

Report to the Board of Supervisors

Executive Office Reorganization and Classification Recommendations

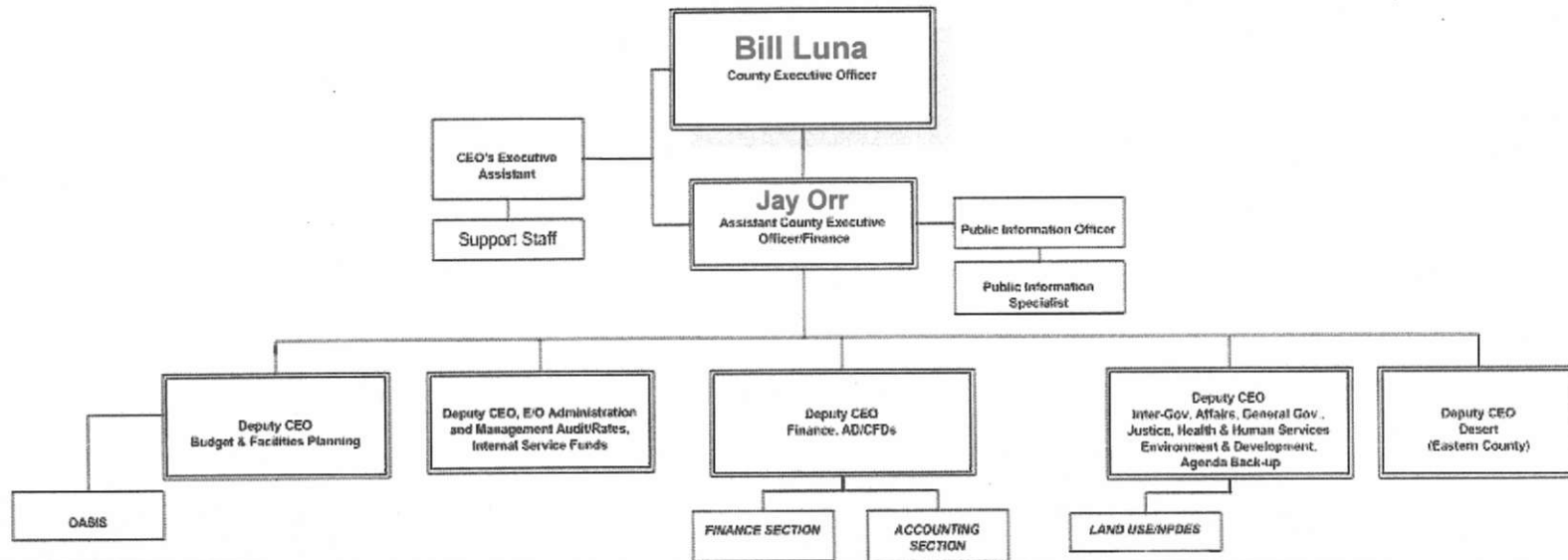


Bill Luna, County Executive Officer

Monday, September 15, 2008

1.0

Current Organizational Chart



Classification Addition

Chief Deputy CEO

Performs and coordinates high level staff work in:

- Budget and administrative analysis
- Public relations and capital project planning
- Special surveys

Relieves the Assistant CEO of administrative detail

Organizational Structure Improvements

- Increased communication
- Streamlined organization
- Efficiency
- Team concept
- Well defined roles
- Remove duplication
- Salary savings



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



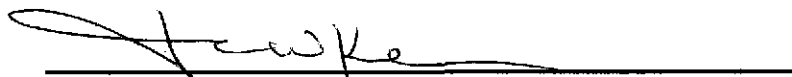
FROM: Human Resources Department

SUBMITTAL DATE:
August 25, 2008

SUBJECT: Classification and compensation recommendation for the Executive Office and the Economic Development Agency (EDA); and amend Ordinance 440 pursuant to Resolution No. 440-8787 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendation contained in the attached Resolution 440-8787.

BACKGROUND: Classification studies submitted by the Executive Office and EDA request new classifications for their departments. The Executive Office requests a new classification of Chief Deputy County Executive Officer to provide high level, advanced assistance to the Executive Office. EDA requests a new classification to address changes mandated by the U.S. Department of Housing and Urban Development (HUD) regarding the Affordable Public Housing Program.

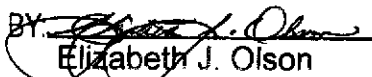


Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

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:	\$ 0	For Fiscal Year:	2008/09

SOURCE OF FUNDS: Departmental 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:**

CLASSIFICATION ADDITION: Executive Office

Chief Deputy County Executive Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMA 170 L22 (\$119,530 – \$208,975). Under the proposed organizational structure, this classification will manage and direct the activities of assigned Deputy County Executive Officers and relieve the Assistant County Executive Officer of administrative detail by performing and coordinating complex high level staff work in such fields as budget and administrative analysis, special surveys, public relations and capital project planning. The recommended salary range was determined by a nine-county California salary survey and is approximately 3.7% higher than the survey median of \$201,479. 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.

CLASSIFICATION ADDITION: Economic Development Agency

Public Housing Property Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 271 L11 (\$36,128 – \$47,064). Due to the limited number of organizations with comparable job classes, internal salary relationships were used in setting this new job class at the same pay range as the existing Housing Specialist I 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 class specification is attached.

1 RESOLUTION NO. 440-8787

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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 September 2, 2008, 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 Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
9 74296	+	Chief Deputy County Executive Officer	XMA 170
10 97465	+	Public Housing Property Manager	SEU 271

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

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
18 74296	+	Chief Deputy County Executive Officer

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CHIEF DEPUTY COUNTY EXECUTIVE OFFICER

Class Code:
74296

COUNTY OF RIVERSIDE
Established Date: September 11, 2008
Revision Date: September 11, 2008

SALARY RANGE

\$57.47 - \$100.47 Hourly
\$9,960.84 - \$17,414.21 Monthly
\$119,530.11 - \$208,970.53 Annually

CLASS CONCEPT:

Under general direction from the Assistant County Executive Officer, to manage and direct the activities of assigned Deputy County Executive Officers; to relieve the Assistant County Executive Officer of administrative detail by performing and coordinating complex high level staff work in such fields as budget and administrative analysis, special surveys, public relations and capital project planning; and to do other work as required.

The Chief Deputy County Executive Officer class is responsible for ongoing high-level functions of the Executive Office with major impact on County resources and policies such as budget planning, management services, program analysis, labor relations and intergovernmental services. This class is characterized by a high degree of independence and visibility in formulating and implementing County policy and by the supervision of Deputy County Executive Officers.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the County Executive Officer.

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

REPRESENTATION UNIT:

Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Assist and advise the Assistant County Executive Officer, relieve him of administrative detail and in his absence assumes his/her responsibility and act for him; assist in preparing presentations to the County Board of Supervisors.
- Lead and direct the affairs of assigned Deputy Executive Officers; confer with Assistant County Executive Officer and subordinate Deputies to determine basic departmental policies and operating procedures and coordinate implementation in assigned area; propose new administrative policies, organization and procedures; review and amend final recommendations and reports.
- Consult with and assist department heads in solving administrative problems and in developing new procedures; coordinate and standardize county practices on staffing and position control matters of the County Executive Office; develop and install staffing control procedures and requests for additional staffing; coordinate programs and the solution of problems which cross department lines; evaluate and report on the performance of department heads.

- Coordinate review of County department budget requests and supervise the maintenance of adopted budgets; supervise the preparation of reports and correspondence; review, evaluate and amend recommendations and reports.
- Review and evaluate management audit reports with reference to the goals and objectives of operating departments; coordinate programs and issue resolutions which cross department lines.
- Develop, coordinate and promote effective working relationships and cooperative programs with other county departments, local, regional, state and federal agencies and civic groups to solve mutual problems and/or exchange information.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in public or business Administration or a related field.

Experience: Four years of experience in administrative, budget, personnel or planning/growth management analysis; graduate work in public or business administration may be substituted for one year of the required experience on the basis of one year of education being equal to six months of experience.

Knowledge of: The principles and practices of governmental budgeting including performance budgeting and program analysis; the principles of public administration and personnel management; administrative and budget analysis techniques; management audit techniques; the principles and practices of public finance and governmental accounting; laws relating to the financial administration of County government and local agency formation; modern office methods and procedures; the dynamics of staff-line relationships.

Ability to: Plan, organize, supervise and evaluate the work of personnel; analyze and review complex budgets and financial practices of County departments; apply statistical methods in the analysis of management methods and problems; recognize problems and develop effective solutions; devise and effectively prepare and present reports and recommendation; evaluate and edit reports and recommendation; establish and maintain effective working relationships; represent the County effectively and negotiate with representatives of other agencies and firms; communicate effectively in oral and written form.

OTHER REQUIREMENTS:

License: 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).



PUBLIC HOUSING PROPERTY MANAGER

Class Code:
97465

COUNTY OF RIVERSIDE
Established Date: September 11, 2008
Revision Date: September 11, 2008

SALARY RANGE

\$17.37 - \$22.63 Hourly
\$3,010.70 - \$3,922.01 Monthly
\$36,128.35 - \$47,064.16 Annually

CLASS CONCEPT:

Under supervision, to perform a variety of on-site duties involved in managing residential apartments for low income persons under the Affordable Public Housing program; to conduct inspections and ensure maintenance of rental units; and to do other work as required.

Public Housing Property Manager is distinguished from the Housing Specialist job series in that the latter provides housing assistance under the Section 8 and related housing programs.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Manages subsidized housing developments that are owned and maintained by the Housing Authority; performs on-site caseload management, initial eligibility determination, and overall management of one or more residential communities.
- Determines applicants' eligibility and residents' continued eligibility for assistance in the Affordable Public Housing program which includes reviewing past rental history, credit history and conducting criminal background checks utilizing established timelines, agency policies, and federal regulations.
- Answers questions and provides information to the public; shows housing facilities to prospective residents; investigates and responds to requests and complaints from tenants; counsels and assists residents with problems related to their housing.
- Conducts move in, annual, and move out inspections for residential units of the Affordable Public Housing Program; ensures assisted units comply with HUD requirements for decent, safe, and sanitary housing conditions; advises and assists maintenance staff and residents of unit maintenance needs identified from inspections or complaints; dispatches maintenance staff promptly and conducts follow up inspections of completed work and repairs.
- Prepares and executes residential lease or rental agreements between the Housing Authority and qualified applicants; calculates security deposits; calculates residents' rent; initiates the collection of delinquent rent payments, maintenance charges and/or late fees from residents.
- Submits required paperwork to the Public Housing Senior Development Specialist; completes weekly vacancy reports and other reports as required.
- Assists in the development and implementation of resident programs.

- Monitors conduct of residents to insure compliance with house rules, regulations, and lease; maintains written records, and reports occupancy violations, disturbances and other infractions by tenants and guests; serves lease violation notices and follows up through court appearances as necessary.
- Keeps the grounds, trash container areas, parking lots and common areas in a neat and orderly manner not allowing trash or debris to accumulate; patrols these areas every morning and continually throughout the day; reports or corrects safety hazards; maintains security of the overall community at all times.

RECRUITING GUIDELINES:

Education: Graduation from an accredited high school or possession of an equivalent certificate or diploma recognized by the State of California (e.g., G.E.D).

Experience: Three years of clerical or administrative experience requiring extensive public contact, including one year in a property management environment. (Course work from an accredited college or university in public or business administration, social sciences, or a related field may substitute for the required education on the basis of 30 semester/45 quarter units equaling one year of experience.)

Knowledge of: Basic interviewing skills and techniques; modern office procedures, methods and computer equipment; principles of business letter writing and basic report preparation; safety and health standards; principles and procedures of record keeping; basic mathematics.

Ability to: Learn Affordable Public Housing Program policies and procedures; learn, interpret and apply pertinent Federal, State, and local laws, codes, and regulations; learn to perform housing inspections; determine needed repairs and estimate cost of repairs; operate a computer terminal and standard office machines; perform accurate mathematical calculations; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including Housing Authority staff, program participants, residents, and the general public.

OTHER REQUIREMENTS:

License or Certificate: Possession of, or ability to obtain, a valid California Driver's License. Employees must maintain a driving record which meets the insurable requirement of the Housing Authority's carrier.

Special Requirement: Employees must reside on-site and be independently responsible for all phases of property management for the public housing community to which assigned. The maximum monthly rental rate that will be charged to the employee is 2/3 of the flat rent charged to current residents.

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).