

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

633



FROM: Human Resources Department

SUBMITTAL DATE:
December 16, 2014

SUBJECT: Classification recommendation for a Supervising Aircraft Mechanic job classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8990 submitted herewith. [District-All] [Total Cost – \$0] [Source of Funds – Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the addition of a Supervising Aircraft Mechanic job classification and amend Ordinance 440 pursuant to Resolution No. 440-8990.

BACKGROUND:

Summary

The following recommendation is the result of a classification request from the Riverside County Sheriff's Department to develop a new job classification, Supervising Aircraft Mechanic.

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	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: Department Budget				Budget Adjustment: No	
				For Fiscal Year: 2014/2015	

C.E.O. RECOMMENDATION:

APPROVE

BY:
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3-22

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification recommendation for a Supervising Aircraft Mechanic job classification
and amend Ordinance No. 440 pursuant to Resolution No. 440-8990 [Districts - All] [Total Cost- \$0]
[Source of Funds - Department Budget]**

DATE: December 16, 2014

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**BACKGROUND:
Summary (continued)**

CREATION OF A NEW JOB CLASSIFICATION

Supervising Aircraft Mechanic

The Sheriff's Department's mission is to serve and protect the public by the suppression and prevention of crime, and the reduction of criminal recidivism; perform all mandates of the Office of Sheriff as provided in the U.S. Constitution and laws of the State of California, including the investigation and enforcement of violations of federal and state laws and local ordinances in a fair and reasonable manner; serve the superior and municipal courts by providing court security, service of civil process, and execution of lawful orders of the court, and maintain the county jails and prisoners committed therein as prescribed by law in a fair and humane manner. The Special Enforcement Bureau's Aviation unit supports this mission by providing reliable aircraft/helicopter support for patrol operations, search and rescue incidents that involve high-risk law enforcement incidents, hostage situations, terrorism, and dignitary protection.

The Special Enforcement Bureau's Aviation unit staff currently consists of a Senior Aircraft Mechanic and three Aircraft Mechanics. The Senior Aircraft Mechanic is a single position job classification tasked with providing oversight of technical staff. The unit's technical staff responsibilities are to ensure adherence to scheduled aircraft repair and maintenance and recordkeeping requirements in compliance with Federal Aviation Administration regulations. The Sheriff's Department is requesting a new job classification of Supervising Aircraft Mechanic to expand the existing level of responsibility beyond technical supervision.

A recent Classification Study conducted by County Human Resources of the existing Senior Aircraft Mechanic position and the Sheriff's Department's Aviation unit found the department requires increased frontline leadership capabilities. The study included an external job market salary survey of local county jurisdictions' comparable job classifications and internal parity review.

The addition of a full scope supervisor to the existing Aircraft Mechanic job classification series will ensure adequate staffing levels, consistency and continuity due to frequent rotation of "sworn" positions tasked with management oversight of the Aviation unit. The proposed new Supervising Aircraft Mechanic job classification within the Aviation unit is a "mission critical" one. The position will serve in a dual role as "Chief Inspector" and a key administrator supporting the Riverside County Sheriff's Department Special Enforcement Bureau Aviation unit. The unit plans to increase staffing levels in the near future due to expansion of the Aviation unit at the Thermal Facility. The proposed plan is to increase staffing levels by adding two Aircraft Mechanics and two additional aircraft to accommodate the expansion of the Aviation unit at the Thermal facility in 2015/16.

The Sheriff's Department is requesting a supervisory level job classification be added to Riverside County's Classification Plan to provide frontline leadership to meet the current and future needs of the department.

CLASSIFICATION ADDITION:

Supervising Aircraft Mechanic: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 665/L14 (\$66,111 - \$93,413). This request is only to add the classification and there is no immediate financial impact associated with this request.

Impact on Residents and Businesses

None

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and amend Ordinance No. 440 pursuant to Resolution No. 440-8990 [Districts - All] [Total Cost- \$0]
[Source of Funds - Department Budget]**

DATE: December 16, 2014

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ATTACHMENTS:

- A. Resolution No. 440-8990
- B. Supervising Aircraft Mechanic Job Classification Specification
- C. External Salary Survey of Comparables

ATTACHMENT A

1 RESOLUTION NO. 440-8990

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on _____, 2015, that pursuant to Section 3(a)(iv) of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8 <u>Job</u>			<u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
9 66303	+	Supervising Aircraft Mechanic	SEU 665/L14

ATTACHMENT B



SUPERVISING AIRCRAFT MECHANIC

Class Code: 66303

COUNTY OF RIVERSIDE

Established Date: Jan 8, 2015

Revision Date: Jan 8, 2015

SALARY RANGE

\$31.78 - \$44.91 Hourly

\$5,509.23 - \$7,784.42 Monthly

\$66,110.72 - \$93,413.01 Annually

CLASS CONCEPT:

Under direction, provides supervision to Aircraft Mechanics; monitors scheduled maintenance of helicopters and fixed wing aircraft; supports law enforcement missions and programs; and performs other related duties as required.

The Supervising Aircraft Mechanic is a single position classification reporting to sworn personnel within the designated functional unit of the Sheriff's Department. The incumbent has the responsibility for reviewing requirements and signing off that repair and maintenance work has been performed in accordance with Federal Aviation Administration (FAA) Regulations.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Schedule and assign work performed by employees, including contract employees; provide technical supervision and training of employees.
- Develop and administer preventive maintenance timetables for major and minor overhauls of engines and airframes and routine periodic inspections; schedule maintenance to ensure maximum aircraft availability.
- Oversee the control and accounting of service life limited parts such as rotor mast assemblies and other parts subject to stress failure.
- Act as Departmental liaison to FAA General Aviation District Offices regarding supplemental type certifications required for major airframe and engine modifications.
- Monitor the design, fabrication, and installation of such devices as electrically actuated searchlights, loudspeakers, night vision devices, and other equipment requiring substantive airframe and electrical system modifications.
- Oversee the preparation of estimates on extent and cost of aircraft repairs; review recommendations to management the need to replace aircraft and other equipment.
- Monitor the budget assigned to the aircraft maintenance section; review all expenditures for compliance

within County purchasing procedures prior to submitting request for approval by the unit manager.

- Direct the preparation and maintenance of records and reports, and the compilation and analysis of cost data.
- Oversee and expedite equipment repair activities at the scene of emergencies or disasters.
- Review orders for parts and monitor inventory and records on parts and supplies; determine whether specialized tools should be rented or purchased.
- Stay informed and ensure compliance with a variety of manufacturers' bulletins and directives from the FAA; ensure technical reporting requirements are maintained and adhered to in accordance with FAA directives and in compliance with fire safety regulations and policies

RECRUITING GUIDELINES:

Education (Preferred): Bachelor's degree from an accredited college or university.

Experience: Three years of experience in the maintenance and repair of a variety of fixed wing aircraft and helicopters, of which one year must have included turbine rotary engine and transmission repair. (Certified training in turbine rotary engine and transmission repair may substitute for the one year of specialized experience.)

AND

One year of technical supervisory experience as a Senior Aircraft Mechanic or Supervising Aircraft Mechanic or equivalent.

Knowledge of: Federal Aviation Regulations governing the maintenance of turbine helicopter and a variety of fixed wing aircraft; inventory control; computer systems typical of parts ordering; record keeping and reporting procedures.

Ability to: Test, diagnose, repair, and alter aircraft engines, airframes, and hydraulic, electrical, mechanical, and fuel systems; communicate in written and oral form; maintain a variety of shop and service records.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Possession of a valid Inspection Authorization Certification issued by the Federal Aviation Administration.

Possession of a valid Airframe and Power Plant Mechanic's Certificate issued by the Federal Aviation Administration.

For those positions designated by the Department of Transportation (DOT) as safety-sensitive, applicants are required to complete a DOT mandated alcohol and drug screening records check. Reference checks from former DOT regulated employers are also required. (A positive test or refusal to test during the past two (2) years will disqualify an applicant from consideration for County employment). Applicants for safety-sensitive positions must submit an H-6 Department of Motor Vehicles (DMV) driving history before hire.

Employees in safety-sensitive positions are subject to DOT alcohol/drug testing on a random basis or for reasonable suspicion.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

ATTACHMENT C

External Market Survey Data

Jurisdiction	Title	Annual		Riv Co Class Code:	
		Min Base Salary	Max Base Salary	Range (\$)	Range (%)
Los Angeles County	Chief, Helicopter Maintenance	\$85,810	\$110,347	\$24,537	29%
Anaheim (City)	Helicopter Mechanic Supervisor	\$73,320	\$89,128	\$15,808	22%
San Bernardino County	Sheriff Aviation Mechanic Supervisor	\$57,179	\$78,645	\$21,466	38%
San Diego County	Sheriff's Supervising Helicopter/Airplane Mechanic	\$67,829	\$83,325	\$15,496	23%
Ventura County	Chief, Helicopter Maintenance Technician	\$76,202	\$80,020	\$3,818	5%
County Mean:		\$72,068	\$88,293	\$16,225	
County Median:		\$73,320	\$83,325	\$15,808	
Riverside County	Supervising Aircraft Mechanic	\$66,111	\$93,413	\$27,302	41%
Dollar Difference from Mean:		-\$5,957	\$5,120		
Percentage difference from Mean:		-8.27%	5.80%		
Dollar difference from median:		-\$7,209	\$10,088		
Percentage difference from median:		-9.83%	12.11%		
<p>Notes: Riverside County's Senior Aircraft Mechanic job classification has a current annual maximum base salary range of \$88,543. The proposed annual maximum salary range of \$93,413 places the proposed Supervising Aircraft Mechanic approximately 5.5% above the existing Senior Aircraft Mechanic and 5.8% above the mean of comparable job classes within the 5 Counties.</p>					
Run Date:				Date Prepared/Revised:	By:
				12/15/2014	VN

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification recommendation for a Supervising Aircraft Mechanic job classification**

Human Resources Form-11 Routing Slip

Subject: NEW Job Classification Supervising Aircraft Mechanic

Projected Board Date: January 6, 2015

Deadline to EO: December 23, 2014

Created by: Vivian Nunez

Deadline to EO no later than Thursday, 12:00 p.m.

Manager Review: _____

the week prior to the Monday Form 11 Review Meeting

**Routing
Instructions**

Review 15 business days prior to Executive Office Deadline

1. BENCHMARK & CLASSIFICATION REVIEW:
Lisa Piña: _____ Date: 12-16-14 **Kelly Campbell:** _____ Date: 12/16/2014

2. Executive Review:
 Asst. HR Director/Designee: _____ Date: _____

3. Fiscal Review:
Jennifer Fuller: _____ Date: _____

Review 5 business days prior to Executive Office Deadline

4. Final Formatting:
Sandy Norris: _____ Date: 12-16-14

5. Department Head Review:
 HR Director/Designee: _____ Date: _____

**Dates
Should
Run
Concurrent**

CONTRACT REVIEW
10 days before Executive Office deadline

County Counsel:
 Contact: _____ Date: _____ Phone: _____

SOLE SOURCE REVIEW
Two weeks to review

Purchasing:
 Contact: _____ Date: _____ Phone: _____

COMPLETE H-11 FORM
2 days to review if under \$100,000 (over \$100,000 requires TSOC review)

RCIT:
 Contact: _____ Date: _____ Phone: _____

BUDGET ADJUSTMENTS
2 days before 12 noon

Auditor-Controller:
 Contact: _____ Date: _____ Phone: _____

Attachments:

- Contracts/Summary Plan Documents
- Schedule "A"
- MOUs
- Revised Board Policy
- 440 Resolutions
- H-11
- RFP / RFQ / Sole Source Justification
- Other: NEW Job Classification Specification

Notes:

KEY POINTS

Form 11 - Proposed New Job Classification - Supervising Aircraft Mechanic – Sheriff's Aviation

- Existing Senior Aircraft Mechanic single position job classification limits use of job classification to technical lead level work scope;
 - Current incumbent provides technical lead oversight of staff and performs administrative duties;
 - Senior prepares technical staff evaluations but no supervisory authority to sign off on employee evaluations as immediate supervisor;
 - Acts in the capacity of Chief Inspector (internal/external role)
 - Ensures adherence to repair and maintenance; recordkeeping requirements, compliance with Federal Aviation Administration Regulations, including safety related requirements;
 - Mission critical role due to Aviation unit expansion to Thermal Facility;
 - Trains technical staff
- Add new Supervising Aircraft Mechanic job class (SEIU) to existing class series to provide full scope supervisor responsibilities
 - Subject to DOT mandate (safety-sensitive) and SEIU MOU, ARTICLE 4, WORKWEEK, OVERTIME AND PREMIUM PAY, Section 2. Overtime (Stand-by or Call duty status);
 - Supervisor role tasked with administrative responsibility to ensure consistency, continuity and adequate technical staff support to sworn position (Sergeant) tasked with management oversight of unit;
 - Mission critical support role in the expansion of the Aviation unit at the Sheriff Department Thermal Facility;
- Implement staffing plan and development of technical staff competencies to support unit expansion.