

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

958



FROM: Human Resources Department

SUBMITTAL DATE:
February 15, 2008

SUBJECT: Parity study recommendation for the Community Health Agency (CHA); classification addition to the Parks Department; and amend Ordinance 440 pursuant to Resolution No. 440-8770 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendations contained in the attached Resolution No. 440-8770.

BACKGROUND: An Exception Study was conducted to review and update the HSA Fiscal and Operations Officer job description due to changes in responsibility and reporting structure that have occurred over the last 10 years. In addition to conducting agency wide fiscal audits and ensuring the necessary reporting systems and internal controls are in place to safeguard against and/or detect fraud, embezzlement, theft, and waste, additional duties including overseeing a compliance program for the Public Health Department and acting as the HIPAA privacy and complaint officer have been added.

Departmental Concurrence

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 560	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2007/08

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

C.E.O. RECOMMENDATION: APPROVE

BY:
Elizabeth J. Olson

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

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

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

3.36

Background continued

As part of the study, a technical title change from HSA Fiscal and Operations Officer to CHA Internal Audit and Compliance Manager was completed to more accurately describe the scope of the position.

The Parks Department requests the addition of an Office Assistant III – Parks classification to align it with the existing Office Assistant I – III series.

Parity Increase: CHA

CHA Internal Audit and Compliance Manager: It is recommended to grant this classification an approximate 1.6% parity adjustment to salary plan/grade MCO 430 L13 (\$62,205 – 85,385). Based on internal equity with other County classes that perform similar audit and compliance duties, it is recommended to move this class from grade/plan MCO 418 L13 \$61,226 – 84,043 to grade/plan MCO 430 L13 \$62,205 – 85,385. The annual cost of implementing this recommendation is \$560 and there is no Net County Cost.

Classification Addition: Parks

Office Assistant III – Parks: It is recommended to add this class to the Class and Salary Listing at salary plan/grade PKG 120 L11 (\$26,449 - \$34,409). Since this request is only to add the classification, there is no cost impact. The class specification is attached.



OFFICE ASSISTANT III - PARKS

Class Code: 85064

COUNTY OF RIVERSIDE

Established Date: Feb 28, 2008

Revision Date: Feb 28, 2008

SALARY RANGE

\$12.72 – 16.54 Hourly

\$2,204.12 – 2,867.40 Monthly

\$26,449.49 – 34,408.82 Annually

CLASS CONCEPT:

Under general supervision, to perform the most complex assignments; OR, in a lead capacity, to provide technical supervision and training to staff; and to do other work as required.

The Office Assistant series is used in County departments to provide clerical services. Incumbents typically type, file, sort and process materials; maintain records; process records; compose and edit reports and correspondence; gather information; provide information to the public concerning departmental or County operations; receive and record payments; operate a variety of equipment including but not limited to word processors, micro-computers, mini-computers, computer terminals, duplicating machines, calculators; and prepare and complete a variety of forms and documents.

Incumbents in this class perform the most complex assignments where work is of a highly specialized nature requiring significant expertise and performed with a great degree of independence, OR act as lead personnel for a work unit performing a variety of clerical work. This class is distinguished from that of Supervising Office Assistant I in that the incumbents of the latter class have full supervisory responsibility for a clerical unit.

REPRESENTATION UNIT: Parks General Unit

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs complex clerical work requiring the application of laws, policies, procedures, and specialized terminology, prepares and processes materials which require the review of complex source material and a thorough familiarity with policies, procedures, terminology and various applicable laws in order to obtain the necessary data.
- Compiles a variety of narrative and statistical reports locating sources of information, devising forms to secure data, and determining proper format of finished report.
- Gives information to the public or interdepartmental representatives in situations where judgment and interpretation of departmental policies and regulations are required.
- Reviews a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable ordinances; answers questions involving searching for and summarizing technical data, laws, policies or procedures.
- Compiles a variety of narrative and statistical reports which require locating sources of information, devising forms to secure the data and determining proper format for finished reports.

- Designs or revises office forms; sets up and maintains complex filing systems.
- Initiates replies to routine correspondence; composes correspondence and other materials requiring the application of subject matter knowledge and discrimination in the selection of data.
- May provide technical guidance to clerical staff; may provide training to clerical staff; may assign and review the work of clerical staff; prepares and revises written procedures.
- Types a wide variety of complex material such as difficult statistical and budgetary tabulations, highly confidential reports and letters, priority manuscripts or contracts, and other specialized documents from rough, plain, corrected copy, or dictated material utilizing information processing equipment.
- Develops automated files and maintains the storage of tapes and disks; develops and revises standardized formats for documents for the department; operates peripheral equipment.
- Isolates and resolves equipment and procedural problems; performs backup of systems and maintains archived record library and reference logs; serves as technical expert on the operation of information processing equipment.

RECRUITING GUIDELINES:

Knowledge of: The principles, methods, and equipment used in information processing; correct English usage, grammar, spelling, vocabulary, punctuation, format, and style; office procedures, including preparing correspondence and reports, filing, and operating standard office equipment.

Ability to: Understand the capabilities and applications of information processing equipment considering the requirements of the unit, use initiative and judgment in setting up formats for a variety of documents; provide guidance to and train staff; proof and correct copy into acceptable final form; store and retrieve a variety of documents and subdocuments; meet departmental production and accuracy standards; establish and maintain effective working relationships.

Experience: Two years of clerical experience, one year of the required experience may be substituted by either:

Completion of 18 semester or 27 quarter units from an accredited college in secretarial sciences, office practices, business education, or a closely related field.

OR

Completion of 360 hours of training from a recognized occupational training program in secretarial sciences, business education, or a closely related field.

OTHER REQUIREMENTS:

Skills: Skill to type up to 40 words per minute may be required.

Tests: All candidates will be required to take a basic skills test prior to being considered for any Office Assistant III – Parks position.

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).