

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



ITEM: 3.9
(ID # 13491)

MEETING DATE:
Tuesday, October 06, 2020

FROM : HUMAN RESOURCES AND Purchasing and Fleet Services Department :

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to grant salary adjustment for Assistant Director of Fleet Services and Assistant Director of Purchasing and Fleet Services and amend Ordinance No. 440 pursuant to Resolution No. 440-9163 submitted herewith, All Districts. [Cost - \$22,037 Current Year, \$29,382 Ongoing] [Source of Funds - Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

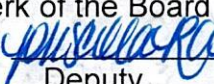
1. Approve the salary adjustment for Assistant Director of Fleet Services and Assistant Director of Purchasing & Fleet Services;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9163.

ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: October 06, 2020
xc: HR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|---|-----------------------------|--------------------------|-------------------------------|---------------------|
| COST | \$ 22,037 | \$ 29,382 | \$ 29,382 | \$ 29,382 |
| NET COUNTY COST | \$ 7,493 | \$ 9,989 | \$ 9,989 | \$ 9,989 |
| SOURCE OF FUNDS: Department Budget | | | Budget Adjustment: No | |
| | | | For Fiscal Year: 20/21 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

The Purchasing and Fleet Services Department manages the divisions of Purchasing, Central Mail, Fleet Services, and Surplus Operations. These divisions provide materials, vehicles and services to support County government departments and agencies. The Department establishes procurement policies and procedures to comply with state regulations and implements best practices. The Purchasing and Fleet Services Department's Recommended Budget FY 20/21 is approximately \$55.5 million with 94 staff members supporting County government departments and agencies who are internal service and enterprise funded.

The Classification & Compensation Unit received a request to conduct a market analysis on the Assistant Director of Fleet Services and Assistant Director of Purchasing & Fleet Services. These classifications are executive management, single-position classes. Both positions assist the Director of Purchasing and Fleet Services in the overall administration of the department and its various divisions, programs and services.

Market research was conducted using the five surrounding jurisdictions of: Los Angeles, Orange, San Bernardino, San Diego and Ventura Counties. The surrounding jurisdictions operate independently and have adopted their own organizational structure to administer purchasing and fleet services, such as having purchasing and fleet organized within a larger general services agency or split into separate departments. The market review identified the most comparable classifications by considering scope of responsibility, budgetary size, span of control and reporting relationships upwards and downwards. A review of comparable classifications in our neighboring agencies demonstrates both the Assistant Director of Fleet Services and Assistant Director of Purchasing & Fleet Services are approximately 18% below the market mean at minimum annual salary and 6% below at the maximum annual salary. Additionally, San Bernardino's comparable class is due to receive a 3% range increase in 2021 and Los Angeles' comparable class is due to receive a 1.5% range increase by the end of this year, which will set Riverside further behind market.

It is recommended to benchmark the Assistant Director of Fleet Services and Assistant Director of Purchasing & Fleet Services to the salary range of the market mean, which will increase the salary range of both classifications by approximately 22% at the minimum annual salary and 7% at the maximum annual salary. The proposed salary adjustment places both classifications slightly above the market median by approximately 3% at the maximum annual salary, which insulates our market position against the known contractual salary increases occurring in our neighboring Counties over the next year.

Salary Parity Adjustment

Assistant Director of Fleet Services: It is recommended to adjust the salary plan/grade from

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XMB 173 (\$84,796 - \$152,147) to salary plan/grade XMB 267 (\$103,120 - \$162,566).

Assistant Director of Purchasing & Fleet Services: It is recommended to adjust the salary plan/grade from XMB 173 (\$84,796 - \$152,147) to salary plan/grade XMB 267 (\$103,120 - \$162,566).

Additional Fiscal Information

Currently there is one budgeted/filled position for the Assistant Director of Fleet Services classification and one budgeted/filled position for the Assistant Director of Purchasing & Fleet Services within the County. The annual increase in salary cost for both positions is \$20,838, at the top of the range, plus an additional \$8,544, for related benefits and employer costs, for a total annual cost increase of \$29,382, for both positions.

The Department has stated the additional costs resulting from this proposed adjustment will be absorbed through the Department's budget and will not require a budget adjustment.

Impact on Residents and Businesses

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

Attachments

Attachment A: Resolution No. 440-9163

Attachment B: External Market Survey

RESOLUTION NO. 440-9163

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 6, 2020, 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 at the beginning of the pay period following the date of approval, as follows:

| <u>Job Code</u> | <u>Class Title</u> | <u>From Salary Plan/Grade</u> | <u>To Salary Plan/Grade</u> |
|-----------------|---|-------------------------------|-----------------------------|
| 74274 | Assistant Director of Fleet Services | XMB 173 | XMB 267 |
| 74098 | Assistant Director of Purchasing & Fleet Services | XMB 173 | XMB 267 |

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
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 R. Harper, Clerk of said Board

By *Pussilla Passt*
Deputy

/mh
09/22/2020
440 Resolutions\MH

External Market Survey Data

Assistant Director of Fleet Services

Riverside County Class Code:

74274

| Jurisdiction | Title | Min Salary | Max Salary | Spread |
|------------------------------------|--|------------|------------|---------|
| Los Angeles County | Chief Fleet Management, Public Works | \$110,347 | \$144,716 | 31.15% |
| Orange County | Administrative Manager II | \$82,472 | \$146,578 | 77.73% |
| San Bernardino County | Director of Fleet Management | \$114,296 | \$154,086 | 34.81% |
| San Diego County | Deputy Director, General Services | \$99,902 | \$212,035 | 112.24% |
| Ventura County | Deputy Director, General Services Agency | \$111,724 | \$156,429 | 40.01% |
| County Mean: | | \$103,748 | \$162,769 | 56.89% |
| County Median: | | \$110,347 | \$154,086 | 39.64% |
| Riverside County | Assistant Director of Fleet Services | \$84,796 | \$152,147 | 79.43% |
| Dollar difference from mean: | | -\$18,952 | -\$10,622 | |
| Percentage difference from mean: | | -18.3% | -6.5% | |
| Dollar difference from median: | | -\$25,551 | -\$1,940 | |
| Percentage difference from median: | | -23.2% | -1.3% | |

Run Date: 8/31/2020

Date Prepared/Revised: 8/31/2020

By: Class & Comp

External Market Survey Data

Assistant Director of Purchasing & Fleet Services

Riverside County Class Code: 74098

| Jurisdiction | Title | Min Salary | Max Salary | Spread |
|------------------------------------|---|------------|------------|--------|
| Los Angeles County | Administrative Manager XI, ISD | \$114,511 | \$173,322 | 51.36% |
| Orange County | Administrative Manager II | \$82,472 | \$146,578 | 77.73% |
| San Bernardino County | Director of Purchasing | \$116,938 | \$157,726 | 34.88% |
| San Diego County | Assistant Director, Purchasing & Contracting | \$89,939 | \$178,776 | 98.77% |
| Ventura County | Deputy Director, General Services Agency | \$111,742 | \$156,429 | 39.99% |
| County Mean: | | \$103,120 | \$162,566 | 57.65% |
| County Median: | | \$111,742 | \$157,726 | 41.15% |
| Riverside County | Assistant Director of Purchasing & Fleet Services | \$84,796 | \$152,147 | 79.43% |
| Dollar difference from mean: | | -\$18,325 | -\$10,420 | |
| Percentage difference from mean: | | -17.8% | -6.4% | |
| Dollar difference from median: | | -\$26,946 | -\$5,580 | |
| Percentage difference from median: | | -24.1% | -3.5% | |

Run Date: 8/31/2020

Date Prepared/Revised: 8/31/2020

By: Class & Comp