

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

449



FROM: Human Resources Department

SUBMITTAL DATE:
November 26, 2013

SUBJECT: Inclusion of Regional Conservation Authority management job classes within the County's Performance Recognition Plan and amend Ordinance No. 440 pursuant to Resolution No. 440-8955 submitted herewith. [District - All]; [Ongoing Costs \$0]; [RCA Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. That the Board of Supervisors approve the inclusion of Regional Conservation Authority management classifications within the County's Performance Recognition Plan and amend Ordinance No. 440 pursuant to Resolution No. 440-8955 submitted herewith.

BACKGROUND:

Summary

On November 27, 2012, the Board of Supervisors approved Agenda Item 3.12, allowing a modification and expansion to the Executive Performance Recognition Plan (EPRP). The pay-for-performance system was amended at that time to include a broader range of Unrepresented Management job classifications in order to incentivize high performance and attain the County's objectives; however, the Regional Conservation Authority (RCA) management job classes were excluded from participating in the newly renamed Performance Recognition Plan (PRP).

Barbara A. Olivier
Barbara A. Olivier
Asst. County Executive
Officer/Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

SOURCE OF FUNDS: Regional Conservation Authority
Budget Adjustment: No
For Fiscal Year: 13/14

C.E.O. RECOMMENDATION:

APPROVE

BY: *Samuel Wong 11/18/13*
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: 3.12; 11/27/2012 | District: | Agenda Number:

3-34

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Inclusion of Regional Conservation Authority management job classes within the County's Performance Recognition Plan [District – All]; [Ongoing Costs \$0]; [RCA Funds]

DATE: November 26, 2013

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

RCA was formed by a Joint Powers Agreement on January 27, 2004 to implement one of America's most ambitious environmental efforts, the Multiple Species Habitat Conservation Plan (MSHCP). While reserve acquisition is RCA's core activity, RCA must also monitor development or "habitat-loss" within the MSHCP, review applications for infrastructure or development projects by public agencies and other regional entities like electric and gas utilities, monitor the species being protected, and manage the lands it acquires.

In order to fulfill the needs and requirements of RCA, a management services contract with the County of Riverside was formally instituted, thus allowing RCA staff members to be placed in appropriate RCA specific job classes through the County. As County employees, RCA salaries and benefits were, and continue to be, tied to the County's under the County Management Resolution 2012-243. Further, during the economic downturn in 2009, RCA management employees, like County management, were required to participate in the suspension of step increases, mandatory furloughs, and the reduction of flex benefits and 401(a) contributions alike. In addition, as of December 2011, RCA employees together with County employees began paying the previously employer-paid CalPERS Member Contribution.

Through discussions with the County Executive Office and Human Resources Department, it was determined that RCA specific management job classes could, in fact, be eligible to participate in the PRP so long as a separate action was brought before, and ultimately approved, by their RCA Executive Committee (Attachment A). Also attached is a copy of the RCA Executive Committee Memorandum, authorized by Scott Miller, RCA Board of Directors Vice Chairman, granting final approval for participation in the County's PRP (Attachment B). As stated within RCA's approved Staff Report of October 16, 2013 (Agenda Item No. 12), oversight of completed performance appraisals and authority to grant salary increases and/or decreases for PRP eligible RCA job classes will be at the sole discretion of their RCA Executive Director, not our County Executive Officer. Further, any adjustments to the RCA Executive Director's salary shall be approved through a separate action of the RCA Executive Committee. There is no cost impact to the County as all salaries paid to employees within RCA job classes are reimbursed to the County by the Authority.

Impact on Residents and Businesses

None

ATTACHMENTS:

- A. Regional Conservation Authority Approved Staff Report**
- B. RCA Executive Committee Memorandum**
- C. Resolution No. 440-8955**

STAFF REPORT

October 16, 2013
Agenda Item No. 12***Regional Conservation Authority*****EXEMPT MANAGEMENT, MANAGEMENT,
CONFIDENTIAL, AND OTHER UNREPRESENTED EMPLOYEES
PERFORMANCE RECOGNITION PLAN****Staff Contact:****Charles Landry
Executive Director
(951) 955-9700****Background:**

RCA staff members are County employees. RCA's salaries and benefits are tied to the County's under the Management MOU. For example, in 2009 when the County suspended step increases, required 160 hours of furloughs, reduced the flex benefits by \$100.00 and reduced the 401(a) by \$25.00, RCA did also. In addition, RCA staff began paying the CalPERS Employer Paid Member Contribution effective December 2011.

Last year, the County adopted an Executive Performance Recognition Plan (EPRP) as an appropriate pay-for-performance system as a means of incentivizing high performance and the attainment of the County's objectives. On November 20, 2012, the County expanded that plan to include other unrepresented management and renamed the program to the Performance Recognition Plan (PRP). RCA was not included in the PRP. County Human Resources requires a separate action by the RCA Executive Committee in order for RCA to be included in the PRP.

The PRP program allows for incremental pay increases annually based on performance. Employees who receive a sub-standard performance evaluation may, at the discretion of the RCA Executive Director, or his designee, be subject to a salary reduction of up to two steps, or approximately 5.5 percent of pay. Any adjustments to the RCA Executive Director's salary shall be approved by separate action of the RCA Executive Committee. The County's salary table is based on steps, and each step is approximately 2.71 percent. The program is three groups: 1) employees who serve At-Will to the County Executive Officer (CEO) or to the Board of Supervisors (adds 14 steps); 2) employees who serve At-Will to agency/department heads including elected departments (adds 9 steps); and 3) all other eligible unrepresented management employees (adds 5 steps). It is recommended that RCA be included in Groups 2 and 3 of the PRP. Exhibit A lists RCA eligible job classifications and the proposed changes to Ordinance 440.

The RCA, County Executive Office, and Human Resources Department have been coordinating regarding the inclusion of RCA in the PRP and the necessary amendments to Ordinance 440 to include RCA.

If approved, the current year cost is approximately \$8,146.78. There are sufficient funds in the current year budget to cover the costs of the increases.

Agenda Item No. 12 Staff Report
Page 2
October 9, 2013

Staff Recommendation:

That the RCA Executive Committee authorize the Chairman to request that the County of Riverside amend Ordinance 440 to include RCA staff in the Performance Recognition Plan as outlined in Attachment A.

Attachment:

Exhibit A

FINANCIAL INFORMATION	
In Fiscal Year 2014 Budget: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Current Year Cost: Approximately \$ 8,146.78 Net County Cost: \$ 0
Source of Funds: Various	Budget Adjustment: No From To
Approved by: <i>Honey Bernas</i>	Date: October 9, 2013



MEMORANDUM

DATE: October 16, 2013

TO: Barbara Olivier
Asst. CEO/Human Resources Director

FROM: RCA Executive Committee

RE: PAY FOR PERFORMANCE FOR RCA

On October 16, 2013, the RCA Executive Committee approved a Pay for Performance Plan for RCA positions. Please make the following changes to County Ordinance 440:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74225	Executive Director, RCA	MCO 716/L15	XRA 716/L24
74214	Director of Admin Services, RCA	MCO 673/L15	MRPR 673/L19
74913	Director of Reserve Mgmt/Monitoring, RCA	MCO 673/L15	MRPR 673/L19
74277	Director of Land Acquisition, RCA	MCO 673/L15	MRPR 673/L19
74283	RCA Chief of Technical Information	MCO 662/L15	MRPR 662/L19
74914	RCA Land Acquisition Analyst	MC1 166/L15	MRPR 166/L19
74282	RCA Information Technology Officer	MCO 652/L15	MRPR 652/L19
74212	RCA Administrative Services Officer	MCO 364/L15	MRPR 364/L19



 SCOTT MILLER, Vice Chairman
 RCA Board of Directors

RESOLUTION NO. 440-8955

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 26, 2013, that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74214	Director of Administrative Services, RCA	MCO 673/L15	MRPR 673/L19
74277	Director of Land Acquisition, RCA	MCO 673/L15	MRPR 673/L19
74913	Director of Reserve Management/Monitoring, RCA	MCO 673/L15	MRPR 673/L19
74225	Executive Director, RCA	MCO 716/L15	XRA 716/L24
74212	RCA Administrative Services Officer	MCO 364/L15	MRPR 364/L19
74283	RCA Chief of Technical Information	MCO 662/L15	MRPR 662/L19
74282	RCA Information Technology Officer	MCO 652/L15	MRPR 652/L19
74914	RCA Land Acquisition Analyst	MC1 166/L15	MRPR 166/L19

/kc

11/12/2013

440 Resolutions\KC