groups.

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.



DISTRICT ATTORNEY PROGRAM MANAGER

Class Code: 37878

COUNTY OF RIVERSIDE
Established Date: Oct 12, 2006
Revision Date: Oct 12, 2006

SALARY RANGE

\$30.38 - \$41.72 Hourly \$5,266.46 - \$7,232.26 Monthly \$63,197.47 - \$86,787.17 Annually

CLASS CONCEPT:

Under general direction, to plan, organize, coordinate, develop and implement specialized programs on behalf of the District Attorney's Office and to do other work as required.

This single-position class reports directly to the District Attorney and is characterized by the responsibility for the overall administration, management, planning, and coordination of district attorney programs that are of a highly visible, controversial, or sensitive nature.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, organizes, and coordinates with the District Attorney or his designee, department management, and supervisors to develop policies, procedures, program specifications, and strategic goals.
- Continually assesses and evaluates program effectiveness relative to utilization of resources and achievement of goals, and recommends improvements as needed.
- Coordinates with staff to implement revised operational procedures, and acts as a consultant to department staff and other interested parties regarding program policies and procedures.
- Reviews and implements administrative and operational procedures to ensure compliance with State and federal guidelines, or in response to changes in policy or legal requirements.
- Studies and evaluates the public's knowledge and interest in different program areas, and develops or modifies programs to meet public needs.
- Develops, coordinates, implements, and maintains a long range public awareness plan to communicate the mission and objectives of the District Attorney's Office and its programs.
- Acts as a liaison to other departments, local, state, and federal agencies, public officials, and community groups in matters relating to special programs.
- Oversees staff coordination with cities, agencies, and the public on various technical or legal aspects of program implementation.
- Prepares and administers program budgets; prepares budget estimates and program justifications; analyzes funding options and recommends alternative methods of financing for program implementation.

- Assists in the preparation of the annual report of department operations; helps prepare informational brochures on department activities and special programs; establishes and maintains effective working relationships with members of the media.
- Tracks and analyzes new and revised legislation which governs district attorney programs to determine impact; may draft legislative proposals and amendments; may lobby for legislative changes.
- Represents the Department at local, regional, and state-wide meetings and conferences; coordinates and or participates in special community events, and may perform public speaking duties as required.

RECRUITING GUIDELINES:

Knowledge of: Applicable laws, rules, and regulations of district attorney related matters; program evaluation; principles of effective supervision, motivation, organization, training methods and techniques; principles of planning, research and analysis of District Attorney issues and supporting legislation; familiarity with structures and functions of local, state and federal government.

Ability to: Plan, organize, develop, administer and evaluate local, state and federal programs; communicate effectively and negotiate in oral and written form with individuals and groups of various organizational and socio-economic levels; establish and maintain an effective working relationship with other agencies and departments, community organizations, media, public officials, staff members, and the general public; effectively interpret laws, rules and regulations to members of the public, news media, county departments, and other agencies; perform difficult or complex analysis and evaluations involving independent judgment and initiative; analyze programs, generate and evaluate alternatives, reach practical conclusions, formulate recommendations and institute effective solutions.

Education: Graduation from an accredited college with a Bachelor's degree in Business Administration, Public Administration, Sociology, Civil Law, Psychology or related field.

Experiences: Two to three years of experience within a governmental, non-profit or private organization performing at least two of the following functions: Collecting and organizing data, researching, planning, analyzing, reviewing and interpreting legislation, regulations and/or programmatic best practices.

OTHER REQUIREMENTS:

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

Must be able to pass an extensive background check.

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).