

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



**ITEM: 3.26
(ID # 11734)**

MEETING DATE:

Tuesday, January 28, 2020

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to grant placement of the Executive Director for Children and Families Commission into department head Tier I of the Performance Recognition Plan, grant department head benefits including severance and automobile allowance, along with a parity adjustment and amend Ordinance No. 440 pursuant to Resolution No. 440-9139 submitted herewith, All Districts. [Cost - \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation of the Executive Director for Children and Families Commission job class placement into department head Tier I of the Performance Recognition Plan;
2. Approve Group 1 Tier 1 department head benefits, including severance and automobile allowance for the Executive Director for Children and Families Commission;
3. Approve the salary parity adjustment for the Executive Director for Children and Families Commission;
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9139.

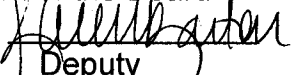
ACTION: Policy

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 Resolution No. 440-9139 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 28, 2020
xc: HR

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$186,603	\$193,486	\$	\$201,225
NET COUNTY COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SOURCE OF FUNDS:			Budget Adjustment: No	
Proposition 10 - The California Children and Families Act			For Fiscal Year: 19/20	

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

On October 1, 2019, the Riverside County Board of Supervisors amended Riverside County Ordinance No. 784 to change the Riverside County Children and Families Commission (First 5 Riverside) from an operating division of the Department of Public Social Services (DPSS) to be a standalone department. To support the transition and logistics of First 5 Riverside separating from DPSS, the County Executive Office initiated a study of the Executive Director for Children and Families Commission job class to ensure that the salary level and benefits package are externally competitive and internally equitable as the position becomes the head of a standalone department. Upon review of the County policy, market data and internal benchmarks, the Classification and Compensation Unit found support for an increase to the maximum of the salary range, for placement into the department head tier (Tier I) of the Performance Recognition Plan (PRP), and to grant department head benefits, including severance and the department head automobile allowance.

Pursuant to the Resolution 06-44, adopted on May 22, 2006 (Attachment B), established the First 5 Riverside Commission to adopt the personnel system of Riverside County, including the salary and benefit provisions through the applicable Memorandum of Understandings (MOU's). The Executive Director for Children and Families Commission is covered under the County of Riverside, Management Resolution 2019-149 (Management Resolution). Under the Management Resolution a department head is designated At-Will in accordance with Article 6, Section 601 E (1) provisions (Attachment D), and is deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 (A) (Attachment E).

The Riverside County Children & Families Commission Board meeting on January 22, 2020, approved the Executive Director for Children and Families Commission under the Management Resolution as a department head At-Will in accordance with Article 6, Section 601 E (1) provisions and is deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 (A), along with a parity increase at the maximum of the salary range (Attachment C).

SALARY PARITY ADJUSTMENT:

Executive Director for Children and Families Commission: It is recommended that this single-position classification be granted a parity adjustment of approximately 20% from salary

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plan/grade MRP 646 (\$108,166-\$174,547) to salary plan/grade XMA 196 (\$108,166-\$209,082). This salary adjustment achieves internal equity among other Riverside County executive management classifications with similar spans of control and scope of responsibilities, along with market parity among other First 5 Commissions of neighboring counties (Attachment F).

IMPACT OF RESIDENTS AND BUSINESSES:

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

ATTACHMENTS:

Attachment A: Resolution No. 440-9139

Attachment B: First 5 Riverside Salary and Benefits Policies and Processes-Resolution 06-44

Attachment C: First 5 Riverside Commission Approval Agenda Item 20-05 January 22, 2020

Attachment D: Management Resolution 2019-149 Article 6, Section 601 E (1)

Attachment E: Management Resolution 2019-149 Article 3, Section 311 (A)

Attachment F: External Market Survey

1 RESOLUTION NO. 440-9139

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on January 28, 2020, that pursuant to Section 8(c) of Ordinance No. 440, the
5 Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and
6 Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as
7 follows:

8

9 <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>
10 74292	Executive Director for Children & Families Commission	MRP 646	XMA 196

11
12
13
14 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the
15 Assistant County Executive Officer/Human Resources Director is authorized to add the following
16 classification to Appendix III, operative the beginning of the pay period following approval, as follows:

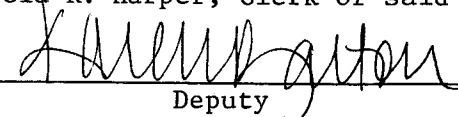
17

18 <u>Job</u>		<u>Class Title</u>
<u>Code</u>	<u>+/-</u>	
19 74292	+	Executive Director for Children & Families Commission

20 ROLL CALL:

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

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

26 Kecia R. Harper, Clerk of said Board
By 
Deputy

27 /kc
01/16/2020
28 440 Resolutions\KC



A public entity funded from Proposition 10 tobacco tax funds

BUSINESS AND FISCAL OPERATIONS

SUBJECT: Salary and Benefits Policies and Processes

PURPOSE: To facilitate compliance with Health and Safety Code §130140(d)(6) requiring the county commission to adopt, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission.

I. STATEMENT OF POLICY

As required by Health and Safety Code §130140(d)(6), salaries and benefits shall conform with established county commission or county government policies.

II. SALARY AND BENEFITS POLICIES AND PROCESSES

The Riverside County Children and Families Commission (Commission) contracts with Riverside County Department of Human Resources. As a result, all Commission employees are Riverside County employees. As a part of the contract between the Commission and County, the Commission has specifically adopted the personnel system of Riverside County, including the salary and benefits provisions. Employee salaries and benefits are established by the following:

- Riverside County Salary Ordinance #440 Narrative that establishes the salaries for each job classification.
- County Resolution Number 2004 – 420 that provides salaries and related matters for exempt management, management, confidential and other unrepresented employees.
- Memorandums of Understanding (MOU) as applicable.

Employee recruitment, hiring, termination, payroll, pay increases and benefits are processed through the County's Department of Human Resource and Auditor-Controller's Office. In order for the Commission to use the County's human resource and payroll services, the Commission must comply with all County employment policies.

1 Riverside County Children and Families Commission

2 Resolution 06-44:

3 ADOPTING THE BUSINESS AND FISCAL OPERATIONS POLICY FOR SALARY AND BENEFITS
4 POLICIES AND PROCESSES OF THE RIVERSIDE COUNTY CHILDREN AND FAMILIES
5 COMMISSION

6
7 WHEREAS, the requirements of AB 109, found at Health and Safety Code section 130140, require
8 that the Commission adopt salary and benefits policies and processes for the Commission; and,

9 WHEREAS, a proposed policy is attached hereto; and,

10 WHEREAS, it is deemed necessary, desirable and prudent by the Executive Director of the
11 Riverside County Children and Families Commission to adopt the proposed policy; and,

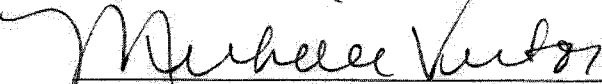
12 WHEREAS, a public hearing, in accordance with Health and Safety Code section 130140, has been
13 conducted by the Commission for the adoption of this proposed policy; now, therefore,

14 BE IT RESOLVED, DETERMINED AND ORDERED by the Riverside County Children and
15 Families Commission at its regular meeting, assembled on Monday, May 22, 2006, that the Business and
16 Fiscal Operations Policy For Salary and Benefits Policies and Processes, as attached hereto, is adopted for
17 the for the conduct of business of the Riverside County Children and Families Commission.
18

19
20 State of California)
21 County of Riverside)

22 I, Michelle Victor, Commission Secretary of the Riverside County Children and Families
23 Commission, do hereby certify that the foregoing resolution was duly and regularly adopted by the
Riverside County Children and Families Commission.

24 Ayes: 8
25 Noes: 0
26 Abstain: 0
27 Absent: 1 (Wengerd)
Date: May 22, 2006

28

Michelle Victor, Commission Secretary

Lynn M.
Stephens,
Commission
Coordinator

Digitally signed by Lynn
M. Stephens, Commission
Coordinator
Date: 2020.01.22 16:33:40
-08'00'



AGENDA ITEM: 20-05

DATE OF MEETING: January 22, 2020

ACTION:

INFORMATION:

FIRST 5 RIVERSIDE PERSONNEL ACTION

SUMMARY OF REQUEST

Authorize the Executive Director (ED) to be designated as a single-position, director-level classification in alignment with other County Department Heads based on internal and external class review requested by the County Executive Office. The ED continues to report to both the RCCFC and the County of Riverside Board of Supervisors.

The director-level class is designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the Riverside County Board of Supervisors and is designated as eligible for the Executive Vehicle Benefit.

This class is deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

BACKGROUND

- May 22, 2006 (Resolution 06-44): Riverside County Children & Families Commission adopted the Business and Fiscal Operations Policy for Salary and Benefits Policies and Processes for the conduct of business. All Commission employees are Riverside County Employees. The Commission specifically adopted the personnel system of Riverside County including the salary and benefits provisions.

The Executive Director of Children and Families Commission appointed by the County Executive Office and the Riverside County Children and Families Commission with primary responsibility for directing the operation of First 5 Riverside. This class directs the development of the Commission's five-year strategic plan related to the provisions of Proposition 10, which provides tobacco tax funds to facilitate the creation and implementation of an integrated,

comprehensive, and collaborative system of information and services to enhance optimal early childhood development for Riverside County. Since 2009, under the Director of Department of Social Services, the Executive Director for Children and Families Commission was designated as At-Will by the Board of Supervisors, in accordance with the provisions provided under the County Management Resolution, participates in the Performance Recognition Plan, and business-related travel is reimbursed through monthly mileage claims. Salary Range \$108,166.45 - \$174,546.53 Annually.

- October 1, 2019 (Ordinance 784.11): Riverside County Board of Supervisors amended Riverside County Ordinance No. 784. The Board designated Commission membership to align with the Riverside County 2030 Vision; and established of the Commission as a department agency (no longer under DPSS) of the County retaining independent authority over the County Strategic Plan and the Trust Fund.

Subsequently, the County Executive Office initiated a class study of the Executive Director class for alignment with other County department heads. Human Resources concluded the study aligning the recommended class with internal Director classifications and external First 5 Directors based on size and scope.

RECOMMENDED ACTION

That the Commission authorize:

1. The Executive Director class to be designated as a Director in accordance with the provisions provided under Article 6, Section 601E(1) of the County Management Resolution and serves at the pleasure of the Riverside County Children and Families Commission;
 - Class Title: DIRECTOR OF FIRST 5 RIVERSIDE
 - Bargaining Unit: Management Resolution - Management
 - Salary: \$108,166 - \$209,082 Annually

2. Participation in the Performance Recognition Plan – Tier 1 in accordance with Article 3, Section 311(A) of the County Management Resolution; benefits shall be as delineated in the Salary Ordinance 440, and the Director shall be eligible to receive an Automobile Allowance of \$550.00 per month.

BUDGET IMPACT

Necessary budget adjustments included in the January budget revision.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:
COST	\$ 186,603.00	\$ 193,486.00
NET COUNTY COST	\$ 0.00	\$ 0.00
SOURCE OF FUNDS:		
Proposition 10 – The California Children and Families Act		

ATTACHMENTS

1. County of Riverside RESOLUTION NO. 2019-149
2. Executive Director for Children and Families Commission Draft Job Description

among persons certified to him/her by the Human Resources Director as eligible for the respective positions. The Human Resources Director shall determine the methods of evaluating the qualifications of applicants. The methods shall be practical in nature and may involve any combination of written test, oral test, performance test, rating of education, training, and experience and shall take into consideration a system of veteran's preference in accordance with the Veterans' Preference Resolution adopted by the Board of Supervisors. The veteran's preference program shall be administered by the Human Resources Director. County Officers and classifications identified in Appendix II of the Riverside County Salary Ordinance 440 are exempt from the merit system, rather the appropriate County Officer(s) may appoint qualified candidates to these classifications.

ARTICLE 6
PROBATIONARY PERIOD

Sec. 601 Computation: Each regular employee shall be in an initial probationary status from the effective date of his/her initial employment in a position in a paid status until the required initial probationary period, and any extension, is completed without separation from County employment. Computation of the initial probationary period in a paid status does not include overtime, standby, on-call, or military leave of absence. A regular employee who has not completed the initial probationary period serves at the pleasure of the agency/department head and may be released from employment without cause.

- A. Length of Initial Probation: Except as set out below, the length of the initial probationary period for employees in classifications covered under this Resolution is one (1) year (26 pay periods) in a paid status.

- B. Extension of Initial Probation: The initial probationary period of an employee may be extended by the employing agency/department head with the approval of the Human Resources Director. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or his/her designee in writing at least eighty (80) hours before the end of the existing initial probationary period. Approval is made on a case-by-case basis and must be supported by documentation justifying the request.

The initial probationary period may be extended once by three (3) months or twice by an additional three (3) months.

- C. Initial Probationary Period Affected by Change in Classification: An employee who has not completed an initial probationary period and

voluntarily promotes, demotes, or transfers to another classification, shall have his/her initial probationary period automatically extended an additional twelve (12) months (26 pay periods) in a paid status beyond the date of promotion, demotion, or transfer each time the employee voluntarily promotes, demotes, or transfers to another classification prior to completing the initial probationary period, including any extensions thereto.

D. Probation of Permanent employees following change in classification or lateral transfer: During the first one (1) year (26 pay periods) of service in a paid status following a promotion, transfer or demotion, a regular employee who held permanent status at the time of the promotion, transfer or demotion shall, upon the agency/department head's request, be returned to a position in the previously held classification in the former employing agency/department. If the return involves a change in classification, the salary shall be the same salary which the employee had immediately prior to the promotion, transfer or demotion, and the employee's anniversary date will be re-determined based on the number of pay periods of service in a paid status the employee had at the time of promotion, transfer or demotion. Written notice of return to former classification shall be given to the employee prior to the employee completing 26 pay periods in the probationary period and the pay and title changes of the return shall be made prior to the employee completing 26 pay periods following the promotion, transfer, or demotion. Computation of the probationary period in a paid status does not include overtime, standby, on-call or military leave of absence.

E. At-Will employees: Notwithstanding any other provision of this Resolution to the contrary, and except as provided by State law, the terms and conditions of employment for employees in the classifications set forth below shall be as follows:

1. Agency/Department Heads appointed after November 29, 1983, shall serve at the pleasure of the Board of Supervisors (i.e. At-Will). Prior to such appointment, the Human Resources Director shall obtain written acknowledgment from the prospective appointee acknowledging his or her understanding of such At-Will status including the voluntary relinquishment of property rights to any and all former classifications/positions the appointee may have previously held. Such employee may be terminated from service at any time, without notice, cause, or rights of appeal, by the Board of Supervisors. An agency/department head removed from service with the County of Riverside by the Board of Supervisors shall be entitled to one (1) month's salary as severance pay for each year of employment with the County

of Riverside up to a maximum severance pay equal to six (6) months' salary.

2. Assistant Department Heads or the equivalent thereto appointed to a position in that classification authorized by the Riverside County Salary Ordinance, No. 440 after May 4, 1989, shall serve at the pleasure of the agency/department head (i.e. At-Will). Prior to such an appointment, the Human Resources Director shall obtain written acknowledgment from the prospective appointee acknowledging his or her understanding of such At-Will status including the voluntary relinquishment of property rights to any and all former classifications/positions the appointee may have previously held. Assistant Department Heads or the equivalent thereto who serve At-Will may be removed from their position at any time without notice, cause, or rights of appeal by the agency/department head only after the agency/department head has a minimum of ninety (90) calendar days of service in that position and after consultation with the Human Resources Director and approval of the County Executive Officer. An assistant department head or the equivalent thereto removed from service with the County of Riverside by his or her agency/department head shall be entitled to one (1) month's salary as severance pay for each year of employment with the County of Riverside up to a maximum severance pay equal to six (6) months' salary. Severance pay is not applicable to a situation involving the layoff of an assistant department head or the equivalent thereto.
3. Employees in the classification of Board of Supervisor's Chief of Staff, Supervisor's Board Assistant and Supervisor's Legislative Assistant shall be appointed and serve at the pleasure (i.e. At-Will) of the individual Supervisor holding the office to which such employees are assigned. They may be terminated from service at any time by the Supervisor holding that office without notice, cause, or rights of appeal. Prior to an appointment to any of the above mentioned classifications the Human Resources Director shall obtain written acknowledgment from the prospective appointee acknowledging his or her understanding of such At-Will status including the voluntary relinquishment of property rights to any and all former classifications/positions the appointee may have previously held.
 - a. Any employee serving At-Will in the above classifications removed from service by the individual Supervisor holding the office to which the employee is assigned may be entitled to one (1) month's salary as

supervisors as requiring/desiring bilingual skills, are encouraged to test for higher skill levels if required by the agency/department.

Designation of positions eligible to receive bilingual pay is the responsibility of the supervisor with the approval of Human Resources. All future recruitments for a position designated as such should include the requirement of bilingual skills.

Sec. 310 Long Term Disability Plan: The Long Term Disability (LTD) Plan applicable to employees covered under this Resolution has a required waiting period to qualify for benefits of 30 days.

Sec. 311 Performance Recognition Plan: The Performance Recognition Plan (PRP) connects individual achievement to organizational goals and provides incentives for performance.

Eligibility: Eligible employees are those who are in leadership positions and who manage other employees or programs and have significant influence on the achievement of organizational objectives.

1. Law Enforcement Executive Management classifications covered by Article 21, excluding Chief Deputy Director, Sheriff's Administration and Unrepresented Management Attorneys covered by Article 22 are ineligible for the Performance Recognition Plan.
 2. Elected officials shall not be eligible for the PRP; however, management employees reporting to an elected official, in classifications covered by this Section are eligible for the PRP.
 3. Tier III employees, as defined in Section 311(D) who have reached the actual maximum salary of their salary grade are eligible for the PRP.
- A. PRP Tier I: A Group 1 employee (excluding a contract employee) who serves At-Will to the Board of Supervisors or County Executive Officer, subject to the terms and conditions set forth below, shall be eligible to have his/her salary increased up to a maximum of 38% beyond the regularly assigned maximum of his/her current salary grade. Such employees shall not be subject to the Merit Increase provisions set forth under Section 402 of this Resolution but shall instead be accomplished by certification of the County Executive Officer, based upon completed performance appraisals. The continuation of increases granted pursuant to the provisions of this Section shall not be automatic, and failure to sustain high performance standards may cause the employee's pay to revert to a lower salary within the applicable salary range. Eligibility for additional merit increases granted to all employees as part of

changes to the Management Resolution shall not be adversely affected by the employee's status in salary granted beyond the regularly assigned salary pursuant to the provisions of this Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned.

- B. PRP Tier II: A Group 1 or Group 2 employee who serves At-Will to an At-Will Group 1 County agency/department head may, subject to the terms and conditions set forth below, be eligible to have his/her salary increased up to a maximum of 24% beyond the regularly assigned top of his/her current salary grade. Such employees shall not be subject to the Merit Increase provisions set forth under Section 402 of this Resolution but shall, instead be accomplished by certification of the County Executive Officer, based upon completed performance appraisals. The continuation of increases granted pursuant to the provisions of this Section shall not be automatic, and failure to sustain high performance standards may cause the employee's pay to revert to a lower salary within the applicable salary range. Eligibility for additional merit increases granted to all employees as part of changes to the Management Resolution shall not be adversely affected by the employee's status in salary granted beyond the regularly assigned salary pursuant to the provisions of the Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned.
- C. PRP Tier III: Effective with the performance evaluations conducted in the fourth quarter of calendar year 2013 and every year thereafter, all other Management employees in Group 2 or Group 3 who have reached the actual top of their salary grade and who are not described in subsection "B" or "C" of this Section, may, subject to the terms and conditions set forth below, be eligible to have his/her salary increased up to a maximum of 14% beyond the regularly assigned top of his/her current salary grade. Effective July 10, 2014 and every year thereafter, such employees shall be subject to the Merit Increase provisions set forth under Section 402 until they reach the top of their salary grade. Salary increases beyond the top of their salary range shall instead be accomplished by certification of the County Executive Officer, based upon completed performance appraisals. The continuation of increases granted pursuant to the provisions of this Section shall not be automatic and failure to sustain high performance standards may cause that part of the employee's pay to revert to a lower salary within the applicable salary range. Eligibility for additional merit increases granted to all employees as part of changes to the Management Resolution shall not be adversely affected by the employee's status in salary granted beyond the regularly assigned salary pursuant to the provisions of the Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned.

External Market Survey Data

EXECUTIVE DIRECTOR FOR CHILDREN AND FAMILIES COMMISSION		Class Code: 74292		
Jurisdiction	Title	Minimum Salary	Maximum Salary	Percentage Spread
Los Angeles County	Executive Director, First 5 Commission	\$242,000	\$363,000	50.00%
Orange County	Executive Manager - Children and Families Commission	\$68,390	\$199,056	191.06%
San Bernardino County	Children and Families Commission Executive Director		\$181,026	
San Diego County	Executive Director, First 5 Commission	\$104,645	\$209,082	99.80%
Ventura County	Executive Director, First 5		\$154,350	
	County Mean:	\$138,345	\$221,303	59.96%
	County Median:	\$104,645	\$199,056	90.22%
Riverside County	Executive Director for Children and Families Commission	\$108,166	\$174,547	61.37%
	Dollar difference from mean:	\$(30,179.00)	\$(46,755.80)	
	Percentage difference from mean:	-21.81%	-21.13%	
	Dollar difference from median:	\$ 3,521.00	\$(24,509.00)	
	Percentage difference from median:	3.36%	-12.31%	