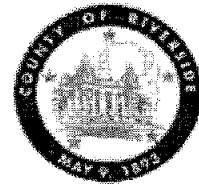


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

355



FROM: Human Resources Dept.

SUBMITTAL DATE:
May 12, 2008

SUBJECT: Classification additions to Facilities Management, Regional Park & Open-Space District, and the Human Resources Department; and amend Ordinance No. 440 pursuant to Resolution No. 440-8782 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendations contained in the attached Resolution 440-8782.

BACKGROUND: The following recommendations are the result of exception study requests from Facilities Management, Parks, and the Human Resources Department to establish new job classifications to address changes in organizational structure and span of control.

Departmental Concurrence

Barbara A. Olivier

Barbara A. Olivier
Asst. Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2007-08

SOURCE OF FUNDS: N/A	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*

Elizabeth J. Olson

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

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

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

3.32

BACKGROUND (Continued)

An Exception Study Request submitted by Facilities Management was conducted to determine the need for an addition to the Construction Inspector series. Construction Inspectors provide professional project management for new construction and renovations of existing County buildings.

With the expansion in the number and size of County construction projects, a need now exists for a level above the Senior Construction Inspector job class, which is limited in scope to leading and participating in the larger and more complex construction inspection assignments. The proposed Supervising Construction Inspector class would be responsible for full-scope supervision of Construction Inspectors in Design and Construction Division of Facilities Management.

In response to a request from the Director of the Riverside County Regional Park and Open Space District, an exception study was conducted to review the organizational structure of top management for the department. The focus of the review was on consolidating responsibility for administration of District planning and operations into a well-defined and more limited executive management structure. Specifically, this would entail a reduction in Parks District management positions directly reporting to the Parks Director from the current three to just one principal assistant director.

A proposed Senior Polygraph Examiner class would be assigned to the Human Resources/Sheriff Team, reporting to the Human Resources Services Manager for the Sheriff, and have responsibility for leading and coordinating the activities of other Polygraph Examiners and support staff. The Sheriff's Department has experienced substantial growth in its need for both sworn and non-sworn personnel; this in response to the demand for staffing of new contract cities and general growth in County population. There are currently 250 vacant (primarily sworn) positions awaiting completion of background investigations and an estimated 1500 more needed over the next 36 months in anticipation of expansion of the Banning facility and opening of the hub facility. The Senior Polygraph Examiner class would lead and provide oversight to the polygraph examination program and help improve the turnaround time on background investigations.

CLASSIFICATION ADDITION

Supervising Construction Inspector: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 623/L11 (\$60,200 – 78,520). Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The classification specification is attached.

Assistant Parks Director - Parks: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XPB 145/L18 (\$86,137 - 135,289). Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The classification specification is attached.

Senior Polygraph Examiner: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 317/L12 (\$59,945 - 80,173). This will place the new class approx. 6.6% ahead of the existing Polygraph Examiner job class. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The classification specification is attached.

IMPLEMENTATION

None of the recommended actions will cause salary compaction that requires any additional actions outside this proposal. The affected departments concur with the above recommendations.

1 RESOLUTION NO. 440-8782

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on May 20, 2008, that pursuant to Section 4.C. of Ordinance No. 440, the
5 Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and
6 Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as
7 follows:

8 <u>Job</u>			<u>Salary</u>
9 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
10 85073	+	Assistant Parks Director – Parks	XPB 145
11 37558	+	Senior Polygraph Examiner	MCO 317
12 33204	+	Supervising Construction Inspector	SEU 623

13
14
15
16
17 BE IT FURTHER RESOLVED that pursuant to Section 4.C.(2) of Ordinance No. 440, is
18 authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period
19 following approval:

20 <u>Job</u>		
21 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>
22 85073	+	Assistant Parks Director - Parks



ASSISTANT PARKS DIRECTOR - PARKS

Class Code: 85073

COUNTY OF RIVERSIDE

Established Date: May 22, 2008

Revision Date: May 22, 2008

SALARY RANGE

\$41.41 - \$65.04 Hourly

\$7,178.11 - \$11,274.09 Monthly

\$86,137.38 - \$135,289.02 Annually

CLASS CONCEPT:

Under administrative direction, to assist the Director in planning, directing, and coordinating the programs and operations of the Regional Park and Open-Space District; to act for the Parks Director - Parks during absences and when assigned; and to do other work as required.

This is a one position executive management class responsible for serving as principal assistant to the Parks Director – Parks. The incumbent has direct line control over all divisions with responsibility for managing the overall planning and operations of the Regional Park and Open-Space District.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2), (5) and (6) of the County Management Resolution and serves at the pleasure of the Parks Director - Parks.

This class has been deemed eligible for the Executive Performance Recognition Plan as set forth under Article 3, Section 311(B) of the County Management Resolution.

REPRESENTATION UNIT: Parks Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, organizes, coordinates and evaluates the overall activities of the Regional Park and Open-Space District, including programs in maintenance, operation, acquisition, and development of County parks and recreation facilities.
- Participates in the preparation of the Districts annual budget; ensures appropriate distribution of resources, and manages expenditures within the approved budget; recommends changes in organizational structure and personnel staffing to meet needs.
- Directs the development of activities to promote parks usage; assists in planning and directing future development of existing and potential park areas and prepares specific plans and specifications for the development and use of additional park facilities.
- Conducts studies to identify, assess, and evaluate existing and proposed services, and implements changes to meet identified needs and priorities.
- Recommends program improvements and develops specific plans for implementing these needs;

assists in defining program goals and objectives, and participates in the development of program plans and procedures to assure effective program implementation.

- Reviews the performance of subordinate managers and supervisors by *inspection and review* of work sites, records and reports; keeps the Parks Director informed of any incidents or problems, and status of work in progress.
- Provides administrative services for the Trails Committee.
- Establishes and reviews training safety and enforcement programs to ensure safe operations and the protection of employees and patrons.
- Administers parks reservation programs; monitors concession operations, resolves problems, and ensures concessionaire compliance with terms of contract.
- Makes recommendations for hiring, promoting, disciplining, and terminating personnel.
- Represents the district on various committees, organizations and associations; acts as liaison for the district in contact with *other departments, governmental agencies, and community groups* in matters related to the establishment, maintenance and improvement of district services and programs.
- Prepares correspondence and reports.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in planning, landscape architecture, public or business administration, park management, environmental studies, natural sciences, forestry or a closely related field. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

Experience: Four years of supervisory or lead experience in parks management, planning, or operations.

Knowledge of: Principles of personnel administration, supervision, and employee development; principles of budget preparation and fiscal management; principles of park management; park services program planning and service delivery techniques; program planning and evaluation techniques; park revenue sources and requirements; equipment, materials, and methods used in park operations and maintenance.

Ability to: Plan, coordinate, and supervise the work of others; analyze administrative, fiscal, and personnel problems, evaluate alternatives and devise workable solutions; identify and resolve departmental operational problems; coordinate the utilization of personnel, equipment, and other resources within the division; interpret and apply federal, state and county laws, regulations and policies of park operations and maintenance; prepare budget requests and costs and materials estimates; develop and prepare concise and logical oral and written reports; establish and maintain effective working relationships.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

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).



SENIOR POLYGRAPH EXAMINER

Class Code: 37558

COUNTY OF RIVERSIDE
Established Date: May 22, 2008
Revision Date: May 22, 2008

SALARY RANGE

\$28.82 - \$38.54 Hourly
\$4,995.38 - \$6,681.05 Monthly
\$59,944.56 - \$80,172.56 Annually

CLASS CONCEPT:

Under general direction, to lead Polygraph personnel in conducting the polygraph examination portion of background investigations; to organize and coordinate polygraph examination program activities with the Human Resources Department, Sheriff Department, local and State law enforcement agencies and other concerned parties; to assist others with and administer the more difficult polygraph examinations for sworn and non-sworn candidates going through background investigations; and to do other work as required.

Reporting to the Human Resources Manager assigned to the Sheriff's Team, an incumbent of this class directs and performs polygraph examination services for pre-employment testing and evaluation and provides professional consultation with the Occupational Health & Wellness Medical Director, leading members of the County Sheriff's Department and other related parties. This is a non-sworn class and does not have law enforcement duties and responsibilities.

REPRESENTATION UNIT: Confidential

EXAMPLES OF ESSENTIAL DUTIES:

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

- Oversees the day-to-day activities of the polygraph portion of background investigations for sworn and non-sworn personnel of the Sheriff's Department; may assign, review and evaluate the work of Polygraph Examiners and support personnel and performs the more difficult examinations.
- Operates related electronic recording equipment; calibrates polygraph machine; selects the appropriate polygraph technique in order to produce charts that record accurate physiological responses; prepares various technical and confidential reports.
- Performs various background and polygraph investigations which include pre-test and post-test interviews with both law enforcement personnel as well as the subject being examined.
- Explains the polygraph examination process to the subject in order to diminish inappropriate anxieties and to meet acceptable standards set forth by the American Polygraph Association.
- Monitors state and federal laws; updates procedures affecting polygraph and background investigations.
- Reviews and analyzes the rules and regulations of Peace Officer Standards and Training as they relate to background investigations.
- Represents the Sheriff's Department with various County departments and other law enforcement agencies in matters related to polygraph and background investigations.

- Trains sworn and non-sworn personnel in background investigations and polygraph procedures.
- Attends seminars and gives presentations on polygraph instruction.
- Continually evaluates and assesses the program relative to effective utilization of resources and achievement of goals, implementing changes as necessary; keeps abreast of all local, State, Federal, and other regulatory agency laws, rules, regulations, and policies and procedures applicable to the program to ensure compliance.
- Directs and ensures the maintenance of records, preparation of reports, and the clerical and housekeeping functions necessary for program operations; prepares correspondence and reports as required.
- Represents County Employee Health Medical services in relation to various public and private agencies in matters related to law enforcement polygraph testing.
- Participates in management staff meetings to assist in the development of program policies, procedures and objectives.

RECRUITING GUIDELINES:

Experience: Six years of law enforcement experience. One year of supervisory experience in a law enforcement environment is highly desirable.

Education: A Bachelor's Degree in Criminal Justice from an accredited college or university may be substituted for two years of the required experience.

Certificates: Must be a member in good standing with the California Association of Polygraph Examiners (CAPE). Current certification in Post-Conviction Sex Offender testing preferred. Must possess current certificate from an American Polygraph Association (APA)-accredited Polygraph Examiners Course.

Knowledge of: Polygraph procedures necessary to conduct polygraph exams; investigative procedures such as tactics, strategy, and questioning; how to attach components such as blood pressure cuff, fingerplates, and pneumatic tubes in order to properly record physiological response patterns; supervisory principles and practices including: planning, delegating and controlling the work of subordinates; current legislative changes and statistical trends and their effects; rules and regulations sufficient to comply with standards and legal requirements set forth by the State of California.

Ability to: Interrogate subjects effectively; recognize and resolve possible causes of inconsistent responses in polygraph test procedures; maintain good relationships with employees, supervisors, and persons being examined, often under difficult circumstances; communicate orally in order to provide or obtain job-related information; maintain records and write reports in a clear and concise manner; use cognitive skills necessary to conduct polygraph examinations and prepare for court or administrative testimony; analyze data at a level sufficient to understand technical, statistical, and theoretical reports; inspect polygraph instrument for malfunction and make minor repairs; analyze polygraph examination results; make impartial and technically correct decisions.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver License may be required.

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).



SUPERVISING CONSTRUCTION INSPECTOR

Class Code: 33204

COUNTY OF RIVERSIDE

Established Date: May 22, 2008

Revision Date: May 22, 2008

SALARY RANGE

\$28.94 - \$37.75 Hourly
\$5,016.67 - \$6,543.33 Monthly
\$60,200 - \$78,520 Annually

CLASS CONCEPT:

Under direction, to represent the County's interest and to supervise construction inspectors conducting continuous and/or periodic on-site technical inspections of County buildings, projects, and facilities being constructed under contract; to insure compliance of construction/projects to applicable laws, ordinances, standards, plans, and specifications; and to do other work as required.

This is the full-supervisory level class in the Construction Inspector series within the Design and Construction Division of the Facilities Management Department. This class reports to the Deputy Director and is characterized by the responsibility to supervise subordinate inspectors, perform inspection project assignments to insure that contracted construction, repair, or alterations of County buildings and facilities adhere and comply to specifications, laws, and contracts; to participate in the largest and most complex construction inspection assignments; and to conduct any technical and/or procedural training of Construction Inspectors, as may be required.

This series is further distinguished from the Building Inspector Series in that Building Inspector functions as an inspector of private and commercial structures, County-wide, for compliance to code only, whereas the Construction Inspector series is responsible for providing continuous inspection of County-administered construction projects for compliance to code and for adhering to detailed quality control specifications provided by architectural and/or engineering design and plan.

The Construction Inspector series differs from the Facilities Project Manager class by the latter's responsibility for overall project development of major County Construction projects, from pre-design through occupancy, with final acceptance of construction work provided through the on-site review and recommendation of Construction Inspectors.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervises, assigns, reviews, and evaluates the work performed by construction inspectors; directs the day-to-day operations of the Construction Inspection unit.
- Reviews and studies all County-contracted building project specifications, plans, drawings to become familiar with the project assignment prior to assignment to an inspector; provides and maintains monthly job status reports, plan check logs, job assignment logs and job completion records.

- Performs continuous and/or periodic on-site technical and quality control inspections of County buildings and/or remodeling projects, during construction, including but not limited to reinforced concrete, masonry and structural steel construction, land grading, plumbing, electrical, painting, heating, and air-conditioning.
- Provides liaison with project managers, architects, and/or engineers, to insure that construction complies with and adheres to plans, quality control specifications in which professional judgment is rendered for acceptability or rejection of installed materials and finishes, contract documents, and all applicable state and local building codes, ordinances, and regulations; explains and clarifies project plans and specifications to contractors and others.
- Insures appropriate civil, architectural, structural, mechanical, and electrical changes and written approvals are secured.
- Provides technical direction to subordinate inspectors, enforces inspection procedures, and outlines construction methods and assists in the resolution of conflicts between inspectors, contractors, management, on controversial construction matters.
- Arranges, coordinates, oversees, and may prepare samples for, special technical inspections, such as soil testing, concrete and asphalt mixes, etc. and checks test results for conformance to quality control specification requirements; inspects contract installations with view to prevention of possible hazards; observes work in progress to insure procedures are followed and material used conforms to specification.
- Analyzes and makes recommendations concerning adherence to contract and mandated specifications and informs commissioned architects, engineers, and Facilities Project managers of the quality of workmanship and materials used, and of any material or workmanship which does not meet specifications.
- Coordinates field activities for projects between contractors, architects, and engineers for the detecting and adjusting of discrepancies in the architectural, structural, mechanical, electrical, and other drawings and plans that affect the proper installation of equipment and facilities.
- Arranges and coordinates site visits, construction/installation reviews, performs and assigns off-site inspections at manufacturer's plants and job site conferences with appropriate officials, participants, consultants, contractors, manufacturers to facilitate timely progress in conjunction with compliance of regulations.
- Prepares and maintains job records, including quantities records, daily logs, schedules, payments, change orders, payroll, and all records necessitated by law, and prepares progress and other required reports; establishes and maintains effective and cooperative working relationships with contractors, public officials, and others.
- Provides plan check review and comments along with project scope of work summaries for Facilities Management and outside services when required.
- Provides and establishes project fee schedules for permits.
- Coordinates project close out with subordinate inspectors, retrieves all project construction documents for proper distribution and traceability.

RECRUITING GUIDELINES:

OPTION I

Experience: Five years of increasingly responsible technical or professional building construction experience on a variety of large structures or multi-store and/or multi-building complexes, such as hospitals, shopping centers, high-rise office buildings; three years of the required experience must have

been in a lead or supervisory capacity over journey-level trades or professional staff working on large structures or multi-store and/or multi-building complexes described above.

Educational substitution: Completion of course work from an accredited college in structural engineering, architectural engineering, architecture, inspection technology, or a related field, may be substituted for up to two years of the required heavy building construction experience on the basis of 30 semester/45 quarter units equaling one year of full-time experience.

OPTION II

Experience: One year increasingly responsible technical or professional building construction experience on a variety of large structures or multi-store and/or multi-building complexes, such as hospitals, shopping centers, high-rise office buildings.

AND

Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners.

OR

Possession of a valid certificate of registration as a Civil or Structural Engineer issued by the California State Board of Registration for Professional Engineers. (Persons licensed, certified, or registered as an Architect or Civil/Structural Engineer in another state must obtain California registration within one year of hire.)

Knowledge of: The principles of supervision; principles of inspection, procedures, and methods; principles of major building construction; federal, state, local, and Riverside County codes, ordinances, regulations, and safety orders applicable to the building construction trades; construction practices (methods, materials, equipment, engineering specifications) and safety hazard requirements associated with the structural aspect of building construction, remodeling and repair; contracts and the legal relationships between owner, architects, consultants, contractors, and subcontractors; complex building regulatory functions.

Ability to: Supervise, train and evaluate personnel; read and interpret complex building plans, blueprints, specifications; detect and locate, by inspection, deviations from plans and specifications and inferior materials and workmanship; interpret and explain code, plan, specification or contract violations, and take appropriate working measures to enforce correction; determine feasibility and make appropriate recommendations for changes to contracts; establish and maintain cooperative and effective working relationships; prepare correspondence and concise reports.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Certification from the International Conference of Building Officials (ICBO); or International Code Council (ICC) in: Building Inspection, Reinforced Concrete, Structural Masonry, Structural Steel, Commercial Electrical, Plumbing, Mechanical, or Certified Welding Inspector (CWI).

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).