

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

931



FROM: Human Resources Department

SUBMITTAL DATE:
November 24, 2015

SUBJECT: Classification and Compensation recommendation for a salary adjustment for the classification of Temporary Assistant - Professional Student Intern and amend Ordinance No. 440 pursuant to Resolution No. 440-9021 submitted herewith. [District - All] [Total Cost - \$235,558] [Department Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustment for the classification of Temporary Assistant – Professional Student Intern as outlined, inactivate the classifications of Engineering Student Intern, Information Technology Student Intern, Professional Student Intern, and reclassify all incumbents accordingly, and amend Ordinance No. 440 pursuant to Resolution No. 440-9021 submitted herewith.

BACKGROUND:

Summary

The following recommendation is to adjust the salary range for the Temporary Assistant – Professional Student Intern classification and to consolidate the I.T. and Engineering Student Intern classifications with the aforementioned to increase efficiency and effectiveness of recruitment and retention.


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	\$ 86,180	\$ 149,379	\$ 235,558	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 1,758	\$ 3,047	\$ 4,805	\$ 0	

SOURCE OF FUNDS: Department Budget

Budget Adjustment: No
For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE

BY:


Lani Sison

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9021 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: December 8, 2015
xc: HR

Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

3-30

Departmental Concurrence

☐ Positions Added

☐ Change Order

☐ A-30

☐ 4/5 Vote

BACKGROUND:

Summary (continued)

The County of Riverside utilizes Professional Student Interns in various departments to assist in the day-to-day assigned work of professional employees. Incumbents of this classification are current undergraduate or graduate students, or recent graduates, with a major study area directed towards a specific profession and departmental assignments. Incumbents are employed by County departments and are provided in-service training through participation in the actual duties and responsibilities assigned professional employees.

The Human Resources Department conducted an external market survey to assess the economic landscape of surrounding jurisdictions and their equivalent classifications. The five surrounding counties that were used in the market survey include Los Angeles County, San Diego County, San Bernardino County, Orange County, and Ventura County, all of which had at least one classification equivalent to Riverside County's Internship classifications. Additionally, information gathered through the County's PayScale licensing agreement was utilized to gather sufficient labor market data for the specialized I.T. and Engineering Student Intern classifications. The results of this market survey show that the salary ranges for Riverside County's intern classifications are significantly behind the market average (Attachment B).

In order to assist with recruitment and retention of Professional Student Interns, it is recommended that the hourly rate for Professional Student Interns be adjusted from \$9.02 - \$11.17 to \$11.00 - \$15.00. It is further recommended that the hourly rate for the classifications of Information Technology Student Intern and Engineering Student Intern be adjusted from \$11.22 - \$15.30 to \$14.00 - \$18.00, and that these classifications be consolidated with the general classification of Temporary Assistant – Professional Student Intern. The result of this will be a single classification for all paid interns, with an hourly salary range from \$11.00 - \$18.00. This recommendation will allow for greater efficiency and effectiveness by the Educational Support Program to manage the internship program. Only those incumbents of an I.T. or Engineering internship will be eligible to earn an hourly rate that is greater than \$15.00 (Attachment C).

The following recommendations shall be effective the first full pay period following approval:

Salary Adjustment: It is recommended that the salary range for the classification of Temporary Assistant – Professional Student Intern be adjusted from salary plan EXE 136 (\$18,755 - \$23,232) to salary plan EXE 140 (\$22,880 - \$37,440).

Classification Inactivation: It is further recommended that the classifications of Engineering Student Intern (74181), Information Technology Student Intern (74178), and Professional Student Intern (74180) be inactivated, leaving the classification of Temporary Assistant – Professional Student Intern as the sole classification for all paid interns. Incumbents of the three classifications to be inactivated above will be reclassified to the Temporary Assistant – Professional Student Intern classification and placed at the appropriate rate of pay as prescribed in the internship guidelines attached.

Impact on Residents and Businesses

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

SUPPLEMENTAL:

Additional Fiscal Information

The costs associated with this Form 11 are estimated under the assumption of a 20 hour workweek for incumbents of the Temporary Assistant – Professional Student Intern classification.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification and Compensation recommendation for a salary adjustment for the
classification of Temporary Assistant - Professional Student Intern and amend Ordinance No. 440
pursuant to Resolution No. 440-9021 submitted herewith. [District- All] [Total Cost - \$235,558]
[Department Budgets]
DATE: November 24, 2015
PAGE: 3 of 3

ATTACHMENTS:

- A. Professional Student Intern Market Survey**
- B. Internship Guidelines to Reflect Updated Rates**
- C. Temporary Assistant – Professional Student Intern Costing**
- D. Resolution No. 440-9021**



MEMORANDUM

Human Resources Department
Michael T. Stock
Assistant County Executive Officer/
Human Resources Director

Date: December 10, 2015

To: Kecia Harper-Ihem, Clerk of the Board

FROM: Diane Rundles, Human Resources Services Manager

RE: Corrections to Resolution No. 440-9021

Attached, please find corrected Resolution No. 440-9021, Agenda Item 3-30 submitted and approved by the Board of Supervisors on December 8, 2015. Under Section 8(c), the "To Salary Plan/Grade" for the classification listed below should read as follows:


<u>Job Code</u>	<u>Class Title</u>	<u>To Salary Plan/Grade</u>
13896	Temporary Assistant - Professional Student Intern	EXE <u>138</u>

Under Section 1(o), the "Salary Plan/Grade" for the classification listed below should read as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
13896	+38	1131800000	Temporary Assistant – Professional Student Intern	EXE <u>138</u>

The corrections listed above within Resolution No. 440-9021 were due to a clerical error and do not affect the actual salary of the classification.

Should you have any questions or require additional information, please feel free to contact me.


Diane Rundles
(951) 955-5885

Attachment:
Revised Resolution 440-9021

2015 DEC 10 AM 11:53
RECEIVED HUMAN RESOURCES
COUNTY OF RIVERSIDE

REVISED

RESOLUTION NO. 440-9021

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 8, 2015, 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>
13896	Temporary Assistant – Professional Student Intern	EXE 136	EXE <u>138</u>

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 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>
74181	- 3	1131800000	Engineering Student Intern	EXE 147
74178	- 2	1131800000	Information Technology Student Intern	EXE 147
13871	- 33	1131800000	Temporary Assistant	EXE 112
13896	+38	1131800000	Temporary Assistant – Professional Student Intern	EXE <u>138</u>

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:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74181	-	Engineering Student Intern	EXE 147
74178	-	Information Technology Student Intern	EXE 147
74180	-	Professional Student Intern	EXE 136

ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, 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

/kc
Revised
12/10/2015

Item 3-30
12/08/2015

/kc
11/17/2015
440 Resolutions\KC

12.08.15

3-30

ATTACHMENT A

External Market Survey Data

Professional Student Intern (Undergrad)

Riv Co Class Code: 13896

Jurisdiction	Title	Min Salary	Max Salary	Range
Los Angeles County	Student Professional Worker I		\$12.72	
Orange County	Intern	Unpaid	Unpaid	
San Bernardino County	Student Intern	\$10.04	\$12.86	28.09%
San Diego	Student Worker - Undergraduate	\$13.00	\$15.80	21.54%
Ventura	Student Worker III		\$10.00	
Riverside County				
	County Mean:	\$11.52	\$12.85	11.50%
	County Median:	\$11.52	\$12.79	11.02%
	Professional Student Intern (Undergrad)	\$9.02	\$9.02	0.00%
	Dollar Difference from Mean:	-\$2.50	-\$3.83	
	Percentage difference from mean:	-21.70%	-29.78%	
	Dollar difference from median:	-\$2.50	-\$3.77	
	Percentage difference from median:	-21.70%	-29.48%	

Notes: Combined average (Min and Max): \$12.40/hour

For agencies without a Min Salary, they pay interns a flat rate.

Run Date: 9/2/2015

Date Prepared/Revised: 10/19/2015

By: AC

External Market Survey Data

Professional Student Intern (Graduate)

Riv Co Class Code: 13896

Jurisdiction	Title	Min Salary	Max Salary	Range
Los Angeles County	Student Professional Worker II		\$17.84	
Orange County	Intern	Unpaid	Unpaid	
San Bernardino County	Graduate Student Intern	\$12.22	\$15.62	27.82%
San Diego	Student Worker - Graduate/Tech	\$16.29	\$19.79	21.49%
Ventura	Student Worker III		\$10.00	
Riverside County				
	County Mean:	\$14.26	\$15.81	10.93%
	County Median:	\$14.26	\$16.73	17.36%
	Professional Student Intern (Graduate)	\$11.17	\$11.17	0.00%
	Dollar Difference from Mean:	-\$3.09	-\$4.64	
	Percentage difference from mean:	-21.64%	-29.36%	
	Dollar difference from median:	-\$3.09	-\$5.56	
	Percentage difference from median:	-21.64%	-33.23%	

Notes: Combined average (Min and Max): \$15.29/hour

For agencies without a Min Salary, they pay interns a flat rate.

Run Date: 9/2/2015

Date Prepared/Revised: 10/19/2015

By: AC

External Market Survey Data

Information Technology Student Intern

Riv Co Class Code: 74178

Jurisdiction	Title	Min Salary	Max Salary	Range
Los Angeles County	Student Prof Worker, Info Tech		\$20.06	
Orange County	n/a			
San Bernardino County	n/a			
San Diego	n/a			
Ventura	n/a			
PayScale (50th percentile)	Information Technology Intern	\$16.47		
Riverside County				
	County Mean:	\$18.27		
	County Median:	\$18.27		
	Information Technology Student Intern	\$11.22	\$15.30	36.36%
	Dollar Difference from Mean:	-\$2.97		
	Percentage difference from mean:	-16.23%		
	Dollar difference from median:	-\$2.97		
	Percentage difference from median:	-16.23%		

Notes: IT intern salary data not available from many agencies.

Run Date: 9/2/2015

Date Prepared/Revised: 10/19/2015

By: AC

External Market Survey Data

Engineering Student Intern

Riv Co Class Code: 74181

Jurisdiction	Title	Min Salary	Max Salary	Range
Los Angeles County	Civil Engineering Student		\$17.95	
Orange County	n/a			
San Bernardino County	n/a			
San Diego	n/a			
Ventura	n/a			
PayScale (50th percentile)	Engineering Intern		\$19.23	
Riverside County				
	County Mean:		\$18.59	
	County Median:		\$18.59	
	Engineering Student Intern	\$11.22	\$15.30	36.36%
	Dollar Difference from Mean:		-\$3.29	
	Percentage difference from mean:		-17.69%	
	Dollar difference from median:		-\$3.29	
	Percentage difference from median:		-17.69%	

Notes: Engineering intern salary data not available from many agencies.

Run Date: 9/2/2015

Date Prepared/Revised: 10/19/2015

By: AC

ATTACHMENT B

Temporary Assistant - Professional Student Intern: Class Code 13896
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Regular Intern					
Rate	1	2	3	4	5
Hourly Wage	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
Semester Units Completed	0 - 29.5	30 - 59.5	60 - 89.5	90 +	Graduate
Quarter Units Completed	0 - 44.5	45 - 89.5	90 - 134.5	135 +	Graduate

IT/Engineering Intern					
Rate	1	2	3	4	5
Hourly Wage	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00
Semester Units Completed	0 - 29.5	30 - 59.5	60 - 89.5	90 +	Graduate
Quarter Units Completed	0 - 44.5	45 - 89.5	90 - 134.5	135 +	Graduate

ATTACHMENT C

Professional Student Intern Costing

ID	TAP Assgn Title	Dept ID	Dept5 ID	NCC %	Department	Hrly Rate	New Rate	Hrly Inc	NCC
240923	TEMP ASST-PROF STUDENT INTERN	1100100000	11001	42.5%	EXECUTIVE OFFICE	\$10.52	\$14.00	\$3.48	\$1.48
240094	PROF STUDENT INTERN	1130100000	11301	0%	HUMAN RESOURCES	\$10.52	\$14.00	\$3.48	\$0.00
239914	PROF STUDENT INTERN	1130100000	11301	0%	HUMAN RESOURCES	\$11.17	\$15.00	\$3.83	\$0.00
238208	TEMP ASST-PROF STUDENT INTERN	1130100000	11301	0%	HUMAN RESOURCES	\$11.17	\$15.00	\$3.83	\$0.00
238196	TEMP ASST-PROF STUDENT INTERN	1130100000	11301	0%	HUMAN RESOURCES	\$11.17	\$15.00	\$3.83	\$0.00
240869	TEMP ASST-PROF STUDENT INTERN	1130100000	11301	0%	HUMAN RESOURCES	\$11.17	\$15.00	\$3.83	\$0.00
237917	PROF STUDENT INTERN	1130800000	11308	0%	WORKERS COMPENSATION	\$11.17	\$15.00	\$3.83	\$0.00
241077	TEMP ASST-PROF STUDENT INTERN	1131300000	11313	0%	SAFETY LOSS CONTROL	\$10.52	\$14.00	\$3.48	\$0.00
234409	PROF STUDENT INTERN	1132000000	11320	0%	EXCLUSIVE PROVIDER OPTION	\$0.00	\$0.00	\$0.00	\$0.00
236028	IT STUDENT INTERN	1200100000	12001	16%	ASSESSOR	\$14.22	\$17.00	\$2.78	\$0.44
240872	TEMP ASST-PROF STUDENT INTERN	1900300000	19003	0%	WORKFORCE DEVELOPMENT	\$9.00	\$11.00	\$2.00	\$0.00
241079	TEMP ASST-PROF STUDENT INTERN	1900300000	19003	0%	WORKFORCE DEVELOPMENT	\$9.00	\$11.00	\$2.00	\$0.00
240952	TEMP ASST-PROF STUDENT INTERN	1900300000	19003	0%	WORKFORCE DEVELOPMENT	\$9.00	\$11.00	\$2.00	\$0.00
241128	TEMP ASST-PROF STUDENT INTERN	1900300000	19003	0%	WORKFORCE DEVELOPMENT	\$9.00	\$11.00	\$2.00	\$0.00
239371	TEMP ASST-PROF STUDENT INTERN	2300100000	23001	0%	CHILD SUPPORT SERVICES	\$9.02	\$11.00	\$1.98	\$0.00
239931	ENGINEERING STUDENT INTERN	3100200000	31002	0%	TLMA Administrative Services	\$15.30	\$18.00	\$2.70	\$0.00
240886	TEMP ASST-PROF STUDENT INTERN	3100300000	31003	0%	CONSOLIDATED COUNTER SERVICES	\$10.52	\$14.00	\$3.48	\$0.00
240743	ENGINEERING STUDENT INTERN	3130100000	31301	0%	TRANSPORTATION	\$13.22	\$16.00	\$2.78	\$0.00
240889	ENGINEERING STUDENT INTERN	3130100000	31301	0%	TRANSPORTATION	\$14.22	\$17.00	\$2.78	\$0.00
240662	ENGINEERING STUDENT INTERN	3130100000	31301	0%	TRANSPORTATION	\$14.22	\$17.00	\$2.78	\$0.00
240849	TEMP ASST-PROF STUDENT INTERN	4200100000	42001	2%	PUBLIC HEALTH	\$10.52	\$14.00	\$3.48	\$0.07
240848	TEMP ASST-PROF STUDENT INTERN	4200102100	42001	2%	Emergency Preparedness & Resp	\$11.17	\$15.00	\$3.83	\$0.08
240847	TEMP ASST-PROF STUDENT INTERN	4200300000	42003	0%	COMMUNITY HEALTH AGENCY ADMIN	\$10.52	\$14.00	\$3.48	\$0.00
240881	IT STUDENT INTERN	4300100000	43001	0%	RIV CO REGIONAL MEDICAL CNTR	\$11.22	\$14.00	\$2.78	\$0.00
240631	PROF STUDENT INTERN	4500100000	45001	0%	Department of Waste Resources	\$10.02	\$13.00	\$2.98	\$0.00
241213	TEMP ASST-PROF STUDENT INTERN	4500100000	45001	0%	Department of Waste Resources	\$10.02	\$13.00	\$2.98	\$0.00
239459	PROF STUDENT INTERN	4500100000	45001	0%	Department of Waste Resources	\$10.52	\$14.00	\$3.48	\$0.00
240749	ENGINEERING STUDENT INTERN	4500100000	45001	0%	Department of Waste Resources	\$13.22	\$16.00	\$2.78	\$0.00
240657	ENGINEERING STUDENT INTERN	4500100000	45001	0%	Department of Waste Resources	\$14.22	\$17.00	\$2.78	\$0.00
239890	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$9.52	\$12.00	\$2.48	\$0.07
240704	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$9.52	\$12.00	\$2.48	\$0.07
239583	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$10.02	\$13.00	\$2.98	\$0.08
237742	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$10.02	\$13.00	\$2.98	\$0.08
237517	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$10.02	\$13.00	\$2.98	\$0.08
239740	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$10.02	\$13.00	\$2.98	\$0.08
237514	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$10.52	\$14.00	\$3.48	\$0.09
240696	PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$11.17	\$15.00	\$3.83	\$0.10
237618	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$11.17	\$15.00	\$3.83	\$0.10
237516	TEMP ASST-PROF STUDENT INTERN	5100100000	51001	2.7%	ADMINISTRATION	\$11.17	\$15.00	\$3.83	\$0.10
239797	PROF STUDENT INTERN	5200100000	52001	0%	LOCAL INITIATIVE ADMIN DCA	\$10.52	\$14.00	\$3.48	\$0.00
239490	PROF STUDENT INTERN	5200100000	52001	0%	LOCAL INITIATIVE ADMIN DCA	\$10.52	\$14.00	\$3.48	\$0.00
241440	IT STUDENT INTERN	5200100000	52001	0%	LOCAL INITIATIVE ADMIN DCA	\$13.22	\$16.00	\$2.78	\$0.00
240837	IT STUDENT INTERN	5200100000	52001	0%	LOCAL INITIATIVE ADMIN DCA	\$13.22	\$16.00	\$2.78	\$0.00
239798	PROF STUDENT INTERN	5200100000	52001	0%	LOCAL INITIATIVE ADMIN DCA	\$13.22	\$16.00	\$2.78	\$0.00
239691	PROF STUDENT INTERN	5200100000	52001	0%	LOCAL INITIATIVE ADMIN DCA	\$13.22	\$16.00	\$2.78	\$0.00
239066	IT STUDENT INTERN	7400120000	74001	0%	Health & Human System Bureau	\$15.30	\$18.00	\$2.70	\$0.00
220796	ENGINEERING STUDENT INTERN	947200	94720	0%	FLOOD CONTROL	\$14.22	\$17.00	\$2.78	\$0.00
240870	ENGINEERING STUDENT INTERN	947200	94720	0%	FLOOD CONTROL	\$14.22	\$17.00	\$2.78	\$0.00

Interns per Dept															
Dept ID	110 EO	113 HR	120 ACR	190 EDA	230 CSS	310 TLMA	313 Trans.	420 Pub Hlth	430 RUHC	450 Waste	510 DPSS	520 CAP	740 IT	9472 Flood	Total
Total	1	8	1	4	1	2	3	3	1	5	10	6	1	2	48

Note 1: Hourly Increase is the total increase in hourly rates for all 48 interns combined.

Note 2: Annual Cost is the total increase in hourly rates multiplied by 1040 hours. 2080 hours worked is approximately a full fiscal year, but since interns are only eligible to work part time, costs were estimated assuming they work half time.

Note 3: Current Fiscal Year costs are calculated at 15 remaining Pay Periods for FY 15/16, assuming approval and effective date of December 10th (57.7% of Annual Cost).

	Total Cost	NCC
Hourly Increase (Sum) ¹	\$143.63	\$2.93
Annual Costs (Half Time) ²	\$149,379	\$3,047
Current FY Cost ³	\$86,180	\$1,758

ATTACHMENT D