

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

441



FROM: Human Resources Department

SUBMITTAL DATE:
February 13, 2014

SUBJECT: Approval of Classification and Compensation recommendations regarding supervisory classification salary issues with Service Employees International Union, Local 721; and amend Ordinance No. 440 pursuant to Resolution No. 440-8959 [All Districts] [Total Est. Cost-\$1,672,358] [Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:
1. Amend Ordinance No. 440 pursuant to Resolution No. 440-8959.

BACKGROUND:
Summary

Departmental Concurrence

The 2012-2016 Memorandum of Understanding (MOU) with the Service Employees International Union, Local 721 (SEIU) contains language to correct SEIU supervisory positions impacted by salary increases in the 2012-2016 Laborers' International Union of North America, Local 777 (LIUNA) MOU. This request addresses SEIU supervisory positions that were impacted by the salary increases in the 2012-2016 LIUNA MOU for the 2013-2014 fiscal year. There are additional classifications still under review.

Michael T. Stock
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	\$ 441,207	\$ 575,166	\$ 1,672,358	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 79,353	\$ 99,883	\$ 295,266	\$	

SOURCE OF FUNDS: Departmental Budgets
Budget Adjustment: No
For Fiscal Year: 2013/14

C.E.O. RECOMMENDATION: APPROVE
BY: Samuel Wong 2/16/14
County Executive Office Signature Samuel Wong

MINUTES OF THE BOARD OF SUPERVISORS

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

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

3-19

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Classification and Compensation recommendations regarding supervisory
classification salary issues with Service Employees International Union, Local 721; and amend
Ordinance No. 440 pursuant to Resolution No. 440-8959 [All Districts] [Total Estst. Cost-
\$ 1,672,357] [Departmental Budgets]**

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BACKGROUND:

Summary (continued)

The SEIU MOU defines salary compaction as a supervisory classification's maximum base salary being less than five and one-half percent (5.5%) above the maximum base salary available to the highest paid subordinate classification. In order to resolve compaction, Human Resources recommends following the method outlined in Article 30, Section C 'Parity Studies,' of the SEIU MOU. Depending on the extent of compaction, this method either adds salary steps at approximately 2.71% or 5.5% to the maximum of the respective salary plan/grade, and/or increases the salary plan/grade by a specified percentage. To comply with the SEIU MOU, adjustments will become effective the first day of the pay period within sixty (60) days of submission to the County.

The following recommended salary adjustments shall be effective September 5, 2013:

Automotive Service Supervisor: From salary plan/grade SEU 365/L15 (\$42,686 - \$62,143) to SEU 365/L16 (\$42,686 - \$63,827). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the two (2) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Building Services Engineer: From salary plan/grade SEU 473/L17 (\$48,216 - \$74,005) to SEU 473/L18 (\$48,216 - \$76,011). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the five (5) incumbents presently at top of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Eligibility Supervisor: From salary plan/grade SEU 288/L15 (\$37,213 - \$54,137) to SEU 288/L16 (\$37,213 - \$55,604). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the seventy-seven (77) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Equipment Service Supervisor: From salary plan/grade SEU 429/L16 (\$46,062 - \$68,823) to SEU 429/L17 (\$46,062 - \$70,689). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the two (2) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Fire Safety Supervisor: From salary plan/grade SEU 652/L15 (\$63,028 - \$91,770) to SEU 652/L16 (\$63,028 - \$94,257). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the four (4) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Garage Branch Supervisor: From salary plan/grade SEU 302/L17 (\$38,204 - \$58,626) to SEU 302/L18 (\$38,204 - \$60,214). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase.

Law Office Supervisor I: From salary plan/grade SEU 293/L16 (\$37,548 - \$56,063) to SEU 293/L17 (\$37,548 - \$57,583). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the ten (10) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

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Law Office Supervisor II: From salary plan/grade SEU 348/L15 (\$41,153 - \$59,845) to SEU 348/L16 (\$41,153 - \$61,467). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the four (4) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Operations and Maintenance Supervisor: From salary plan/grade SEU 380/L16 (\$42,922 - \$64,136) to SEU 380/L17 (\$42,922 - \$65,875). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Sheriff Communications Supervisor: From salary plan/grade SEU 495/L18 (\$49,778 - \$78,454) to SEU 495/L19 (\$49,778 - \$80,580). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase.

Sheriff's Communications Supervisor A: From salary plan/grade SEU 545/L18 (\$52,755 - 83,162) to SEU 545/L19 (\$52,755 - \$85,415). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase.

Sheriff's Communications Supervisor B: From salary plan/grade SEU 580/L18 (\$55,236 - 89,444) to SEU 580/L19 (\$55,236 - \$89,444). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the eight (8) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Accounting Technician: From salary plan/grade SEU 321/L16 (\$39,431 - \$58,914) to SEU 321/L18 (\$39,431 - \$62,150). This adjustment adds two (2) salary steps, or approximately 5.5%. It is recommended that the sixteen (16) incumbents presently at top step of this classification be granted a two-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Archives & Records Technician I: From salary plan/grade SEU 239/L16 (\$33,864 - \$50,551) to SEU 239/L17 (\$33,864 - \$51,921). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the four (4) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Assessor-Clerk-Recorder Technician: From salary plan/grade SEU 293/L16 (\$37,548 - \$56,063) to SEU 293/L17 (\$37,548 - \$57,583). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the ten (10) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Code Enforcement Officer: From salary plan/grade SEU 668/L16 (\$65,005 - \$97,212) to SEU 668/L17 (\$65,005 - \$99,846). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the seven (7) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

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Supervising Customer Support Representative: From salary plan/grade SEU 215/L16 (\$32,472 - \$48,468) to SEU 215/L17 (\$32,472 - \$49,781). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Fingerprint Examiner: From salary plan/grade SEU 525/L16 (\$52,004 - \$77,729) to SEU 525/L18 (\$52,004 - \$81,999). This adjustment adds two salary steps, or approximately 5.5%. It is recommended that the two (2) incumbents presently at top step of this classification be granted a two-step increase.

Supervising Fire Prevention Technician: From salary plan/grade SEU 383/L16 (\$43,226 - \$64,573) to SEU 383/L17 (\$43,226 - \$66,322). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Forensic Technician: From salary plan/grade SEU 562/L16 (\$54,023 - \$80,754) to SEU 562/L18 (\$54,023 - \$85,191). This adjustment adds two salary steps, or approximately 5.5%. It is recommended that the three (3) incumbents presently at top step of this classification be granted a two-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Medical Records Coder: From salary plan/grade SEU 299/L16 (\$38,072 - \$56,849) to SEU 299/L17 (\$38,072 - \$58,390). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent shall be considered for an increase upon their anniversary date.

Supervising Medical Transcriptionist: From salary plan/grade SEU 211/L15 (\$32,283 - \$46,969) to SEU 211/L16 (\$32,283 - \$48,242). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent shall be considered for an increase upon their anniversary date.

Supervising Office Assistant I: From salary plan/grade SEU 146/L16 (\$28,684 - \$42,792) to SEU 146/L17 (\$28,684 - \$43,951). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the twenty (20) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Office Assistant II: From salary plan/grade SEU 203/L14 (\$31,842 - \$45,046) to SEU 205/L16 (\$31,842 - \$47,502). This adjustment adds two salary step, or approximately 5.5%. It is recommended that the thirteen (13) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Public Defender Investigator: From salary plan/grade SEU 647/L16 (\$62,613 - \$93,646) to SEU 647/L17 (\$62,613 - \$96,184). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the four (4) incumbents presently at top step of this classification be granted a one-step increase.

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Supervising Sheriff Corrections Assistant: From salary plan/grade SEU 204/L16 (\$31,954 - \$47,681) to SEU 204/L18 (\$31,954 - \$50,301). This adjustment adds two salary steps, or approximately 5.5%. It is recommended that the four (4) incumbents presently at top step of this classification be granted a two-step increase. Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date.

Supervising Sheriff Court Services Assistant: From salary plan/grade SEU 242/L16 (\$34,109 - \$50,922) to SEU 242/L17 (\$34,109 - \$52,302). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the three (3) incumbents presently at top step of this classification be granted a one-step increase.

Supervising Storekeeper: From salary plan/grade SEU 201/L15 (\$31,788 - \$46,185) to SEU 201/L16 (\$31,788 - \$47,436). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent shall be considered for an increase upon their anniversary date.

Supervising Victim Witness Claims Technician: From salary plan/grade SEU 273/L16 (\$36,222 - \$54,077) to SEU 273/L18 (\$36,222 - \$57,048). This adjustment adds two salary steps, or approximately 5.5%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a two-step increase.

Technical Engineering Unit Supervisor: From salary plan/grade SEU 653/L18 (\$63,047 - \$99,434) to SEU 653/L19 (\$63,047 - \$102,128). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the six (6) incumbents presently at top step of this classification be granted a one-step increase.

Traffic Signal Supervisor: From salary plan/grade SEU 613/L16 (\$58,656 - \$87,706) to SEU 613/L17 (\$58,656 - \$90,083). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent presently at top step of this classification be granted a one-step increase.

The following recommended salary adjustment shall be effective January 23, 2014:

Waste Management Program Coordinator: From salary plan/grade SEU 558/L14 (\$53,804 - \$76,257) to SEU 606/L16 (\$58,146 - \$82,411). This adjustment adds approximately 8.07% to the salary maximum and adds two salary steps to the top of the range. Current incumbents will receive an increase at their present salary step within the new salary plan/grade effective January 23, 2014.

The Human Resources Department has met with SEIU, and SEIU concurs with this list of classifications receiving compaction fixes. The Human Resources Department will continue to work with SEIU to address compaction in supervisory classifications, and additional review will be necessary when the Laborers' International Union of North America receives salary increases in June 2014. As additional compaction is identified, these matters will be brought to the Board for approval and adjustments to the classification plan.

Impact on Residents and Businesses

The proposed step increases will not have any impact on private residents or businesses.

ATTACHMENTS (if needed, in this order):

A. RESOLUTION No. 440-8959

RESOLUTION NO. 440-8959

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on _____, 2014, 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, with an operative date *retroactive to September 5, 2013*, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
66415	Automotive Service Supervisor	SEU 365/L15 (\$42,686-62,143)	SEU 365/L16 (\$42,686-63,827)
62755	Building Services Engineer	SEU 473/L17 (\$48,216-74,005)	SEU 473/L18 (\$48,216-76,011)
13604	Eligibility Supervisor	SEU 288/L15 (\$37,213-54,137)	SEU 288/L16 (\$37,213-55,604)
66413	Equipment Service Supervisor	SEU 429/L16 (\$46,062-68,823)	SEU 429/L17 (\$46,062-70,689)
37876	Fire Safety Supervisor	SEU 652/L15 (\$63,028-91,770)	SEU 652/L16 (\$63,028-94,257)
66414	Garage Branch Supervisor	SEU 302/L17 (\$38,204-58,626)	SEU 302/L18 (\$38,204-60,214)
13940	Law Office Supervisor I	SEU 293/L16 (\$37,548-56,063)	SEU 293/L17 (\$37,548-57,583)
13941	Law Office Supervisor II	SEU 348/L15 (\$41,153-59,845)	SEU 348/L16 (\$41,153-61,467)
66507	Operations and Maintenance Supervisor	SEU 380/L16 (\$42,922-64,136)	SEU 380/L17 (\$42,922-65,875)
13809	Sheriff Communications Supervisor	SEU 495/L18 (\$49,778-78,454)	SEU 495/L19 (\$49,778-80,580)
13794	Sheriff's Communications Supervisor A	SEU 545/L18 (\$52,755-83,162)	SEU 545/L19 (\$52,755-85,415)
13795	Sheriff's Communications Supervisor B	SEU 580/L18 (\$55,236-87,084)	SEU 580/L19 (\$55,236-89,444)
15917	Supervising Accounting Technician	SEU 321/L16 (\$39,431-58,914)	SEU 321/L18 (\$39,431-62,150)

1	<u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
2	<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
3	13524	Supervising Archives & Records Technician I	SEU 239/L16 (\$33,864-50,551)	SEU 239/L17 (\$33,864-51,921)
4	15310	Supervising Assessor-Clerk-Recorder Technician	SEU 293/L16 (\$37,548-56,063)	SEU 293/L17 (\$37,548-57,583)
5	33244	Supervising Code Enforcement Officer	SEU 668/L16 (\$65,005-97,212)	SEU 668/L17 (\$65,005-99,846)
6	13399	Supervising Customer Support Representative	SEU 215/L16 (\$32,472-48,468)	SEU 215/L17 (\$32,472-49,781)
7	37539	Supervising Fingerprint Examiner	SEU 525/L16 (\$52,004-77,729)	SEU 525/L18 (\$52,004-81,999)
8	37871	Supervising Fire Prevention Technician	SEU 383/L16 (\$43,226-64,573)	SEU 383/L17 (\$43,226-66,322)
9	37532	Supervising Forensic Technician	SEU 562/L16 (\$54,023-80,754)	SEU 562/L18 (\$54,023-85,191)
10	13452	Supervising Medical Records Coder	SEU 299/L16 (\$38,072-56,849)	SEU 299/L17 (\$38,072-58,390)
11	13823	Supervising Medical Transcriptionist	SEU 211/L15 (\$32,283-46,969)	SEU 211/L16 (\$32,283-48,242)
12	13867	Supervising Office Assistant I	SEU 146/L16 (\$28,684-42,792)	SEU 146/L17 (\$28,684-43,951)
13	13868	Supervising Office Assistant II	SEU 203/L14 (\$31,842-45,046)	SEU 205/L16 (\$31,842-47,520)
14	37567	Supervising Public Defender Investigator	SEU 647/L16 (\$62,613-93,646)	SEU 647/L17 (\$62,613-96,184)
15	13822	Supervising Sheriff Corrections Assistant	SEU 204/L16 (\$31,954-47,681)	SEU 204/L18 (\$31,954-50,301)
16	13813	Supervising Sheriff Court Services Assistant	SEU 242/L16 (\$34,109-50,922)	SEU 242/L17 (\$34,109-52,302)
17	15834	Supervising Storekeeper	SEU 201/L15 (\$31,788-46,185)	SEU 201/L16 (\$31,788-47,436)
18	79784	Supervising Victim Witness Claims Technician	SEU 273/L16 (\$36,222-54,077)	SEU 273/L18 (\$36,222-57,048)
19	97435	Technical Engineering Unit Supervisor	SEU 653/L18 (\$63,047-99,434)	SEU 653/L19 (\$63,047-102,128)
20	97383	Traffic Signal Supervisor	SEU 613/L16 (\$58,656-87,706)	SEU 613/L17 (\$58,656-90,083)
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1 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant
2 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing
3 of Ordinance No. 440, with an operative date *retroactive to January 23, 2014*, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74198	Waste Management Program Coordinator	SEU 558/L14 (\$53,804-76,257)	SEU 582/L16 (\$55,328-82,411)

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