

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

361



FROM: Human Resources Dept.

SUBMITTAL DATE:
January 29, 2007

SUBJECT: Parity Adjustment for the Sheriff Records/Warrants Assistant I, II and III, Sheriff's Department; and amend Ordinance No. 440 pursuant to Resolution No. 440-8712 submitted herewith.

RECOMMENDED MOTION: That the Board adopt the recommendations listed in the attached Resolution No. 440-8712.

BACKGROUND: The Sheriff's Department Information Services Bureau (ISB) update and access booking charges and other crime statistics into computerized law enforcement tracking systems. The following recommendations are the result of parity studies conducted for, and/or requests made by, the Sheriff's Department. These recommendations for parity adjustments will assist in addressing the need to attract and retain qualified personnel in the Sheriff's Information Services Bureau (ISB) Records and Warrants Division.

Departmental Concurrence

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 17,561	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 5,531	Budget Adjustment:	No
	Annual Net County Cost:	\$ 13,275	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

- Consent
- Policy
- Consent
- Policy

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

5001 7WH 31 WH11:33
RECEIVED RIVERSIDE COUNTY

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

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Background (continued):

Sheriff Records/Warrants Assistant Series

The goal of the Sheriffs Information Services Bureau (ISB) is to retain existing staff and recruit experienced personnel. Incumbents in the Sheriff Records/Warrants Assistant series must perform specialized clerical duties requiring a thorough understanding of specific law enforcement laws, codes and regulations and apply this knowledge to a variety of legal documents and transactions. The ISB unit is a 24/7 operation and incumbents are required to work rotating shifts, weekends and holidays. High quality candidates are frequently difficult to recruit and also retain in this area of expertise. It is therefore recommended that the Sheriff Records/Warrants Assistant series receive parity adjustments as follows:

Parity Adjustment Recommendations:

Sheriff Records/Warrants Assistant I – It is recommended that this class be granted a parity adjustment of approximately 11.1% from salary plan/grade UPE 165 L11 (\$22,008 – 28,662) to UPE 224 L11 (\$24,439 – 31,839). There are no incumbents.

Sheriff Records/Warrants Assistant II – It is recommended that this class be granted a parity adjustment of approximately 11.1% from salary plan/grade UPE 224 L11 (\$24,439 – 31,839) to UPE 290 L11 (\$27,158 – 35,392). There are nine incumbents.

Sheriff Records/Warrants Assistant III – It is recommended that this class be granted a parity adjustment of approximately 5.7% from salary plan/grade UPE 290 L11 (\$27,158 – 35,392) to UPE 325 L11 (\$28,723 – 37,420). There are two incumbents. This recommended adjustment will address compaction issues and maintain the proper internal salary relationships in the class series.

The total projected cost, including benefits, of implementing these proposals is approximately \$42,145 annually. Net County Cost for these recommendations is approximately \$13,275 annually. Department/Agency Heads concur with these recommendations and indicate they have sufficient funds for implementation.

Classifications to be Inactivated:

Several classifications are list in the attached Resolution to be inactivated. These classes are no longer being utilized and are not allocated in any County department.

1 RESOLUTION NO. 440-8712

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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 February 6, 2007, that pursuant to Section 8.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 at the beginning of the pay period
7 following the date of approval, as 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>
13790	Sheriff Records/Warrants Assistant I	UPE 165	UPE 224
13791	Sheriff Records/Warrants Assistant II	UPE 224	UPE 290
13792	Sheriff Records/Warrants Assistant III	UPE 290	UPE 325

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14 BE IT FURTHER RESOLVED that pursuant to Section 4.C. of Ordinance No. 440, the Assistant County
15 Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of
16 Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
18 80008	-	Administrative Supervisor – WRMD	WMM 133
19 37516	-	Coroners Lieutenant A	LEM 124
20 37517	-	Coroners Lieutenant B	LEM 130
21 62172	-	Park Maintenance Worker	UPE 319
22 80052	-	Principal Accountant – WRMD	WMM 136
23 37564	-	Public Defender Investigator II – XX	UPE 603
24 80043	-	Senior Planner – WRMD	WMM 142

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