

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

260



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
July 24, 2014

**SUBJECT:** Introduction of Ordinance No. 781.14, Establishing Compensation and Benefits for Elected Officials Other than Members of the Board of Supervisors.[District- All] [Total Cost - \$181,794] [SOURCE OF FUNDS: Departmental Budgets]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Introduction of Ordinance No. 781.14, and adopt the Ordinance on the following agenda.

**BACKGROUND:**

**Summary**

As a result of compensation increases granted to subordinate management employees, the Human Resources Department recommends the review and adjustment of the compensation granted to our Independent Elected Officials (Assessor/County Clerk/Recorder, County Auditor-Controller, District Attorney, Sheriff/Coroner/Public Administrator, and Treasurer/Tax Collector).

Departmental Concurrence

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	\$ 158,874	\$ 22,920	\$ 181,794	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS:</b> Departmental Budgets				<b>Budget Adjustment:</b> No	
				For Fiscal Year: 2014/15	

**C.E.O. RECOMMENDATION:**

*Approved*

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

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

**Prev. Agn. Ref.:** 5/13/08; 3.30

**District:** All

**Agenda Number:**

**3-21**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Introduction of Ordinance No. 781.14, Establishing Compensation and Benefits for  
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**BACKGROUND:**

**Summary (continued)**

The compensation for Elected Officials was last adjusted in August 2008. The Board adopted a policy on August 29, 2006 (Agenda Item 3.42), granting Elected Officials the same pay adjustments as other department heads covered by the Management Resolution, rather than increases granted to their union-represented subordinates as had been the past practice. With the majority of the County's collective bargaining agreements concluded, the Human Resources Department has, in a separate Board agenda item, recommended comparative compensation and benefit adjustments for Management and Other Unrepresented classes.

Based on the findings of a recent external market salary survey conducted by the Human Resources Department, along with a internal parity review and compaction analysis, we recommend an additional salary adjustment of 22.33% for the District Attorney and Sheriff/Coroner/Public Administrator, and an additional salary adjustment of 20.68% for the Assessor/County Clerk/Recorder, County Auditor-Controller, and Treasurer/Tax Collector.

The parity recommendation would be effective September 18, 2014. Future COLA's granted to County management will be implemented for these classifications as well in accordance with the Management Resolution as reflected in the attached Ordinance.

**PARITY ADJUSTMENT RECOMMENDATIONS:**

**Assessor/County Clerk/Recorder:**

It is recommended to grant this classification an approximate 20.68% parity adjustment from salary plan/grade ELO 106/L1 (\$165,727) to salary plan/grade ELO 106/L1 (\$200,000) in order to maintain the internal parity relationship between the Assistant Assessor/County Clerk/Recorder and the Assessor/County Clerk/Recorder classifications.

The Assessor/County Clerk/Recorder (ACR) oversees an operation of approximately 400 employees in seven office locations with a budget of nearly \$40 million. The ACR office consists of four major divisions required to perform a wide variety of duties. The Assessor's primary responsibility is to value taxable property. This year, the Assessor valued 943,000 assessments, with a total assessed value of \$229 billion. The County Clerk's services range from issuing marriage licenses to filing Fictitious Business Names and performing marriage ceremonies. The Recorder is responsible for providing the public with constructive notice of private acts and creating and maintaining custody of permanent records for all documents filed and recorded in Riverside County and provides the public access to these records. The Records Management and Archives Program provide County departments with specialized records management services designed to maintain the integrity of their records and control cost.

During the past several years Riverside County has been at the center of the housing crisis. Through hard work, innovation and dedication, the Assessor/County Clerk/Recorder's office has been able to complete the assessment roll in a timely and accurate manner.

**County Auditor-Controller:**

It is recommended to grant this classification an approximate 20.68% parity adjustment from salary plan/grade ELO 106/L1 (\$165,727) to salary plan/grade ELO 106/L1 (\$200,000) in order to maintain the internal parity relationship between the Assistant County Auditor-Controller and the County Auditor-Controller classifications. Independently elected to serve Riverside County's 2.3 million residents, the County Auditor-Controller leads the County's central fiscal office and is charged with the oversight of the County's \$4.7 billion operational

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budget and \$7.3 billion in assets. The office is responsible for many complex processes, including the apportionment of more than \$3 billion in property taxes to K-14 schools, cities and special districts; produces an annual payroll of more than \$1.4 billion including payroll taxes, benefits and pension obligations for approximately 18,000 County and 2,000 special district employees; and provides internal audits of the County's 52 departments. In addition, produces numerous regulatory financial reports to government agencies and to the public, including the County's Comprehensive Annual Financial Report (CAFR), and audits and pays more than 500,000 transactions exceeding \$1 billion in purchase order and contract payments. The auditor-controller also provides fiscal risk assessments and operational strategy in protecting the taxpayer's \$12 billion budgetary and physical assets. The auditor-controller is a credentialed professional and leads a staff of approximately 100 professional and para-professional employees.

**District Attorney:**

It is recommended to grant this classification an approximate 22.33% parity adjustment from salary plan/grade ELO 115/L1 (\$223,166) to salary plan/grade ELO 115/L1 (\$273,000) in order to restore the internal parity relationship between the Chief Assistant District Attorney and the District Attorney classifications as well as maintain the internal parity between the Sheriff and the District Attorney.

The District Attorney is the chief law enforcement official in the County of Riverside and is dedicated to protecting the public and serving our community through the ethical prosecution of criminal and civil offenses while safeguarding the rights of victims and witnesses. With an annual budget of more than \$100 million and more than 700 full time employees, plus approximately 100 volunteers, and office locations in Riverside, Banning, Indio, Blythe, and Murrieta, the Riverside County District Attorney's Office is the fourth largest prosecutor's office in the State of California, and the twelfth largest in the nation. The District Attorney directs the efforts of 250 lawyers in prosecuting almost 70,000 cases each year, resulting in a conviction rate greater than 90%. Additionally, the District Attorney oversees an internal Bureau of Investigation tasked with conducting initial police investigations, follow-up criminal investigations, and participating in multi-agency partnerships and task forces. If the District Attorney's Bureau of Investigation was a standalone police department, it would be the third largest in the County of Riverside with more than 100 sworn law enforcement professionals. The District Attorney's Division of Victim and Witness Services has been designated by the Board of Supervisors as the organization that will provide comprehensive services to victims and witnesses of crime. In this capacity, the District Attorney serves approximately 13,000 victims and 5,000 witnesses each year in five geographic office locations and three Family Justice Centers.

**Sheriff/Coroner/Public Administrator:**

It is recommended to grant this classification an approximate 22.33% parity adjustment from salary plan/grade ELO 114/L1 (\$223,166) to salary plan/grade ELO 115/L1 (\$273,000) in order to restore the internal parity relationship between the Undersheriff and the Sheriff/Coroner/Public Administrator classifications.

The Sheriff-Coroner, the County's chief law enforcement officer, operates the second largest of California's 58 Sheriff's Departments and is responsible for 24/7 emergency first-responder and criminal justice operations for 2.3 million residents covering over 7,300 square miles. By law, the Sheriff-Coroner is responsible for countywide patrol, jail operations, court security and civil process, and serves as the Coroner-Public Administrator. Seventeen of the twenty-eight cities in Riverside County contract with the Riverside Sheriff's Department to provide law enforcement services. The Sheriff-Coroner serves as the Chief of Police for those 17 contract cities and oversees 11 contracts for police service for various school districts throughout the county. The county hospital and one tribal community also contract with the department for proactive policing. Additionally, the Sheriff-Coroner has 24/7 legal responsibility for search and rescue, calls for service from the public, and emergency response for disasters and terrorist attacks countywide. The Sheriff-Coroner by law also oversees mutual aid coordination of law enforcement resources countywide, enforcement of criminal law

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on 12 tribal lands and is the lead agent for Federal, State and local integration of over 35 joint task force efforts. Other areas of responsibilities include: receiving and booking 60,000 adults annually into our county jails; air support; special weapons teams for high risk critical incidents; forensics services; homicide investigations; secures some ninety courtrooms; serves civil process as an arm of the courts; investigates suspicious deaths; and provides basic and advanced law enforcement training to smaller law enforcement agencies within the county and in surrounding counties. The Sheriff-Coroner is directly responsible for an operating budget in excess of \$600 million dollars, 135 different job classifications, and with an authorized staffing level of approximately 4,600, who are members of four different unions. Due to its unique responsibilities in California, the Office of Sheriff touches directly and/or indirectly the lives of every Riverside County resident in California's 4th largest county. The Riverside County Sheriff's Department is many times larger and far more complex than the next largest law enforcement agency within the County.

**Treasurer/Tax Collector:**

It is recommended to grant this classification an approximate 20.68% parity adjustment from salary plan/grade ELO 106/L1 (\$165,727) to salary plan/grade ELO 106/L1 (\$200,000) in order to maintain the internal parity relationship between the Assistant Treasurer/Tax Collector and the Treasurer/Tax Collector classifications.

The Treasurer-Tax Collector oversees an operation of approximately 105 employees in 3 office locations with nearly a \$14 million budget. Pursuant to the laws of the State of California, the Treasurer-Tax Collector oversees the billing and collection of property taxes, as well as the processing, investing and safeguarding of public funds.

With over \$10 billion in annual receipts and disbursements each year, the Treasurer-Tax Collector serves as the chief investment officer of the County with fiduciary responsibility of all funds in the treasury as well as the \$5.2 billion Treasurer's Pooled Investment Fund (TPIF). Maintaining the highest achievable rankings by two nationally recognized ratings firms, the TPIF is managed on behalf of the county, school and community college districts, special districts and discretionary depositors. During the current full time tenure on the investment desk, the TPIF produced in excess of \$1.1 billion in interest earnings for its depositors. The Treasurer-Tax Collector is further responsible for funding, through investment operations, the annual payroll needs of over \$2.8 billion for Riverside County's approximate 18,000 employees, as well as an approximate 60,000 employees of the Riverside County Office of Education, community colleges and school districts.

In addition, collectively, over one million secured, unsecured, supplemental and delinquent property tax bills representing nearly \$3 billion in revenue are mailed and processed through the Treasurer-Tax Collector's office each year.

**Impact on Residents and Businesses**

There is no impact on residents and businesses.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The costs associated with the above recommended actions will be borne by the affected departments.

1 ORDINANCE NO. 781.14  
2 AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING  
3 ORDINANCE NO. 781 ESTABLISHING COMPENSATION AND BENEFITS  
4 FOR ELECTED OFFICIALS OTHER THAN MEMBERS OF THE BOARD OF  
5 SUPERVISORS  
6

7 The Board of Supervisors of the County of Riverside ordains as follows:  
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9 **Section 1. Section 2 of Ordinance No. 781, as amended by Ordinance No. 781.13,**  
10 **is further amended to read as follows:**  
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12 **Section 2. BASE SALARY**

13 A. Effective September 18, 2014, the pay grade level of the following  
14 classifications shall be as follows:  
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CLASS CODE	CLASSIFICATION TITLE	ANNUAL SALARY
74520	Assessor/County Clerk/Recorder	\$200,000
75212	County Auditor-Controller	\$200,000
74542	District Attorney	\$273,000
74532	Treasurer-Tax Collector	\$200,000
74544	Sheriff/Coroner/Public Administrator	\$273,000

22  
23 B. Effective July 9, 2015, the pay grade level of the following classifications  
24 shall be as follows:  
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CLASS CODE	CLASSIFICATION TITLE	ANNUAL SALARY
74520	Assessor/County Clerk/Recorder	\$204,000
75212	County Auditor-Controller	\$204,000
74542	District Attorney	\$278,000
74532	Treasurer-Tax Collector	\$204,000
74544	Sheriff/Coroner/Public Administrator	\$278,000

**Section 3. BENEFITS and Other Compensation.**

As outlined in Ordinance 781.13.

**Section 4. REPEAL OF PRIOR ORDINANCES**

All prior Ordinances or resolutions inconsistent with the provisions herein are hereby repealed.

**Section 5. EFFECTIVE DATE**

This Ordinance shall take effect September 18, 2014.

- Adopted:** 781 Item 3.2 of 09/15/1998 (Eff: 10/15/1998)  
**Amended:** 781.1 Item 3.24 of 11/02/1999 (Eff: 12/02/1999)  
781.2 Item 3.15 of 03/06/2001 (Eff: 04/06/2001)  
781.3 Item 3.25 of 09/24/2002 (Eff: 10/23/2002)  
781.4 Item 3.17 of 10/28/2003 (Eff: 11/26/2003)  
781.5 Item 3.9 of 03/16/2004 (Eff: 04/14/2004)  
781.6 Item 3.11 of 12/21/2004 (Eff: 01/20/2005)  
781.7 Item 3.24 of 03/01/2005 (Eff: 03/31/2005)  
781.8 Item 3.43 of 09/13/2005 (Eff: 10/12/2005)  
781.9 Item 3.15 of 11/15/2005 (Eff: 12/22/2005)  
781.10 Item 3.15 of 11/15/2005 (Eff: 12/22/2005)  
781.11 Item 3.37 of 09/12/2006 (Eff: 10/12/2006)  
781.12 Item 3.11 of 06/19/2007 (Eff: 08/02/2007)

781.13 Item 3.27 of 05/13/2008 (Eff: 08/14/2008)  
781.14 Item x-xx of 08/05/2014 (Eff: 09/18/2014)

BOARD OF SUPERVISORS OF THE COUNTY  
OF RIVERSIDE, STATE OF CALIFORNIA

BY: \_\_\_\_\_

Chair

ATTEST:

Kecia Harper-Ihem  
Clerk of the Board

By \_\_\_\_\_

Deputy

(SEAL)