

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

999



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
August 18, 2010

**SUBJECT:** Approval of the classification and organizational changes relating to the Transportation and Land Management Agency (TLMA) and amend Ordinance No. 440 pursuant to Resolution No. 440-8845.

**RECOMMENDED MOTION:** That the Board of Supervisors adopt the recommendations and amend Ordinance No. 440 pursuant to Resolution No. 440-8845 submitted herewith.

**BACKGROUND:** TLMA continues to reorganize through downsizing and the consolidation of services in order to resize operations and adjust to ongoing economic challenges. The recommended organizational and classification changes will result in overall salary savings to TLMA's budget and a reduction on overhead costs. TLMA is proposing to restructure its Administrative Services Department by eliminating the TLMA Director of Administration position. Previously the TLMA Administrative Services Department operated by utilizing a Director and a Deputy Director to oversee agency wide administrative functions.

Barbara A. Olivier  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 5,324	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

<b>SOURCE OF FUNDS:</b> DBF; However overall salary costs will be decreasing as a result of this action	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

**APPROVE**

BY:   
Karen L. Johnson

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-8845 is adopted as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: August 31, 2010  
xc: HR, TLMA, Auditor(2)

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**Prev. Agn. Ref.:**

**District:**

**Agenda Number:**

**3.53**

The new organizational structure will provide two (2) Deputy Director positions, both reporting directly to the Agency Director. One (1) Deputy Director will oversee fiscal services for the Agency while the other (1) Deputy Director will be in charge of IT services. The scope of responsibility of any incumbent will be throughout the Agency and its Departments as fiscal services and IT are major divisions supporting Agency staff.

TLMA is proposing an internal Agency-only recruitment to fill these two (2) Deputy Director positions with the intent of reducing the total number of positions through additional consolidation efforts.

TLMA, in conjunction with the Human Resources Department, has reviewed all the existing Deputy Director classifications for TLMA departments and recommends the consolidation and/or elimination of current TLMA Department specific Deputy Director classifications. This includes the Administrative Services, Code Enforcement, Planning and Building & Safety classifications. The TLMA Deputy Director classification will be utilized across TLMA departments.

The intent in utilizing this position throughout the Agency is to make general duties and responsibilities consistent throughout the Agency and its Departments. For those departments that currently have an allocated Deputy Director position, they will be exchanged for a TLMA Deputy Director position. TLMA does not anticipate filling the positions at this time but rather position themselves for the future. The affected departments have sufficient funding to effectuate the recommended actions from departmental budgets.

There is currently one incumbent in the Chief Deputy Planning Director classification. It is recommended that this incumbent be reclassified to the position of TLMA Deputy Director in conjunction with the changes to utilize this classification throughout the Agency and its Departments. This is the only immediate cost of these adjustments for approximately \$5,324.

Further, as part of the consolidation efforts within the Agency, it is recommended that the Assistant Planning Director classification also be eliminated.

#### **CLASSIFICATION INACTIVATIONS**

TLMA Director of Administration	XMB 172/L18 (\$113,368-\$178,156)
Chief Deputy Planning Director	MCO 652/L13 (\$89,785-\$123,437)
Deputy Director of Code Enforcement	MCO 655/L13 (\$90,747-\$124,746)
Deputy Director, Building & Safety – Environmental Compliance	MCO 622/L13 (\$85,157-\$117,054)
Deputy Director, Inspection and Plan Review Division	MCO 676/L13 (\$101,927-\$140,181)
Assistant Planning Director	MC1 224/L13 (\$104,828-\$144,196)

#### **CLASSIFICATION INCREASE RECOMMENDATIONS**

TLMA Deputy Director: It is recommended that this classification be designated “At-Will” in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution, serving at the pleasure of the TLMA Agency Director and/or a TLMA Department Head in the Planning, Building & Safety or Code Enforcement Departments.

It is further recommended that this classification receive an approximate 10% increase as the result of the increase in managerial duties, scope of authority and change to “At-Will” status. Adjustments to the salary plan and grade is as follows:

1. TLMA Deputy Director from salary plan/grade MCO 622/L13 (\$85,157 - \$117,054) to MCO 655/L13 (\$93,617 - \$128,760).

RESOLUTION NO. 440-8845

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 31, 2010, 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 at 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>
74000	TLMA Deputy Director	MCO 622	MCO 655

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, is authorized to add the following classification(s) to Appendix II, operative at the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
74000	+	TLMA Deputy Director

BE IT FURTHER RESOLVED that pursuant to Section 1(o) 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 at the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74811	- 1	3100500000	Chief Deputy Planning Director	MCO 652
74000	+ 1	3100500000	TLMA Deputy Director	MCO 655

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to make the following listed change(s), operative at the beginning of the pay period following approval, as follows:

Job Code	+/-	Department ID	Class Title
74811	- 1	3120130100	Chief Deputy Planning Director
74000	+ 1	3120130100	TLMA Deputy Director
76414	- 1	3110130000	Deputy Director, Inspection & Plan Review Division
74000	+ 1	3110130000	TLMA Deputy Director
33248	- 1	3140110000	Deputy Director of Code Enforcement
74000	+ 1	3140110000	TLMA Deputy Director
74272	- 1	3100230000	TLMA Director of Administration
74000	+ 2	3100230000	TLMA Deputy Director
74819	- 1	3120110300	Assistant Planning Director

BE IT FURTHER RESOLVED that pursuant to Section 3(a)(iv) 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:

Job Code	+/-	Class Title	Salary Plan/Grade
74819	-	Assistant Planning Director	MC1 224
74811	-	Chief Deputy Planning Director	MCO 652
76413	-	Deputy Director, Building & Safety – Environmental Compliance	MCO 622
76414	-	Deputy Director, Inspection & Plan Review Division	MCO 676
33248	-	Deputy Director of Code Enforcement	MCO 655
74272	-	TLMA Director of Administration	XMB 172

ROLL CALL:

Ayes: Buster, Tavaglione, Stone, Benoit, and Ashley  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM Clerk of said Board

By \_\_\_\_\_ Deputy

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