

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

344



FROM: Human Resources Dept.

SUBMITTAL DATE:
June 12, 2006

SUBJECT: Classification study recommendations for the Mental Health Department, the District Attorney's Office, the Sheriff's Department, and the Information Security Office, and parity recommendation for the Probation Department and approve the recommendations in the attached Resolution No. 440-8668.

RECOMMENDED MOTION: That the Board adopt the recommendations in the attached Resolution No. 440-8668.

BACKGROUND: The following recommendations are the result of Resolution 440-8614 implementation, and exception study requests from the District Attorney's Office and the Information Security Office.

Departmental Concurrence

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
	Annual Net County Cost:	\$5,379	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

- Policy
- Policy
- Consent
- Consent

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

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

3 . 25

CLASSIFICATION ADDITIONS:

Mental Health Peer Specialist Series: On January 10, 2006, the Board of Supervisors adopted Resolution 440-8614, approving the related Expenditure Plan, budget authorization and the addition of 215 positions to Mental Health. This approval was granted to comply with the mandates of the Mental Health Services Act (MHSA). The Mental Health Department requested that Human Resources develop new classifications to carry out the provisions of the MHSA which mandates that certain classifications be consumer-driven, defined as either a consumer of mental health services or the adult caregiver of a recipient of mental health services.

The following Mental Health Peer Specialist class series was developed to provide information, support, assistance and advocacy for consumers and/or caregivers/family members of consumers of mental health service. The recommended series progresses from a trainee level which provides basic information to consumers, to a specialist, which is the journey level providing a full range of information, training and support, to the senior level which provides the highest level of information and provides specialized training and work direction to other peer specialists.

Mental Health Peer Specialist Trainee: It is recommended to add this entry level class at salary plan/grade UPE 229 L11 (\$23,712 - \$30,859). Incumbents in this class are expected to promote to the journey level upon meeting the minimum qualifications and satisfactory work performance. Failure to promote after one year would result in failure to satisfactorily complete their probationary period. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Mental Health Peer Specialist: It is recommended to add this class at salary plan/grade UPE 331 L11 (\$27,904 - \$36,463). This is the journey level classification for this series and incumbents are expected to provide the full range of information and services to Mental Health clients. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Senior Mental Health Peer Specialist: It is recommended to add this class at salary plan/grade UPE 472 L11 (\$34,885 - \$45,409). This is the advanced level classification, providing the highest level of information and support to consumers of the mental health system, and performs lead responsibilities for Mental Health Peer Specialists. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Mental Health Peer Policy and Planning Specialist: It is recommended to add this class at salary plan/grade SEU/433 L11 (\$44,317 - \$57,760). This classification is administrative and will be responsible for planning, coordinating and advocating for programs and services that meet the standards described in MSHA. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

IT Forensics Examiner Series: A District Attorney (D.A.) Classification Exception Study was conducted to evaluate the establishment of a new "IT Forensics Examiner" class series in order to accurately classify staff who are engaged in very complex, highly sophisticated information technology (IT) forensic examinations of computers and related devices; such as hard drives, cell phones, palm pilots and digital cameras and recorders. IT forensics examinations provide the D.A. with valuable forensic evidence to be used by County attorneys in criminal prosecutions, and provide the Sheriff's Department with evidence for criminal investigations. To perform this essential work, the D.A. currently utilizes one specially trained Network Administrator and sworn DA investigators, while the Sheriff currently utilizes a specially trained sworn Sheriff Investigator.

Due to the burgeoning increase in “computer crimes”; e.g., document falsification, child pornography and identity theft, the current staff of investigators is ill-equipped to handle the increasing workload. The D.A. and Sheriff plan to expand their IT forensics staffs with specifically trained non-sworn IT professionals. The classification additions outlined below are requested by both the D.A. and the Sheriff and is supported by Human Resources.

IT Forensics Examiner I: It is recommended to add this trainee level class at salary plan/grade SEU 331 L11 (\$39,539 - \$51,516). The IT Forensics Examiner I salary is 40% lower than the journey level IT Forensics Examiner II class, thus motivating incumbents to successfully complete their training. Incumbents would promote to the IT Forensics Examiner II level upon completion of their probationary period or either be released from employment or be returned to their former class. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

IT Forensics Examiner II: It is recommended to add this journey level class at salary plan/grade SEU 602 L11 (\$55,356 - \$72,177). This class level would employ most incumbents for both departments since it performs most of the routine work. The proposed salary plan/grade is 3.7% below the Southern California County parity mean for this class, which is \$74,842 per year. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

IT Forensics Examiner III: It is recommended to add this advanced and/or lead level class at salary plan/grade SEU 687 L11 (\$67,704 - \$88,328). This class provides one senior examiner per department for lead duties and for performing the most advanced IT forensics. The proposed salary plan/grade is 1.9% below the Southern California County parity mean for this class, which is \$89,966 per year. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Information Security Analyst Series: A County Information Security Office (CISO) exception study was conducted to establish a class series of Information Security Analyst in order to meet the County's Information Security Program (A-58) for security of sensitive information; such as Health Information Portability and Accountability Act (HIPAA) data and all County of Riverside I.T. systems and applications, both mainframe- and server-based. The primary function of this class series is to protect against internal and external information theft and I.T. system and application sabotage. The CISO requested this class series be established since certified and qualified personnel are needed to ensure that County policy and statutory requirements are met regarding protected information. Human Resources (HR) and the Riverside County Information Technology Department (RCIT) support the CISO's recommendation to add this class series.

Information Security Analyst I: It is recommended to add this entry level class to the Class & Salary Listing at salary plan/grade MCO 460 L11 (\$60,767 - \$79,170). Incumbents in this class would be responsible for responding to, analyzing and resolving departmental and enterprise security issues, concerns, questions, incidents and events. The addition of this class series would enhance the County's Information Security by maintaining confidentiality of security concerns and investigations as required by policy and law. Incumbents would be Systems Security Certified Practitioners (SSCP) certified by the International Information Systems Security Certification Consortium, Inc. (ISC)². The proposed salary is approximately 14.7% lower than the journey level II class, therefore motivating incumbents to advance to the journey level of this series; enhancing their professional qualifications and quality of service to the County. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. The class specification is attached.

Information Security Analyst II: It is recommended to add this class to the Class & Salary Listing at salary plan/grade MCO 556 L12 (\$67,882 - \$90,830). Incumbents in this class would be responsible for supporting the County Information Security Program as articulated above. In addition, as journey level Information Security Analysts, they would be responsible for understanding the business needs of County department/agencies and coordinating security within those requirements. Incumbents would have knowledge of both current technology and industry direction. They would be Certified Information Systems Security Professionals (CISSP) certified by (ISC)² and possess ten years of experience in the information technology field with five years concentrated in security. The proposed salary is at approximate parity with the mean for Los Angeles and Ventura Counties' equivalent classes. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. HR and RCIT support the CISO's recommendation to add this class. The class specification is attached.

Information Security Analyst III: It is recommended to add this class to the Class & Salary Listing at salary plan/grade MCO 612 L12 (\$74,808 - \$100,098). Incumbents in this class would be responsible for supporting the County Information Security Program as articulated above. Incumbents possess and maintain equivalent or higher qualifications, certification and experience as Information Security Analysts II, and additionally perform the most advanced level security responsibilities and provide lead duties over subordinate staff. The proposed salary is approximately 10.2% higher than the journey level II class and approximately 11% lower than the CISO's top management class of Information Technology Officer II. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. HR and RCIT support the CISO's recommendation to add this class. The class specification is attached.

PARITY INCREASE:

Assistant Probation Division Director: It is recommended to grant this classification an approximate 2% parity adjustment to salary plan/grade MPS 444 L11 (\$65,493 – \$85,335) effective July 20, 2006. As a result of the recent contract settlement with RSA – Probation, represented classes received a 6% increase effective February 12, 2006, will receive another 6% increase on July 20, 2006, and will receive two additional 3% increases on August 2, 2007 and July 31, 2008.

As of February 16, 2006, the difference in salary between the Supervising Probation Officer and the Assistant Probation Division Director classifications was 9.6%. However, effective the July 20, 2006 increase, the salary difference between these classes will diminish to 3.4%. The recommended 2% parity adjustment will re-establish an approximate 5.5% difference between management and subordinate classes as authorized by Management Resolution 2005-475. There are nine incumbents in this class. The annual salary cost of this increase is \$14,268.

1 RESOLUTION NO. 440-8668

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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 20, 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:

8 <u>Job</u>			9 <u>Salary</u>
10 <u>Code</u>	11 <u>+/-</u>	12 <u>Class Title</u>	13 <u>Plan/Grade</u>
14 77268	15 +	16 Information Security Analyst I	17 MCO 460
18 77269	19 +	20 Information Security Analyst II	21 MCO 556
22 77270	23 +	24 Information Security Analyst III	25 MCO 612
26 98553	27 +	28 IT Forensics Examiner I	SEU 331
98554	+	IT Forensics Examiner II	SEU 602
98555	+	IT Forensics Examiner III	SEU 687
79728	+	Mental Health Peer Policy & Planning Specialist	SEU 433
79726	+	Mental Health Peer Specialist	UPE 331
79725	+	Mental Health Peer Specialist Trainee	UPE 229
79727	+	Senior Mental Health Peer Specialist	UPE 472

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20 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant
21 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing
22 of Ordinance No. 440, operative *July 20, 2006*, as follows:

23 <u>Job</u>		24 <u>From Salary</u>	25 <u>To Salary</u>
26 <u>Code</u>	27 <u>Class Title</u>	28 <u>Plan/Grade</u>	<u>Plan/Grade</u>
79535	Assistant Probation Division Director	MPS 442	MPS 444