

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

634



FROM: Executive Office on Behalf of the Perris Valley Cemetery District

SUBMITTAL DATE:
February 20, 2009

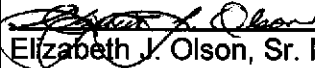
SUBJECT: Approval of job descriptions and compensation changes

RECOMMENDED MOTION: That the Board of Supervisors acting as Trustees for the Perris Valley Cemetery District:

1. Approve the recommended revisions to the General Manager's job classification, a new job classification for a Cemetery Assistant, and additional compensation steps for grounds workers.
2. Approve the compensation adjustment for the current General Manager.

BACKGROUND: Supervisor Ashley requested and the Board approved job classifications and benefits packages for the Perris Valley Cemetery District employees in 2006. Since that time there have been numerous changes at the District but the most significant change occurred on December 29, 2008 when a General Manager was hired. When the County assumed responsibility for the District in January 2002 a retired cemetery administrator assisted the Executive Office as a contractual employee.
Continued

Departmental Concurrence


Elizabeth J. Olson, Sr. Management Analyst

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:	

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

C.E.O. RECOMMENDATION: APPROVE

APPROVE

BY: 
Gary M. Christmas

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

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

However for nearly six years there was no General Manager. Duties were split between a supervisor at the District and an analyst in the Executive Office. Over time the Executive Office was required to assume greater responsibility for daily operations and it became apparent that an on-site manager was necessary. The General Manager was hired at the top step approved in 2006, an annual salary of \$43,680.

Human Resources recently analyzed the salaries of General Managers at nine Riverside County cemetery districts (Palo Verde was excluded). The mean salary is \$58,838. The Executive Office recommends that the current General Manager's salary be raised to \$52,626 beginning at the pay period following the Board's approval and that the salary be raised to \$58,838 on the first anniversary of employment following a successful annual evaluation. No adjustments would be required in the current budget as the District has two fewer full time employees.

The General Manager brings more than 30 years of professional financial management to the position and has already made cemetery operations more cost effective. From a staff of five full-time employees the cemetery currently now has three, the General Manager and two groundskeepers. The General Manager also assists with burials when Sheriff's work release helpers are not available. It is possible that a Cemetery Assistant might be hired in the April. Initially all new hires come from the County Temporary Assistance Program.

The Cemetery Assistant job description (attached) is a new one and combines clerical tasks with functions essential to the operation of a cemetery. The position is part-time and without benefits. Hours of operation at the District do not warrant a full-time support person.

Finally, the current groundskeepers are paid \$16.38 per hour. Each has been employed at the District since 2002 and both have excellent work histories. Human Resources analyzed the salaries paid to cemetery district grounds crew employees in Riverside County and the present salaries are approximately 2% above the mean. The recommendation is that the top step be raised to \$19.65. This would be 20% higher than the current top step but it is anticipated that the potential for reaching this income over a five year period might encourage employees to stay in these physically demanding positions.

Perris Valley Cemetery District
915 N. Perris Blvd.
Perris, CA 92571
(951) 657-2352

CEMETERY ASSISTANT

SALARY RANGE

\$10.00 - \$12.00 Hourly \$650.00 - \$1,300.00 Monthly \$7,800.00 - \$15,600.00 Annually

Part-time: 15 – 25 hours per week.

DEFINITION:

Under general supervision of the Perris Valley District Manager, to perform a variety of specialized and responsible duties related to cemetery operations, burial documentation and recording, dealing with the public, the maintenance and review of financial and statistical records; and to perform other work as required.

DUTIES AND RESPONSIBILITIES:

- Assists the public in arranging burials, purchasing grave sites and rendering other assistance as necessary.
- Receives and records money transactions for sale of plots, services and miscellaneous income.
- Guides individuals or small groups to various parts of the cemetery in order to locate, inspect and choose burial site.
- Processes and administers district pre-need installment sales contracts, records all activity on accounts, and keeps records current on cemetery computer system.
- Prepares, distributes and maintains Certificate of Burial Rights.
- Maintains records and maps in connection with interment, burial rite sales and other District services.
- Performs secretarial work, including word processing, filing and bookkeeping.
- Processes invoices to County Auditor-Controller.
- Assists with accountability of district revenues and expenses.
- Receives time records and prepares district payroll reports, answers questions related to sick leave, vacation and compensatory time.
- Maintains policy manuals, personnel files and payroll records.
- Provides information during annual external audit.
- Answers telephone calls and maintains telephone log; explains policies, procedures and fees.
- May accept weekend calls and schedules funeral services.
- Maintains various records or files.
- Performs other duties as assigned by the District Manager.

RECRUITING GUIDELINES:

Experience: Any combination of education and experience that would provide the knowledge and abilities listed below.

Knowledge of: Correct grammar, spelling and punctuation; office practices and procedures, including preparing correspondence and reports; filing, indexing and cross-referencing methods; principles, methods and equipment used in information processing; basic methods and practices of fiscal record keeping; basic business mathematics; methods of handling, recording and controlling monies received and disbursed.

Ability to: Perform clerical work and quickly learn the specific operation of the office; prepare and maintain accurate records and reports; perform financial clerical work; understand and follow written and oral instructions; establish and maintain effective working relationships.

OTHER REQUIREMENTS:

Must possess a valid California Driver's License; must be fluent in the English language; must be bondable.