

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

787



FROM: Human Resources Department

SUBMITTAL DATE:
June 5, 2014

SUBJECT: Approval of Classification and Compensation recommendations regarding supervisory classification salary compaction issues with Service Employees International Union, Local 721; and amend Ordinance No. 440 pursuant to Resolution No. 440-8963 [All Districts] [Total Estimated Cost - \$633,226] [Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Amend Ordinance No. 440 pursuant to Resolution No. 440-8963

BACKGROUND:

Summary

On February 25th, 2014, the Board approved Resolution No. 440-8959 (Agenda Item 3-19), which made salary compaction adjustments to 32 classifications in the Service Employees International Union, Local 721 (SEIU) impacted by salary increases in the 2012-2016 Laborers' International Union of North America, Local 777 (LIUNA) MOU. After further review by Human Resources, these additional classifications require salary compaction adjustments.

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	\$ 144,292	\$ 229,160	\$ 633,226	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 10,806	\$ 16,654	\$ 47,424	\$	
SOURCE OF FUNDS: Departmental Budgets				Budget Adjustment: No	
				For Fiscal Year: 2013/14	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Samuel Wong 6/10/14*
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 02/25/14; 3-19

District: ALL

Agenda Number:

3 - 33

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Classification and Compensation recommendation regarding supervisory
classification salary issues with SEIU, Local 721; and amend Ordinance No. 440 pursuant to
Resolution No. 440-8963 [All Districts] [Total Est. Cost \$633,226] [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 to supervisory classifications 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:

Eligibility Specialist Supervisor II: From salary plan/grade SEU 301/L14 (\$38,204 - \$54,130) to SEU 307/L16 (\$38,632 - \$57,465). This adjustment adds approximately 6.16% to the salary maximum and adds two salary steps to the top of the range. The current incumbent will receive an increase at their present salary step within the new salary plan/grade effective September 5, 2013.

Insurance Billing Supervisor I: From salary plan/grade SEU 266/L16 (\$35,562 - \$53,089) to SEU 266/L17 (\$35,562 - \$54,528). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single (1) incumbent at top step of the classification be granted a one-step increase.

Insurance Billing Supervisor II: From salary plan/grade SEU 301/L14 (\$38,204 - \$54,130) to SEU 301/L15 (\$38,204 - \$55,597). 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.

Principal Engineering Technician: From salary plan/grade SEU 612/L18 (\$58,553 - \$92,328) to SEU 612/L20 (\$58,553 - \$97,400). This adjustment adds two salary steps or approximately 5.5%. It is recommended that the eleven (11) incumbents presently at top step of this classification be granted a two-step increase. Incumbents who are not presently at top step shall be considered for an increase upon their anniversary date.

Printing Production Supervisor: From salary plan/grade SEU 245/L15 (\$34,217 - \$49,728) to SEU 245/L16 (\$34,217 - \$51,075). 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.

Senior Public Safety Communications Officer: From salary plan/grade SEU 372/L18 (\$42,462 - \$66,904) to SEU 373/L19 (\$42,462 - \$68,718). This adjustment adds one salary step, or approximately 2.71% to the previous salary plan/grade. It is recommended that the three (3) incumbents presently at top step of this classification be granted a one-step increase on the new salary plan/grade.

Senior Sheriff 911 Communications Officer: From salary plan/grade SEU 377/L18 (\$42,487 - \$66,943) to SEU 377/L19 (\$42,487 - \$68,758). 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.

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Senior Sheriff's 911 Communications Officer – A: From salary plan/grade SEU 410/L18 (\$45,036 - \$70,960) to SEU 410/L19 (\$45,036 - \$72,883). This adjustment adds one salary step, or approximately 2.71% in order to compensate the Communications Officer - A at a rate that is 6% higher than the Senior Sheriff's 911 Communications Officer due to possession of a P.O.S.T Intermediate Dispatcher certificate. It is recommended that the three (3) incumbents presently at top step of this classification be granted a one-step increase. Incumbents who are not presently at top step shall be considered for an increase upon their anniversary date.

Senior Sheriff's 911 Communications Officer – B: From salary plan/grade SEU 456/L18 (\$47,161 - \$74,307) to SEU 456/L19 (\$47,161 - \$76,320). This adjustment adds one salary step, or approximately 2.71% in order to compensate the Communications Officer - B at a rate that is 11% higher than the Senior Sheriff's 911 Communications Officer due to possession of a P.O.S.T Advanced Dispatcher certificate. 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 presently at top step shall be considered for an increase upon their anniversary date.

Sheriff Records/Warrants Supervisor: From salary plan/grade SEU 264/L15 (\$35,582 - \$51,724) to SEU 264/L16 (\$35,582 - \$53,126). This adjustment adds one salary step, or approximately 2.71%. There are presently no incumbents in this classification.

Sheriff's Records/Warrants Supervisor - A: From salary plan/grade SEU 294/L15 (\$37,717 - \$54,827) to SEU 294/L16 (\$37,717 - \$56,313). This adjustment adds one salary step, or approximately 2.71% in order to compensate the Supervisor - A at a rate that is 6% higher than the Sheriff Records/Warrants Supervisor due to possession of a P.O.S.T Records Supervisor certificate. 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 presently at top step shall be considered for an increase upon their anniversary date.

Supervising Archives & Records Technician II: From salary plan/grade SEU 287/L15 (\$37,025 - \$53,866) to SEU 287/L16 (\$37,025 - \$55,326). 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.

Supervising Construction Inspector: From salary plan/grade SEU 648/L16 (\$62,329 - \$93,202) to SEU 648/L17 (\$62,329 - \$95,727). 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 November 14, 2013.

Supervising Investigative Technician: From SEU 424/L14 (\$45,753 - \$64,796) to SEU 432/L16 (\$46,223 - \$68,806). This adjustment adds approximately 6.19% 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 November 14, 2013.

The following recommended salary adjustment shall be effective May 1, 2014.

IT Supervising User Support Technician: From salary plan/grade ITS 395/L12 (\$55,453 - \$81,542) to ITS 450/L14 (\$61,368 - \$86,696). This adjustment adds approximately 6.32% 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 May 1, 2014.

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The following recommended salary adjustment shall be effective May 15, 2014.

IT Supervising Communications Technician: From salary plan/grade ITS 430/L12 (\$60,027 - \$88,268) to ITS 430/L14 (\$60,027 - \$93,117). This adjustment adds two steps, or approximately 5.5%. It is recommended that the five (5) incumbents presently at top step of this classification be granted a two-step increase effective May 15, 2014.

Salary Plan/Grade Adjustments at the Recommendation of Human Resources:

After review by Human Resources, the following classifications are recommended for salary adjustments. These classifications do not currently meet the compaction definition, but Human Resources recommends adjustments to the following salaries effective September 5, 2013:

Principal Engineering Technician - PLS/PE: From salary plan/grade SEU 641/L18 (\$61,770 - \$97,414) to SEU 641/L20 (\$61,770 - \$102,766). 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. This adjustment to the Principal Engineering Technician - PLS/PE classification does not meet the compaction definition previously described, and therefore does not require a MOU-mandated salary adjustment. However, at this time, it is the recommendation of Human Resources that the Principal Engineering Technician - PLS/PE be compensated at a salary plan/grade that is higher than the Principal Engineering Technician classification as an incentive for possessing either the Professional Land Surveyor's License or Civil Engineer's License.

Supervising Animal Care Technician: From salary plan/grade SEU 291/L15 (\$37,384 - \$54,361) to SEU 291/L16 (\$37,384 - \$55,834). This adjustment adds one 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. This adjustment to the Supervising Animal Care Technician classification does not meet the compaction definition previously described, and therefore does not require a MOU-mandated salary adjustment. However, at this time, it is the recommendation of Human Resources that the Supervising Animal Care Technician classification be adjusted in order to serve as an incentive for promotion to the Supervising Animal Care Technician class through competitive selection.

Supervising Office Assistant II Correction:

Supervising Office Assistant II: Due to a clerical error within the language of the previously approved Form 11 (February 25, 2014, BOS Agenda Item 3-19), the Supervising Office Assistant II class incorrectly stated that the thirteen (13) incumbents at top step of this classification be granted a "one-step increase." It is recommended that the thirteen (13) incumbents at top step of this classification as of September 5, 2013 be granted the appropriate two-step increase normally afforded with this type of compaction adjustment on the newly assigned salary plan/grade SEU 205/L16 (\$31,842 - \$47,502). Incumbents who are not currently at top step shall be considered for an increase upon their anniversary date. The addition of this class on the current Form 11 is to keep the language consistent with the MOU and does not affect the estimated costs of the current or previous Form 11.

The Human Resources Department has met with SEIU, and SEIU concurs with the suggested compaction adjustments. The Human Resources Department will continue to work with SEIU to address compaction in supervisory classifications.

Impact on Residents and Businesses

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

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ATTACHMENTS:

A. RESOLUTION No. 440-8963

RESOLUTION NO. 440-8963

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 17, 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>
15925	Eligibility Specialist Supervisor II	SEU 301/L14 (\$38,204 - \$54,130)	SEU 307/L16 (\$38,632 - \$57,465)
15906	Insurance Billing Supervisor I	SEU 266/L16 (\$35,562 - \$53,089)	SEU 266/L17 (\$35,562 - \$54,528)
15907	Insurance Billing Supervisor II	SEU 301/L14 (\$38,204 - \$54,130)	SEU 301/L15 (\$38,204 - \$55,597)
97434	Principal Engineering Technician	SEU 612/L18 (\$58,553 - \$92,328)	SEU 612/L20 (\$58,553 - \$97,400)
97438	Principal Engineering Technician – PLS/PE	SEU 641/L18 (\$61,770 - \$97,414)	SEU 641/L20 (\$61,770 - \$102,766)
62435	Printing Production Supervisor	SEU 245/L15 (\$34,217 - \$49,728)	SEU 245/L16 (\$34,217 - \$51,075)
13808	Senior Public Safety Communications Officer	SEU 372/L18 (\$42,462 - \$66,904)	SEU 373/L19 (\$42,462 - \$68,718)
13798	Senior Sheriff 911 Communications Officer	SEU 377/L18 (\$42,487 - \$66,943)	SEU 377/L19 (\$42,487 - \$68,758)
13799	Senior Sheriff's 911 Communications Officer - A	SEU 410/L18 (\$45,036 - \$70,960)	SEU 410/L19 (\$45,036 - \$72,883)
13800	Senior Sheriff's 911 Communications Officer - B	SEU 456/L18 (\$47,161 - \$74,307)	SEU 456/L19 (\$47,161 - \$76,320)
13476	Sheriff Records/Warrants Supervisor	SEU 264/L15 (\$35,582 - \$51,724)	SEU 264/L16 (\$35,582 - \$53,126)
13529	Sheriff's Records/Warrants Supervisor - A	SEU 294/L15 (\$37,717 - \$54,827)	SEU 294/L16 (\$37,717 - \$56,313)
73502	Supervising Animal Care Technician	SEU 291/L15 (\$37,384 - \$54,361)	SEU 291/L16 (\$37,384 - \$55,834)
13525	Supervising Archives & Records Technician II	SEU 287/L15 (\$37,025 - \$53,866)	SEU 287/L16 (\$37,025 - \$55,326)

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
33204	Supervising Construction Inspector	SEU 648/L16 (\$62,329 - \$93,202)	SEU 648/L17 (\$62,329 - \$95,727)

BE IT FURTHER RESOLVED 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 November 14, 2013*, as follows:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
37573	Supervising Investigative Technician	SEU 424/L14 (\$45,753 - \$64,796)	SEU 432/L16 (\$46,223 - \$68,806)

BE IT FURTHER RESOLVED 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 May 1, 2014*, as follows:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
86187	IT Supervising User Support Technician	ITS 395/L12 (\$55,453 - \$81,542)	ITS 450/L14 (\$61,368 - \$86,696)

BE IT FURTHER RESOLVED 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 May 15, 2014*, as follows:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
86135	IT Supervising Communications Technician	ITS 430/L12 (\$60,027 - \$88,268)	ITS 430/L14 (\$60,027 - \$93,117)