

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

813



FROM: Human Resources Department

SUBMITTAL DATE:
May 18, 2016

SUBJECT: Classification and Compensation recommendation for salary adjustment to the Assistant Public Administrator classification and amend Ordinance No. 440 pursuant to Resolution No. 440-9034 submitted herewith. [District- All] [Total Cost - \$17,828] [General Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. That the Board of Supervisors approve the recommendation for salary adjustment to the Assistant Public Administrator classification and amend Ordinance No. 440 pursuant to Resolution No. 440-9034 submitted herewith.

BACKGROUND:

Summary

The following recommendation is the result of a classification study request from the County of Riverside Sheriff's Department regarding a parity adjustment for the Assistant Public Administrator classification.

APPROVED BY WILLIAM DI YORIO, UNDERSHERIFF
Departmental Conference
William A. Yorio

[Signature]

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	\$ 2,261	\$ 15,568	\$	\$ 17,828	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 2,261	\$ 15,568	\$	\$ 17,828	
SOURCE OF FUNDS: General Fund				Budget Adjustment: No	
				For Fiscal Year: 2015/16	

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *[Signature]*
Lani Sioson

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3-48

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Salary adjustment for the Assistant Public Administrator classification and amend Ordinance No. 440 pursuant to Resolution No. 440-9034 submitted herewith. [District- All] [Total Cost - \$17,828] [General Fund]

DATE: June 7, 2016

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

On January 7th, 2016, the Sheriff's Department requested a classification study of the Assistant Public Administrator classification within the Public Administrator bureau. The Public Administrator bureau is charged with investigating and administering the estates of deceased Riverside County residents who have no next of kin willing or able to settle their affairs. The powers of the Public Administrator are mandated by the probate code of the State of California. In 2015, the Public Administrator bureau received 509 death referrals and administered 145 probate cases, which combined exceeded \$5,000,000 in liquidated assets.

The Assistant Public Administrator is a single-position classification within the Sheriff's Department's Public Administrator bureau, and reports directly to the Sheriff's Captain over the Coroner/Public Administrator bureau. This position is characterized by the responsibility for managing the day-to-day activities of the County's Public Administrator program. The requirements of the classification are a bachelor's degree in business or public administration, or financial management, and four (4) years of experience managing multiple estates and coordinating activities relative to the custodial care of individuals under guardianship or conservatorship, or in investigating and determining decedents' assets and/or estates. This position is also required to be certified by the California Association of Public Administrators, Public Guardians, and Public Conservators.

The Human Resources Department conducted a classification study on the Assistant Public Administrator position assigned to the Sheriff's Department, including an external market study to assess the economic landscape of surrounding jurisdictions and their equivalent classifications. The 4 surrounding counties that were used in the market survey include Los Angeles County, San Diego County, Orange County, and Ventura County, all of which had a classification equivalent to the Riverside County Assistant Public Administrator. San Bernardino did not have an equivalent classification. The results of this market survey show that the salary range for Riverside County's Assistant Public Administrator classification is significantly behind the market average. The salary for the Assistant Public Administrator classification trails the market by approximately 12.06% (Attachment B).

Additionally, when comparing for internal parity, the classification of Assistant Public Administrator is the lowest paid managerial classification within the Sheriff/Coroner/Public Administrator Department.

The following recommended salary adjustment shall be effective the first full pay period following approval:

Parity Adjustment: It is recommended that the Assistant Public Administrator classification be placed on the same salary plan and grade as the Administrative Services Manager II classification, which will result in an increase of approximately 11% to bring it from salary plan/grade MRP 447/L18 (\$71,464 - \$112,141) to MRP 525/L19 (\$77,147 - \$124,358).

Impact on Residents and Businesses

The proposed salary increase will not have any impact on residents or businesses.

ATTACHMENTS:

- A. **Resolution No. 440-9034**
- B. **Assistant Public Administrator Market Survey**

ATTACHMENT A

RESOLUTION NO. 440-9034

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 7, 2016, 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 the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
37506	Assistant Public Administrator	MRP 447/L18	MRP 525/L19

ATTACHMENT B

External Market Survey Data

Assistant Public Administrator

Riv Co Class Code: 37506

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Assistant Operations Chief, TTC	\$91,717	\$120,288	31.15%
Orange County	Admin Manager II (Chf Dep Public Admin)	\$75,816	\$134,742	77.72%
San Bernardino County	No Match			
San Diego County	Asst Public Administrator/Public Guardian	\$70,720	\$137,842	94.91%
Ventura County	Asst Public Administrator-Guardian-Conservator	\$74,119	\$103,766	40.00%
	County Mean:	\$78,093	\$124,160	58.99%
	County Median:	\$74,967	\$127,515	70.09%
Riverside County	Assistant Public Administrator	\$71,464	\$112,141	56.92%
	Dollar Difference from Mean:	-\$6,629	-\$12,019	
	Percentage difference from mean:	-8.49%	-9.68%	
	Dollar difference from median:	-\$3,503	-\$15,374	
	Percentage difference from median:	-4.67%	-12.06%	

Notes: Orange County uses the classification of Administrative Manager II with the working title Chief Deputy Public Administrator for their equivalent position.

San Bernardino County does not have an equivalent classification. Their Supervising Deputy Public Administrator classification (\$47,050 - \$64,626) reports directly to a Sheriff's Captain (\$97,677 - \$134,618).

Run Date: 9/21/2015

Date Prepared/Revised: 3/1/2016

By: AC