

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



ITEM
3.10
(ID # 5101)

MEETING DATE:

Tuesday, October 3, 2017

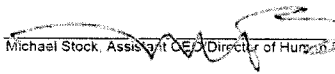
FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES and DPSS: Classification and Compensation recommendation to establish two new classifications and amend Ordinance No. 440 pursuant to Resolution No. 440-9067 submitted herewith, All Districts. [Total Cost - \$0] [Source of Funds: N/A]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new classifications, Facilities Support Supervisor and Facilities Planning Supervisor .
2. Amend Ordinance No.440 pursuant to Resolution No. 440-9067

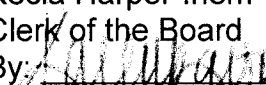
ACTION: Policy


Michael Stock, Assistant Chief Director of Human Resources 9/14/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9067 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: October 3, 2017
xc: HR, DPSS

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 17/18	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Department of Public Social Services (DPSS) is dedicated to supporting and improving the health, safety, and well-being of individuals and families. The Administrative Services Division of DPSS provides supportive business functions to the department through various units such as the Facilities and Logistics unit. The Facilities and Logistics unit includes services related to materials management, courier and records management, facilities planning and support, and asset management. The Facilities Support Services unit evaluates space utilization, building needs, contract terms, lease agreements, supply inventory, and purchasing for DPSS. The unit further provides services related to the storing and coordinating of new and surplus furniture and represents the department to external clients and vendors. The Facilities Planning unit coordinates site selection, construction, and occupancy of buildings for DPSS.

DPSS requested that the Classification and Compensation unit conduct an internal structure review of the Facilities Support Services and Facilities Planning unit to determine the appropriate supervisory classifications to provide oversight for the two individual units. DPSS was previously utilizing an Administrative Services Supervisor and an Administrative Services Officer classification for the two roles. Both positions became vacant and the department struggled to fill the positions with prospective candidates who had relevant experience to perform the necessary duties. The department has been utilizing interim positions. It has been determined that the recruitment challenges are a result of present structural issues within the units.

The review concluded that the Administrative Services Supervisor and Administrative Services Officer classifications are not fitting for the unique work being performed for the two positions. Although the Administrative Services Supervisor classification performs general supervisory functions in common with the position, the position also exercises specialized supervisory duties related to facilities support services. Therefore, it is recommended that the proposed Facilities Support Supervisor classification be approved. In addition, it was concluded that the Administrative Services Officer classification is not fitting for the needed role. Although the Administrative Services Officer classification provides

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

general management duties, the classification lacks the project management duties that are required for construction and architecture work. Therefore, it is also recommended that the proposed Facilities Planning Supervisor classification be approved.

The approval of the classification will ensure that DPSS can appropriately classify and recruit talented individuals to provide oversight to the Facilities Support Services unit and Facilities Planning unit.

CLASSIFICATION ADDITIONS

Facilities Support Supervisor: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 524/L18 (\$55,112 - \$86,880). This request is only to add the classification and therefore, no immediate financial impact is associated with this request. The new class specification is attached.

Facilities Planning Supervisor: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 600/L18 (\$60,094 - \$94,798). This request is only to add the classification and therefore, no immediate financial impact is associated. The new class specification is attached.

Impact on Residents and Businesses

Approval of the proposed classifications will allow DPSS to recruit and appropriately classify supervisors for the facilities units, which will enhance the business operations of DPSS.

Attachments:

- A. Resolution No. 440-9067**
- B. Facilities Support Supervisor Classification**
- C. Facilities Planning Supervisor Classification**


Ani Sison _____ 9/21/2017

RESOLUTION NO. 440-9067

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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 October 3, 2017, 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>
76614	+	Facilities Planning Supervisor	SEU 600/L18
76613	+	Facilities Support Supervisor	SEU 524/L18


ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Perez 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



FACILITIES SUPPORT SUPERVISOR

Class Code: 76613

COUNTY OF RIVERSIDE

Established Date: Oct 12, 2017

Revision Date: Oct 12, 2017

SALARY RANGE

\$26.50 - \$41.77 Hourly

\$4,592.67 - \$7,240.03 Monthly

\$55,112.10 - \$86,880.35 Annually

CLASS CONCEPT:

Under general direction, supervises the progress and production of a facilities support services unit; evaluates division operations and services; makes recommendations to improve efficiencies; provides guidance to subordinate supervisors and staff; and performs other related duties as required.

The Facilities Support Supervisor is the supervising level classification performing the full range of supervisory duties and reports to an Administrative Manager. This class is characterized by the responsibility of oversight of the day-to-day operations of a key function to a department. Incumbents may participate in the employee selection process, training, coaching, and mentoring of employees.

REPRESENTATION UNIT: SEIU- Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

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

- Review, plan, and organize complex administrative assignments related to support services; provide guidance and review subordinate staff assignments; participate in the interview and selection of employees; evaluate the performance of subordinate staff.
- Oversee the management of inventories of facility supplies; make recommendations of new products; provide justification for purchases and draft request for funding documents.
- Coordinate and oversee service requests related to major moves and smaller installations for programs in DPSS district offices.
- Evaluate policies and procedures; make recommendations to improve efficiencies in the unit.
- Review and analyze budgetary needs for maintenance and/or projects; submit documentation for unbudgeted items; provide costing recommendations to improve cost effectiveness; monitor resource allocations.
- Review project lease need requirements; approve maintenance repairs and corresponding billing practices; analyze lease negotiations; review invoices.
- Act as a liaison with vendors, contractors, and property management; communicate contractor needs with multiple stakeholders.

- Schedule projects, site inspections, and job walks; ensure adherence to health and safety regulations; review safety reports including air quality assessments; coordinate the oversight of repairs and installations.
- Coordinate planning, installation and monitoring of building security systems.
- Provide direction for staffing, workflow, and space utilization; assist in budget development and monitoring.
- Analyze reporting data to plan for each maintenance project; analyze turnaround times for projects and recommend areas of improvement; meet routinely with property owners and vendors.
- Inspect sites and conduct job walks routinely with relevant stakeholders; follow-up and investigate repairs for quality assurance and county safety evaluations are met.
- Review budgetary needs for buildings, leases, staffing, and maintenance; provide relevant justifications and information for lease negotiations

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree preferably with a major in accounting, business or public administration, finance, or a closely related field to the assignment. (Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

Experience: Two years of professional level experience in which one year was in a lead or supervisory capacity in custodial, materials management, customer services call center, building security and monitoring or building maintenance including some responsibility for purchasing, supply inventory, and/or asset evaluation.

Knowledge of: Cal OSHA standards; ADA regulations; County Safety rules and regulations; DPSS policies and procedures; construction and safety standards; project planning standards; construction costs and job estimates.

Ability to: Read, interpret, and understand blue prints and safety reports; maintain effective working relationships; analyze lease information and product service bids; estimate work load and resources needed; analyze billing information and invoices; supervise the work and assignments of subordinate staff.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required.

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.



FACILITIES PLANNING SUPERVISOR

Class Code: 76614

COUNTY OF RIVERSIDE
Established Date: Oct 12, 2017
Revision Date: Oct 12, 2017

SALARY RANGE

\$28.89 - \$45.58 Hourly
\$5,007.86 - \$7,899.81 Monthly
\$60,094.32 - \$94,797.66 Annually

CLASS CONCEPT:

Under direction, provides technical management of a variety facility construction, alteration, and repair projects and architectural-engineering studies, including space management and facilities planning and implementation; assists in the administration of construction contracts; and performs other related duties as required.

The Facilities Planning Supervisor is the supervising level class in the facilities planning series performing the full range of supervisory duties and reports to an Administrative Manager. This class is characterized by the responsibility of oversight of the day-to-day operations of a key function to a department. Incumbents may participate in the employee selection process, training, coaching, and mentoring of employees.

REPRESENTATION UNIT: SEIU – Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervise, mentor, coach, and provide technical support for subordinate staff members; provide oversight and project management for subordinate staff members; assign project workload and manage project portfolios.
- Prepare, manage, and monitor budgets for all departmental facilities projects; review cost proposals and invoice verifications from vendors; conduct detailed bid review processes.
- Prepare documents for executive management review; provide recommendations for facilitation of space solutions; provide updates and attend management meetings.
- Coordinate the development of project concepts and requirements with department officials to ensure project design is compatible with needs; oversee the preparation of project concept proposals and cost estimates.
- Write and communicate Requests for Proposals and participate in the selection of architect-engineering (A-E) firms for designs and/or studies; review and analyze A-E firm design/study submittals for compliance with County and engineering standards and for appropriate design applications.

- Prepare recommendations relative to complex A-E firm design and material submittals; monitor construction management and inspection efforts of A-E firms.
- Oversee the preparation of construction design documents including specifications and drawings for building projects; conduct research and feasibility studies.
- Resolve conflicts between cost and technical constraints, legal and regulatory requirements, and user needs.
- Review construction design documents including specifications and drawings for building projects.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in engineering, planning, architecture, interior design, construction or business management, business administration, or a related field to the assignment. (Possession of a project management certificate from an accredited college or university may be substituted for the required education).

Experience: Three years of journey level experience in developing, maintaining, and applying County space management guidelines and standards, and performing the full range of complex space management and facilities/furnishings planning and implementation duties. (Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units equaling one year of full time experience).

Knowledge of: The principles of architectural design and facility construction; structural, electrical, and mechanical engineering construction; materials used in facilities construction; Uniform Building Codes, local, state, and federal building construction regulations, and other pertinent safety or construction requirements; building construction cost estimating and contract change order negotiations; budget preparation; AutoCAD system and Microsoft Project; construction guidelines and practices; ADA guidelines; and Remedy system.

Ability to: Develop and evaluate design and construction standards and criteria; understand, interpret, apply, and enforce codes, regulations, drawings, furniture plans, specifications, schedules, and contract provisions; perform calculations used in construction design and cost estimating; communicate effectively in oral and written form; establish and maintain effective working relationships with architects, engineers, contractors, and various public officials.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required.

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.