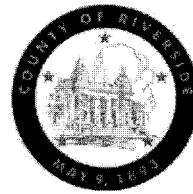


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.43
(ID # 3700)

MEETING DATE:
Tuesday, April 11, 2017

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approval of the Human Resources Department recommendations regarding supervisory classification salary compaction for the Supervising Land Use Technician Classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9052, All District.[On-Going Cost - \$1,532] [Source of Funds-Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:
1. Amend Ordinance No. 440 pursuant to Resolution No. 440-9052 submitted herewith.


ACTION: Policy


Michael Stock, Assistant CEO/ Director of Human Resources 3/28/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9052 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: April 11, 2017
xc: HR

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$250	\$1,282	\$	\$1,532
NET COUNTY COST	\$63	\$321	\$	\$383
SOURCE OF FUNDS: Departmental Budget			Budget Adjustment: N/A	
			For Fiscal Year: 16/17 & 17/18	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resource Department received a request from the Transportation Land Management Agency (TLMA) to review for compaction the Supervising Land Use Technician and the Senior Land Use Technician classifications. The top step of the Senior Land Use Technician is currently 1.32% higher than the top step of the Supervising Land Use Technician classification (Attachment B).

Prior to this evaluation, there was a compaction adjustment to the Supervising Land Use Technician classification salary plan/grade that was approved by the Board of Supervisors through the Form 11 process, which was presented and approved on November 24, 2014 (Agenda Item 3-72, Attachment C). The compaction review was requested by the Services Employees International Union (SEIU), Local 721 on September 18, 2014 (Attachment D). The past SEIU Memorandum of Understanding (MOU) defined salary compaction as a supervisory classification's maximum base salary being less than five and one-half percent (5.5%) above the maximum base salary available to the highest paid subordinate classification. This is outlined in Article 30, Section 2 (Salary Compaction) of the now expired SEIU MOU (Attachment E). The approval of the Form 11 allowed adjustments to the Supervising Land Use Technician to add one salary step, or approximately 2.71% to the top of the range. The Supervising Land Use Technician classification salary plan and grade was approved at SEU 475/L17 (\$49,459 - \$75,879). It was also granted that the single incumbent in this class at the top step of this classification be granted a one-step increase that became effective on November 27, 2014.

Human Resources expressed prior to the implementation of the last compaction fix, that although adjustments were made to the Supervising Land Use Technician salary plan/grade, that the Senior Land Use Technician salary plan/grade would become an issue in the future because the compaction evaluation only considered the filled Land Use Technician II classification and not the vacant and unfunded Senior Land Use Technician. However, TLMA expressed no immediate intention to fill the senior positions. Now that the Senior Land Use Technician position is funded and filled once again, compaction exists with the Supervising Land Use Technician Classification.

Although the SEIU MOU is now expired, it is the responsibility of the Human Resources Department to correct this obvious issue between the supervising and subordinate

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

classification. The Human Resources Department is recommending that compaction between the two classifications be resolved by adjusting the top salary range of the Supervising Land Use Technician. This method adds approximately 6.82% to the maximum of the respective salary plan/grade to ensure a 5.5% gap between the subordinate and supervisory classifications (Attachment B).

Supervising Land Use Technician: From salary plan/grade SEU 475/L19 (\$51,457 - \$83,281) to SEU 489/L21 (\$52,296 - \$88,961). This adjustment adds approximately 6.82%.

The one incumbent in this classification will move to the new salary plan grade which requires a slight adjustment to their salary.

Impact on Residents and Businesses

There is no direct impact on residents or businesses in the County of Riverside.

ATTACHMENTS:

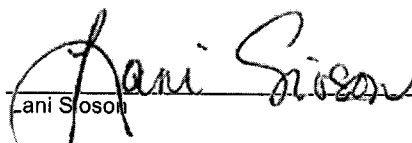
Attachment A. Resolution No. 440-9052

Attachment B. Compaction evaluation

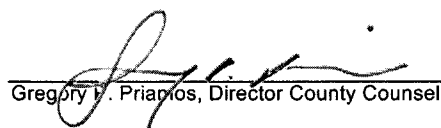
Attachment C. Form 11, Agenda Item 3-72; November 24, 2014

Attachment D. SEIU Compaction Review Request 2014

Attachment E. SEIU and County of Riverside MOU; Article 30, Section 2


Lani Soson

4/3/2017


Gregory V. Priamos, Director County Counsel

3/29/2017

RESOLUTION NO. 440-9052

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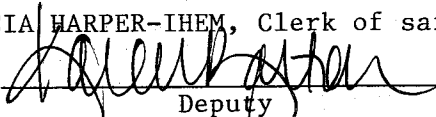
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 11, 2017, that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing 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>
33253	Supervising Land Use Technician	SEU 475/L19	SEU 489/L21

ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington 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

Evaluation of Supervising Land Use Technician and Senior Land Use Technician

		\$ needed	% needed	Dollar amount needed checked
Supv. Level	\$40.04	\$42.770	6.82%	\$42.7707

Senior Level	\$40.54	Results Needed:
		2 steps + 1.32%

Adjustment to salary range will need 2 steps and then a 1.32% increase in order to reach the 6.82% needed

Classification:	Union Representation:	Salary Range:	Compaction %:
Supv. Land Use Tech	SEIU- Supervisory	\$51,457.12 - \$83,280.91	1.25%
Sr. Land Use Tech	LIUNA- Inspect/Technical	\$50,841.02 - \$84,320.08	

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

224



FROM: Human Resources Department

SUBMITTAL DATE:
November 13, 2014

SUBJECT: Approval of Classification and Compensation recommendations regarding supervisory classification salary compaction with Service Employees International Union, Local 721; and amend Ordinance No. 440 pursuant to Resolution No. 440-8984. [Districts - All] [Total Estimated Cost - \$14,897] [Department Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:
1. Amend Ordinance No. 440 pursuant to Resolution No. 440-8984.

BACKGROUND:
Summary

On September 18, 2014, Service Employees International Union, Local 721 (SEIU), requested the review of two supervisory classifications to determine if compaction was occurring. After reviewing the classifications and determining that compaction was present, it is the recommendation of Human Resources to adjust the salary plans/grades of these classifications.

Departmental Conference

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	\$ 5,149	\$ 9,748	\$ 14,897	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$	

SOURCE OF FUNDS: Departmental Budgets
Budget Adjustment: No
For Fiscal Year: 2014/15

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:

3-72

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Classification and Compensation recommendations regarding supervisory
classification salary compaction with Service Employees International Union, Local 721; and
amend Ordinance No. 440 pursuant to Resolution No. 440-8984. [Districts – All] [Total Estimated
Cost - \$14,897] [Department Budgets]
DATE: November 13, 2014
PAGE: 2 of 2**

BACKGROUND:

Summary (continued)

The SEIU Memorandum of Understanding (MOU) defines salary compaction as a supervisory classification's maximum base salary being less than five and one-half percent (5.5%) above the maximum base salary available to the highest paid subordinate classification. In order to resolve compaction, Human Resources recommends following the method outlined in Article 30, Section 2 (Salary Compaction) of the SEIU MOU. Depending on the percentage of compaction, this method either adds salary steps at approximately 2.71% or 5.5% to the maximum of the respective salary plan/grade and/or increases the salary plan/grade by a specified percentage. To comply with the SEIU MOU, adjustments to supervisory classifications will become effective the first day of the pay period within sixty (60) days of submission to the County.

The following recommended salary adjustments shall be effective November 27, 2014:

Supervising Building Inspector: From salary plan/grade SEU 592/L16 (\$57,351 - \$85,732) to SEU 591/L18 (\$57,351 - \$90,419). This adjustment adds two (2) salary steps, or approximately 5.5%. It is recommended that the single incumbent at the top step of this classification be granted a two-step increase effective November 27, 2014.

Supervising Land Use Technician: From salary plan/grade SEU 475/L16 (\$49,459 - \$73,888) to SEU 475/L17 (\$49,459 - \$75,879). This adjustment adds one salary step, or approximately 2.71%. It is recommended that the single incumbent at the top step of this classification be granted a one-step increase effective November 27, 2014.

The Human Resources Department has contacted SEIU and both parties agree on the adjustments to salary outlined in this Form 11 and addressed in the following resolution.

Impact on Residents and Businesses

The proposed step increases will not have any impact on private residents or businesses.

ATTACHMENTS:

- A. Resolution No. 440-8984

SEIU Local 721
County of Riverside
Compaction Evaluation
DATE SUBMITTED: 9/18/2014

Supervisory Job Title: SUPV LAND USE TECHNICIAN
Job Code: 33253
Maximum Step: 16
Maximum Hourly Wage: \$35.5231

To be evaluated for compaction, specific criteria must be met. Compaction is not evaluated on an individual employee's rate of pay or assignment; therefore, when providing information, please provide the maximum salary rate available for each classification (whether or not any incumbent is currently receiving that rate of pay). Refer to Section 2 of Article 30 in the MOU for further guidelines and provisions.

NOTE: All required information is on the Class and Salary Listing which may be found at www.rc-hr.com. Click on the *HR Toolbox* tab at the top of the page and then search by topic for *Classification and Compensation*. The *Class and Salary Listing* is located on the left side of the screen under Documents.

(1) Is this classification recognized as part of the Supervisory Unit (Union Code: SES or SPS)? Yes No Classification is not eligible for review.

(2) The supervisory classification is only to be compared to subordinate classifications for which they are responsible for supervising. For direct supervision, are they ever required to:

Write any type of employee evaluation on these subordinates Yes No

Assign work assignments and/or work schedules to subordinates Yes No

Recommend and/or conduct discipline on these subordinates Yes No

(3) Starting with the highest paid subordinate, list all subordinate classifications the supervisory classification is responsible for directly supervising:

Subordinate Job Title: LAND USE TECHNICIAN II
Job Code: 33252
Max Step: 18
Max Hourly Wage: \$33.9197

Subordinate Job Title:
Job Code:
Max Step: Choose One
Max Hourly Wage:

Subordinate Job Title:
Job Code:
Max Step: Choose One
Max Hourly Wage:

Subordinate Job Title:
Job Code:
Max Step: Choose One
Max Hourly Wage:

Additional subordinate classifications are listed below.

(4) In the event further information is required to complete this evaluation, please provide:

Name of employee requesting evaluation: Timothy Wheeler
CEID#: 205283
Employee's Current Salary Step: 16
Contact phone: 9069250
Personal e-mail: twheeler@rctlma.org

Worksite Organizer: Unknown

Additional Comments: Examples of Subordinates: Celia Baeza (192349), Deborah Hill (139686) and Franklin Stuart (111617)

FOR SEIU USE ONLY: Classification meets criteria: YES NO

Name of person completing evaluation: W. THOMAS

Date submitted to HR for evaluation: 09/18/2014

Rate of Compaction: 0.74%

Compaction Fix Required: A B C NONE

Comments: Effective date of 11/27/2014 (PP#26-2014).

- B. Added Lower Salary Steps – Effective December 29, 2011 two (2) lower salary steps were added to all SEIU classifications.

Section 7. Advanced Grade Recognition

Employees with five (5) years or more of continuous service as of March 1, 2012 and at the top step of their respective salary range shall receive the following payments:

1. March 8, 2012 (PP#07-2012) - Single payment of one thousand dollars (\$1,000.00).
2. January 10, 2013 (PP#03-2013) - Single payment of one thousand dollars (\$1,000.00).

ARTICLE 30
PARITY STUDIES

Section 1. Parity

Parity issues can be discussed in the appropriate labor-management committee meetings; however, the parties agree to meet and confer on the issue in July 2014.

The Union agrees that AB 646 shall not apply to these discussions.

Section 2. Salary Compaction

During the term of this agreement, the maximum base salary of a supervisory classification shall be maintained at a minimum rate of five and one-half percent (5.5%) above that received by their highest paid subordinate classification. Salary adjustments following the guidelines set forth in Section 2(A) and (B) shall be made to any supervisory classification that is determined to be compacted during the term of this agreement with the exception that such adjustments will become effective the first day of the pay period within sixty (60) days of the date the SEIU Compaction Evaluation Form was submitted to the County.

At no time shall reductions in the hourly rates of pay or salary ranges in any subordinate classification result in any reductions in the hourly rates of pay or salary ranges of any employee in the Supervisory Unit.

- A. Salary Adjustments due to Compaction. Supervisory classifications requiring salary adjustment due to compaction will be adjusted as follows:
- a. Classifications with 0.01% - 2.70% compaction will have one (1) additional step added to the top of their salary ranges.
 - b. Classifications with 2.71 – 5.42% compaction will have two (2) additional steps added to the top of their salary ranges.
 - c. Classifications with greater than 5.42% compaction will have the overall percentage of compaction factored into a new salary range and have two

(2) additional steps added to the top of their salary ranges.

- B. Effective Date of Salary Adjustments. Incumbents of any supervisory classification that are at the maximum step of the salary range prior to any adjustments due to compaction shall receive the additional step increases added to their classification under salary adjustment (a) and (b) above to immediately return these tenured employees to the top step of the new salary range.

Incumbents of any supervisory classification that are not at the maximum step of the salary range prior to any adjustments due to compaction, but whose classification requires a new salary range established under the guidelines set forth in (c) above shall be compensated at their current step on the new salary range until their regularly scheduled step increase date and following the provisions for step advances set forth in Article 5 Section 1.

Incumbents of any supervisory classification that are not at the maximum step of the salary range prior to any adjustments due to compaction and whose classification adds new steps to the salary range under the guidelines set forth in (a) or (b) above shall remain at their current step until their regular step increase date and following the provisions for step advances set forth in Article 5 Section 1.

The parties agree to meet on a yearly basis to discuss and identify any SEIU represented supervisory classification impacted by the salary increases provided in the 2012 – 2016 LIUNA MOU.

Section 3. Reclassification Study – Accounting Technicians

The County and Union agree to meet and consult by January 1, 2011 to identify which employees within Accounting Technician series may need to be reclassified based upon their job duties and requirements.

In particular, the County and Union shall discuss employees which are currently classified as an Accounting Technician I or II or Accounting Technician Supervisor and assigned exclusively to the Sheriff's Department. These employees are under the security mandates of a "classified employee" and as part of their normal job duties are required to supervise other employees as well as write, prepare and manage budgets. The parties agree to meet and consult on the need to combine these employees into a single classification of a Sheriff's Accounting Technician within the Supervisory Unit.