

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



ITEM
3.9
(ID # 9210)

MEETING DATE:

Tuesday, March 19, 2019

FROM : HUMAN RESOURCES AND Registrar of Voters :

SUBJECT: HUMAN RESOURCES: Approve the addition of the Chief Deputy Registrar of Voters to Appendix II of Ordinance No. 440; approve salary adjustment for the Chief Deputy Registrar of Voters classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9106 submitted herewith, All Districts. [Total Cost - \$0] [Source of Funds - Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to add the Chief Deputy Registrar of Voters classification to Appendix II of Ordinance No. 440.
2. Approve salary adjustment for the Chief Deputy Registrar of Voters classification.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9106.


ACTION:Policy


Brenda Diederichs, Assistant CEO / Human Resources Director 3/11/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9106 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: March 19, 2019
xc: HR, ROV

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	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS:			Budget Adjustment: No	
			For Fiscal Year: 19/20	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside's Registrar of Voters' (ROV) mission is to ensure the electoral process is conducted professionally and consistently by demonstrating neutrality and non-partisan decision-making, based upon a thorough body of knowledge and compliance with all election laws by administering them timely, responsively and with integrity on behalf of the citizens served. The Department consists of approximately 35 full time employees comprised of management, professional and technical staff members. The Department also provides a contingent workforce of volunteer staff who support departmental operations during the formal election process.

The Human Resources Classification and Compensation Team received a request from the ROV to designate their Chief Deputy Registrar of Voters' job classification At-Will and to review the classification for market parity purposes. The At-Will designation is supported for this mission critical role. Additionally, it is recommended that a salary adjustment of 16.76% be granted to attract potential candidates to this position who have a body of knowledge and experience that will ensure success in their role for a County of this size and complexity. The salary review for this classification included a statewide as well as internal parity/equity review countywide.

AT-WILL SALARY ADJUSTMENT

Chief Deputy Registrar of Voters: It is recommended to designate this classification At-Will and in doing so, grant a salary adjustment to amend salary plan/grade MRP 442/L19 (\$71,275 - \$114,821) to MRP 590/L19 (\$83,129 - \$134,065). There is no immediate financial impact associated with this request as it is currently vacant.

Impact on Residents and Businesses

There is no immediate impact to residents

Additional Fiscal Information

As this classification is currently vacant, there are no costs associated with this Form 11.

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

ATTACHMENTS:

**Resolution No. 440-9106
Chief Deputy ROV Internal Salary Survey Comparison
Chief Deputy ROV Market Data – Northern Counties**

1 RESOLUTION NO. 440-9106

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 19, 2019, that pursuant to Section 3(c)(ii) of Ordinance No. 440, the
5 Assistant County Executive Officer/Human Resources Director is authorized to add the following
6 classification(s) to Appendix II, operative the beginning of the pay period following approval, as follows:

7
8

<u>Job</u>		<u>Class Title</u>
<u>Code</u>	<u>+/-</u>	
13332	+	Chief Deputy Registrar of Voters

9
10
11
12 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant
13 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing
14 of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

15
16

<u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
13332	Chief Deputy Registrar of Voters	MRP 442/L19	MRP 590/L19

17
18
19 ROLL CALL:

20 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
21 Nays: None
22 Absent: None

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

25 Kecia R. Harper, Clerk of said Board

26 By 
Deputy

27 /kc
02/27/2019
28 440 Resolutions/KC

Internal Salary Comparison Data

Chief Deputy Registrar of Voters

Riv Co Class Code: 13332

Riverside County Department	Title	Min Salary	Max Salary	Spread
Assessor County Clerk Recorder	Chief Deputy Assessor County Clerk Recorder	\$90,369	\$145,729	61.26%
Treasurer Tax Collector	Senior Chief Deputy Treasurer Tax Collector	\$92,770	\$145,729	57.09%
Parks District	Bureau Chiefs - Parks	\$99,589	\$152,377	53.01%
Agriculture Commissioner	Deputy Agricultural Commissioner - Sealer	\$64,579	\$103,996	61.04%
Children's & Families Commission	Deputy Director for Children's & Families Commission	\$90,369	\$141,902	57.02%
	County Mean:	\$87,535	\$137,947	57.59%
	County Median:	\$90,369	\$145,729	61.26%
Riverside County	Chief Deputy Registrar of Voters	\$71,275	\$114,821	61.09%
	Non-PRP Max Salary		\$100,550	
	Dollar Difference from Mean:	-\$16,260	-\$23,126	
	Percentage difference from mean:	-18.58%	-16.76%	
	Non-PRP Percentage difference from mean:		-27.11%	
	Dollar difference from median:	-\$19,094	-\$30,908	
	Percentage difference from median:	-21.13%	-21.21%	
	Non-PRP Percentage difference from median:		-31.00%	

Notes: The comparison job classifications are 3rd layer in management and are assigned to departments that are considered moderate to smaller size departments compared to the Registrar of Voters that has approximately 35 employees and a contingent workforce of volunteer staff. The ACCR has approximately 350 employees. There are currently 4 budgeted Chief Deputy ACCR At-Will positions and 2 are filled. The TTC has approximately 100 or less employees. There is only 1 budgeted and 1 filled Senior Chief Deputy TTC non-At-Will positions. The Parks District has approximately 135 employees. The Bureau Chiefs - Park is an At-Will designated job class. The are currently 2 budgeted and 2 filled Bureau - Chiefs Parks positions. The Agriculture Commissioner Department is considered a small size department and has approximately 60 or less employees. There are currently 4 budgeted and 4 filled non-At-Will Deputy Ag-Commissioner positions. Children's & Families First Commission (CFC) has approximately 35 employees. The Deputy Director for CFC is a non-At-Will job class.

Run Date: 3/5/2019

Date Prepared/Revised: 3/5/2019

By: VN

External Market Survey Data

Chief Deputy Registrar of Voters

Riv Co Class Code: 13332

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Division Manager, Registrar-Recorder/County Clerk	\$108,444	\$164,138	51.36%
Orange County	Election Section Supervisor	\$56,826	\$76,315	34.30%
San Bernardino County	Chief Deputy Registrar of Voters	\$66,914	\$92,082	37.61%
San Diego County	Elections Manager	\$62,421	\$75,878	21.56%
Ventura County	Manager - Clerk and Recorder Operations	\$78,318	\$109,656	40.01%
Sacramento County	Election Manager	\$85,963	\$104,484	21.55%
Santa Clara County	Election Division Coordinator	\$96,849	\$117,734	21.56%
Contra Costa County	Elections Services Manager	\$85,529	\$103,960	21.55%
Alameda County	Elections Division Manager	\$85,301	\$103,542	21.38%

Riverside County	County Mean:	\$80,729	\$105,310	30.45%
	County Median:	\$85,301	\$103,960	21.87%
	Chief Deputy Registrar of Voters	\$71,275	\$114,821	61.09%
	Non-PRP Max Salary		\$100,550	

Dollar Difference from Mean:	-\$9,454	\$9,511
Percentage difference from mean:	-11.71%	9.03%
Non-PRP Percentage difference from mean:		-4.52%
Dollar difference from median:	-\$14,026	\$10,861
Percentage difference from median:	-16.44%	10.45%
Non-PRP Percentage difference from median:		-3.28%

Notes: Riverside: PRP designated class; Actual max sal without PRP steps = step 14: \$100,549.69. (Tier III, 5 steps)
 LA and Ventura: The Clerk/Recorder is merged with the Registrar of Voters. Orange: The Election Section Supervisor job classification specifies a direct reporting relationship to the Assistant Registrar of Voters however, the website does not provide this job description/classification on the OC website and no mid-level management job class is specified. This survey was expanded to include standard Northern California Counties with comparable job classes.