

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



ITEM
3.10
(ID # 9495)

MEETING DATE:
Tuesday, April 16, 2019

FROM : HUMAN RESOURCES AND Department of Public Social Services :

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to grant a salary adjustment to Supervising Appeals Specialist classification and amend Ordinance No. 440 pursuant to Resolution No. 440-9112 submitted herewith, All Districts. [Cost - \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustment for the classification of Supervising Appeals Specialist; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9112.

ACTION: Policy

Brenda Diederichs
Brenda Diederichs, Assistant CEO / Human Resources Director

4/5/2019

Sarah S Mack
Sarah S Mack, Asst. County Executive Officer

4/10/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9112 is adopted as recommended.

Ayes: Jeffries, Washington, Perez and Hewitt
Nays: None
Absent: Spiegel
Date: April 16, 2019
xc: DPSS, HR

Kecia Harper-Ihem
Clerk of the Board

By: *[Signature]*
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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
NET COUNTY COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 18/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

The Department of Public Social Services (DPSS) is responsible for providing state and federally mandated services and assistance aimed at supporting and improving the health, safety, and overall well-being of individuals and families residing in Riverside County. DPSS serves a diverse community through a variety of federal, state and county-funded programs. The goal of these programs is to alleviate hardship and promote health, personal responsibility and economic independence by providing temporary financial assistance, employment services, outreach, access to health care coverage, protection of children and adults from abuse or neglect, housing and supportive services for the homeless and in-home supportive services to enable seniors and disabled children/adults to remain safely in their home. The programs and services are organized under six budget units: administration, mandated services, categorical assistance, other county aid programs, homeless housing relief, and homeless programs.

The Administrative Services Division of DPSS provides supportive business functions to residents and the department through various units including the Administrative Appeals Hearings Unit. The Appeals Hearings unit oversees all appeal cases brought forth by County of Riverside residents who wish to appeal the denial of social service benefits from programs including CalWORKs, Cal Fresh, Welfare to Work, General Relief, Foster Care and Child Care.

As part of an ongoing restructure, the Administrative Services Division is looking to more accurately define the supervisory duties and responsibilities within the unit to ensure a more direct career path for staff and to ensure that oversight of this unit is knowledgeable regarding this critical body of work. The utilization of the Supervising Appeals Specialist however, will create an internal inequity between the Supervising Program Specialist classification that is currently considered counterparts to this supervisor, due to the lower rate of pay for the Supervising Appeals Specialist classification.

The internal parity review conducted by the Classification and Compensation Unit demonstrated an approximate 7.7% inequity at the maximum rate between the classifications of Supervising Program Specialist and Supervising Appeals Specialist, which perform comparable duties. The external market study reveals the compensation for the Supervising Appeals Specialist is currently below market by approximately 1.4% at the maximum of the salary range and 13.9% at the minimum of the salary range.

An adjustment to the Supervising Appeals Specialist salary range of approximately 7.7% is recommended to bring this classification to internal parity with comparable benchmarks and also bring the classification to a more competitive market position.

SALARY PARITY ADJUSTMENTS

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

Supervising Appeals Specialist: It is recommended to adjust this classification salary plan/grade from SEU 497/L18 (\$53,000 - \$83,602) to SEU 539/L18 (\$57,080 - \$90,040). There are no incumbents in this classification.

The Department of Public Social Services concurs with the recommended adjustments.

IMPACT OF RESIDENTS AND BUSINESSES

Approval of the proposed will have no direct impact on residents and businesses.

ATTACHMENTS:

Attachment A: Resolution No. 440-9112

Attachment B: Market Survey

RESOLUTION NO. 440-9112

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 16, 2019, 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:

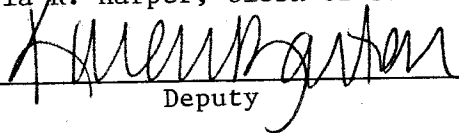
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
79842	Supervising Appeals Specialist	SEU 497/L18	SEU 539/L18

ROLL CALL:

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

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 R. Harper, Clerk of said Board

By  Deputy

External Market Survey Data

Supervising Appeals Specialist Riverside County Class Code: 79842

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Supervising Appeals Hearing Specialist	\$ 57,133	\$ 83,516	46%
Orange County	Social Services Supervisor I	\$ 58,906	\$ 79,498	35%
San Bernardino County	Supervising Appeals Specialist II	\$ 56,576	\$ 77,771	37%
San Diego County	Human Services Program Manager	\$ 68,931	\$ 94,536	37%
Ventura County	Human Services Administrative Specialist II	\$ 66,352	\$ 88,477	33%

County Mean:	\$ 61,580	\$ 84,760	38%
County Median:	\$ 58,906	\$ 83,516	42%
Supervising Appeals Specialist	\$53,000	\$83,602	57.74%
Dollar difference from mean	-\$8,579.23	-\$1,158	
Percentage difference from mean	-14%	-1%	
Dollar difference from median:	-\$5,905	\$86	
Percentage difference from median:	-10%	0.1%	

Riverside County

Run Date: 2/26/2019

Date Prepared/Revised: 2/26/2019

By: MH

External Market Survey Data

Supervising Program Specialist

13609

Riverside County Class Code:

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Human Services Administrator I	\$ 75,119	\$ 98,517	31.15%
Orange County	Social Services Supervisor I	\$ 58,906	\$ 79,498	34.96%
San Bernardino County	Supervising Program Specialist	\$ 61,277	\$ 84,282	37.54%
San Diego County	Human Services Program Manager	\$ 68,931	\$ 94,536	37.15%
Ventura County	Human Services Administrative Specialist II	\$ 66,352	\$ 88,477	33.35%

Riverside County

County Mean:	\$66,117	\$89,062	34.70%
County Median:	\$66,352	\$88,477	33.35%
Supervising Program Specialist	\$57,080	\$90,041	57.74%
Supervising Appeals Specialist	\$57,080	\$90,041	57.74%
Dollar difference from mean:	-\$9,036	\$979	
Percentage difference from mean:	-13.67%	1.10%	
Dollar difference from median:	-\$9,271	\$1,563	
Percentage difference from median:	-13.97%	1.77%	

Run Date: 2/26/2019

Date Prepared/Revised: 2/26/2019

By: MH