

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



**ITEM: 3.18
(ID # 14344)**

MEETING DATE:
Tuesday, February 09, 2021

FROM : HUMAN RESOURCES AND District Attorney's Office :

SUBJECT: HUMAN RESOURCES and DISTRICT ATTORNEY'S OFFICE: Classification and Compensation recommendation to adjust the salary of Administrative Deputy classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9180 submitted herewith, All Districts [\$33,382] [100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of Administrative Deputy classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9180.

ACTION:Policy

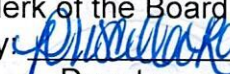


Brenda Dieberichs, Assistant CEO / Human Resources Director 1/14/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and Resolution 440-9180 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: February 9, 2021
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	\$ 8,584	\$ 24,798	\$ 33,382	\$ 24,798
NET COUNTY COST	\$ 8,584	\$ 24,798	\$ 33,382	\$ 24,798
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment: No	
			For Fiscal Year: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County District Attorney's Office is comprised of approximately 700 attorneys and support staff which serve more than 2 million residents. The District Attorney's Office files, on average, more than 40,000 criminal cases each year and is one of the largest District Attorney's offices in the state of California. The District Attorney works with every component of the criminal justice system, as well as within the community to prevent and deter crime and to promote public safety.

The District Attorney's Office requested a market survey be conducted on the Administrative Deputy classification to determine if it is being compensated competitively. This request was due in part to the evolution of job duties and scope of responsibilities of the classification.

A market survey of the Administrative Deputy classification places the County of Riverside approximately 25.01% below the market median for the minimum salary and 14.88% below the market median for the maximum salary. The market review for this classification included Los Angeles County, Orange County, San Bernardino County, San Diego County, and Ventura County. Only Los Angeles, Orange, and Ventura County were found to have comparable classifications and similar organizational structures to Riverside County. Based on the expanded scope of duties and current market conditions, it is recommended that the salary range of Riverside County's Administrative Deputy be adjusted to the market median at both the minimum and maximum of the range. This salary adjustment will ensure that Riverside's Administrative Deputy classification remains competitive in the surrounding market.

Salary Adjustment:

Administrative Deputy: It is recommended to adjust this classification salary plan/grade from MRP 469 (\$88,024 - \$141,902) to salary plan/grade MRP 660 (\$117,374 - \$166,700). This new salary plan/grade will become effective on the first day of the new pay period following Board Action.

Additional Fiscal Information

Currently there is one budgeted/filled position for the Administrative Deputy classification. The proposed salary range adjustment will cost \$8,584 for the remainder of the 20/21 fiscal year,

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and a total annual cost of \$24,798. Both figures exclude benefits and employer cost.

The department has indicated that the cost associated with increasing the salary of this classification is included in their existing budget, therefore no budget adjustment is necessary.

Impact on Residents and Businesses

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

Attachments:

Attachment A- Resolution No. 440-9180

Attachment B- Administrative Deputy Market Survey Data

External Market Survey Data

Administrative Deputy

Riv Co Class Code: 74553

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread
Los Angeles County	Personnel Officer, District Attorney	1897	LA MuniCode	\$117,374	\$177,655	51.36%
Orange County	Administrative Manager II	812MP	MOU	\$83,283	\$158,371	90.16%
San Bernardino County	Chief of District Attorney's Administration	3106	MOU			
San Diego County	Chief DA Administration Officer	2259	SD Comp Ord			
Ventura County	Administrative Services Director III	1786	MOU	\$119,071	\$166,700	40.00%
	County Mean:			\$106,576	\$167,575	57.24%
	County Median:			\$117,374	\$166,700	42.02%
Riverside County	Administrative Deputy	74553	MOU	\$88,024	\$141,902	61.21%
	Dollar difference from Mean:			-\$18,552	-\$25,673	
	Percentage difference from mean:			-17.41%	-15.32%	
	Dollar difference from median:			-\$29,350	-\$24,798	
	Percentage difference from median:			-25.01%	-14.88%	

Notes: **Riverside:** PRP designated class; Actual max salary without PRP steps = step 14: \$124,238.19 (Tier III, 5 steps)

Los Angeles: Reporting to LA's Assistant Administrative Deputy, DA is a Personnel Officer, DA. Position is in charge of all HR functions within the DA's Administrative Division.

Orange: Utilizes Executive Manager (\$125,153.59-\$237,348.80) with (2) Admin Mgr IIs managing Admin and Fiscal portions of DA Admin Division. Max pay for ADM II with exceptional performance is \$158,371.

San Bernardino: The salary for the Chief of District Attorney's Administration has been omitted from this market survey as it is a single classification responsible for both the Administrative and Fiscal portion of the DA's Administrative Division.

San Diego: The salary for the Chief DA Administrative Officer has been omitted from this market survey as it is a single classification responsible for both the Administrative and Fiscal portion of DA's Administrative Division.

Ventura: Utilizes Senior Attorney (\$127,477-\$182,451). Reporting to the Senior Attorney is a Director, Human Resources in charge of Admin/Human Resources. Official payroll title of Administrative Services Director I. Given the size and makeup of Riverside DA's Office, 687 employees compared to Ventura's 290, it was determined the Administrative Services Director III classification is a more appropriate comparable.

Run Date: 10/29/2020

Date Prepared/Revised: 11/24/2020

By: DP

RESOLUTION NO. 440-9180

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 2, 2021, 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>
74553	Administrative Deputy	MRP 469	MRP 660

ROLL CALL:

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

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 [Signature]
Deputy