

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



ITEM: 3.11
(ID # 13641)

MEETING DATE:
Tuesday, October 27, 2020

FROM: HUMAN RESOURCES AND EMD:


SUBJECT: HUMAN RESOURCES and EMERGENCY MANAGEMENT DEPARTMENT:
Classification and Compensation recommendation to adjust the salary of
Emergency Services Manager classification and amend Ordinance No. 440
pursuant to Resolution No. 440-9168 submitted herewith, All Districts. [\$92,451]
[EMD Budget 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of Emergency Services Manager;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9168.

ACTION: Policy

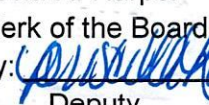

Brenda Diederichs, Assistant CEO / Human Resources Director 10/14/2020


Bruce Barton, EMD Director 10/15/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9168 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: October 27, 2020
xc: HR, EMD

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	\$ 37,821	\$ 54,630	\$ 92,451	\$ 54,630
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Contracts for service revenue			Budget Adjustment: No	
			For Fiscal Year: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

The Riverside Emergency Management Department (EMD) was created in 2015 by consolidating three County entities: Fire Department Office of Emergency Services, Public Health Department Emergency Preparedness and Response Branch, and the County Emergency Medical Services Agency. EMD works to implement a custom, all-hazards approach to emergency management with integrated programs for Riverside County Operational Area stakeholders. EMD addresses the four phases of emergency management (i.e. mitigation, preparation, response, and recovery) through unified leadership in emergency management and emergency medical services.

The Operations Division ensures the Department's ability to respond to and support all-risk events regardless of size and maintains a constant state of readiness through the construction and staffing of Emergency Operations Centers, deployment of a network of field responders, and engagement of partner organizations. The Operations Division strives to maintain a constant state of readiness and deploy quickly during emergencies.

The Classification & Compensation Unit received a request from EMD to conduct a market study of the Emergency Services Manager classification due to an observed lack of parity with Program Chief II (Job Code: 73966) and County Emergency Medical Services Administrator (Job Code: 79710), which oversee the Emergency Planning and Emergency Medical Services Divisions respectively. The Program Chief II and County Emergency Medical Services Administrator classifications share the same salary plan and grade and are compensated higher than the Emergency Services Manager. EMD believes the Emergency Services Manager is also currently under-compensated when compared to the external labor market, making it challenging to recruit and fill this position if an opening ever became available.

The external market survey showed that the Emergency Services Manager classification is approximately 44.10% below the market at the minimum salary and 36.38% below the market at the maximum salary. Of the five surrounding counties used to benchmark Riverside's job classifications, only Los Angeles and San Bernardino County have similar classifications to the Emergency Services Manager; however, neither comparable classification is exactly similar to Riverside County as Riverside's classifications exist within a stand-alone Emergency Management Department with a different leadership structure. San Bernardino's comparable classification, Emergency Services Manager (FD), is assigned to the Fire Department. Los

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Angeles County's comparable classification is assigned to the Office of the CEO and reports to a broadly classified Manager that has division-level oversight.

An internal parity review concluded that the Emergency Services Manager has a similar level of responsibility and span of control compared to the Program Chief II and County Emergency Medical Services Administrator. However, the Emergency Services Manager earns 32.72% less than the other two classifications at the minimum salary and 40.01% less at the maximum salary.

A review of the subordinate classification reveals compaction between Emergency Management Program Supervisor (Job Code: 37863) and the Emergency Services Manager. There is only a 2.26% difference in salaries between classifications at the maximum rate.

Based on a review of the market findings and internal parity, it is recommended the Emergency Services Manager classification be assigned to the same Salary Plan and Grade of the Program Chief II and County Emergency Medical Services Administrator classifications. The proposed adjustment will bring parity to the division manager-level classifications within EMD and resolve the compaction with the Emergency Services Program Supervisor classification. While the proposed increase does not bring the Emergency Services Manager up to the market median, the increase in salary makes Riverside County much more competitive in the local labor market.

Salary Adjustment

Emergency Services Manager: It is recommended to adjust the salary plan/grade from MRP 186 (\$63,286 - \$96,649) to salary plan/grade MRP 421 (\$83,963 - \$135,394). There is currently one incumbent in this classification. It is recommended that the incumbent be granted an immediate 4.00% increase as they have been at the current maximum salary for more than one year.

Additional Fiscal Information

Currently there is one budgeted/filled position for the Emergency Services Manager classification. The annual increase in salary cost for the position is \$38,745 at the top of the range, plus an additional \$15,885 for related benefits and employer costs, for a total annual cost increase of \$54,630. For the remainder of this fiscal year, the cost will be \$37,821.

The cost to increase the current incumbent's pay immediately by 4.00% is \$3,351 for the remainder of the current fiscal year. Over the next fiscal year, this increase will cost the department \$8,660 in salary/benefits. It should be noted that the cost to increase the incumbent's pay rate is included in the total cost of the salary grade adjustment described above.

The Department has indicated the cost associated with the immediate 4.00% increase to the

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incumbent's salary is included in their existing budget, therefore no budget adjustment is needed. The Department has also provided information that the position will be fully funded using monies generated from contracts for services. Therefore, there is no associated Net County Cost.

Impact on Residents and Businesses

The proposed salary increase will have no impact on Residents or Businesses.

ATTACHMENTS:

Attachment A: Resolution No. 440-9168

Attachment B: Emergency Services Manager Market Survey

Attachment C: Internal Parity of EMD Management Classifications


Douglas Cordonez Jr. 10/19/2020

External Market Survey Data

Emergency Services Manager

Riv Co Class Code: 37884

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread
Los Angeles County	Sup Emergency Management Coordinator, CEO	836	MOU	\$123,597	\$162,105	31.16%
Orange County	No comparable classification					
San Bernardino County	Emergency Services Manager (FD)	16281	MOU	\$104,146	\$142,584	36.91%
San Diego County	No comparable classification					
Ventura County	No comparable classification					
County Mean:				\$113,872	\$152,345	33.79%
County Median:				\$113,872	\$152,345	33.79%
Riverside County	Emergency Services Manager	37884	MOU	\$63,286	\$96,649	52.72%
Dollar difference from Mean:				-\$50,586	-\$55,696	
Percentage difference from mean:				-44.42%	-36.56%	
Dollar difference from median:				-\$50,586	-\$55,696	
Percentage difference from median:				-44.42%	-36.56%	

Notes: Emergency Services Manager is a unique classification with the most appropriate comparable being the classificatino from San Bernardino County. The Los Angeles County comparable does share similarities but is not an exact match.

Run Date: 6/8/2020

Date Prepared/Revised: 9/9/2020

By: DP

INTERNAL PARITY BETWEEN EMD MANAGEMENT LEVEL CLASSIFICATION

Job Classification	Min Salary Hourly	Min Salary Yearly
County Emergency Medical Services Administrator	\$40.37	\$83,963
Program Chief II	\$40.37	\$83,963
Emergency Services Manager	\$30.43	\$63,286

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Max Salary Hourly	Max Salary Yearly	% Difference between Class at Min	% Difference between Class at Max
\$65.09	\$135,394	32.67%	40.09%
\$65.09	\$135,394	32.67%	40.09%
\$46.47	\$96,649		

RESOLUTION NO. 440-9168

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 27, 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>
37884	Emergency Services Manager	MRP 186	MRP 421

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



Deputy

/kc

10/14/2020

440 Resolutions\KC