

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



ITEM: 3.19  
(ID # 14450)

MEETING DATE:  
Tuesday, February 09, 2021


FROM : HUMAN RESOURCES AND Flood Control & Water Conservation District :

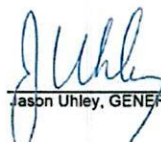
SUBJECT: HUMAN RESOURCES & FLOOD CONTROL AND WATER CONSERVATION DISTRICT: Classification and Compensation recommendation to establish a new classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9182 submitted herewith, All Districts. [Total Cost-\$232,650; 100% Flood Control Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of a classification, Flood Control Watershed Analytics Supervisor
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9182 submitted herewith.

ACTION:Policy

  
Brenda Diederichs, Assistant CEO / Human Resources Director 1/28/2021

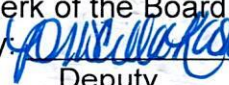
  
Jason Uhley, GENERAL MGR-CHF FLD CNTRL ENG 1/28/2021

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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 440-9182 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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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 64,829	\$ 167,821	\$ 232,650	\$ 167,821
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: Enterprise</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 20/21</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The mission of the Flood Control and Water Conservation District is to manage storm water in service of safe, sustainable, and livable communities. The District is comprised of eight divisions: Planning; Design & Construction; Regulatory; Surveying and Mapping; Watershed Protection; Watershed Analytics; Operations and Maintenance; Administration and Finance. It employs over 220 staff, maintains an annual operating budget of approximately \$195 million, and owns, operates, and maintains over 600 miles of channels, storm drains and levees.

The Watershed Analytics division contributes to the District's mission by providing important services related to watershed data collection, maintenance, and dissemination. The division is responsible for ensuring that appropriate watershed data analytics are being used to make engineering, construction, and environmental protection decisions in the District.

In recent years the watershed analytics division has evolved as the need for advanced data analytics continues to grow. Currently the Watershed Analytics Manager serves as the Division Chief and the main RCIT liaison in addition to directing functional areas and providing oversight of day-to-day operations throughout the division. To allow the Manager to focus more on high level division management and large-scale strategic efforts, the District requested the creation of a new supervisory classification.

The proposed Flood Control Watershed Analytics Supervisor would become the new liaison to the RCIT team and oversee day-to-day operations related to watershed analytics and reporting activities. The incumbent would take on a collaborative role and frequently interface with other divisions, staff, and managers in the District. The incumbent would also have full supervisory responsibilities including participating in the employee selection process, monitoring and evaluating the work of subordinate staff, issuing disciplinary actions, and approving time sheets.

External market research yielded no comparable classifications in the surrounding jurisdictions. As a result, an internal parity analysis was used to determine the appropriate salary for the proposed supervisor. Several supervisory level classifications are used in the division to oversee staff and functional areas. The Senior Flood Control Planner was identified as the appropriate salary benchmark for the Watershed Analytics Supervisor. While the two classifications are distinct, their span of control and level of technical knowledge required to perform the work are comparable.

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**Classification Additions:**

**Flood Control Watershed Analytics Supervisor:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEUS 537 (\$86,824 - \$126,067).

**Additional Fiscal Information**

There is no immediate cost associated with the request to establish the classification. Costs are incurred once the District recruits and fills the position. The \$64,829 reflected in the current fiscal year column illustrates the costs for the remaining fiscal year, plus benefits. The cost of \$167,821 illustrates the maximum salary of the position, plus benefits, for the next full fiscal year.

**Impact on Residents and Businesses**

There is no impact on Residents or Businesses.

**ATTACHMENTS**

- A. Resolution No. 440-9182
- B. Flood Control Watershed Analytics Supervisor Specification

  
Douglas Cordonez Jr.



  
2/1/2021

Close this window



# FLOOD CONTROL WATERSHED ANALYTICS SUPERVISOR

Class Code:  
76463

Bargaining Unit: SEIU - Supervisory

COUNTY OF RIVERSIDE  
Established Date: XXX,XX,XXXX  
Revision Date: XXX,XX,XXXX

## SALARY RANGE

\$41.74 - \$60.61 Hourly  
\$7,235.33 - \$10,505.61 Monthly  
\$86,823.98 - \$126,067.34 Annually

## CLASS CONCEPT:

Under general direction, supervises, directs, and collaborates with staff engaged in Riverside County Flood Control and Water Conservation District's hydrologic, meteorological, and Geographic Information Systems (GIS) data collection, maintenance, and dissemination; ensures the provision of appropriate watershed data analytics for engineering decision making; and performs other related duties as required.

The Flood Control Watershed Analytics Supervisor performs the full range of supervisory duties and reports to an appropriate division manager position. This class is characterized by the responsibility to oversee day-to-day operations of the District's watershed analytics and reporting activities. The duties and responsibilities of this class require a high technical competence in watershed analytics as well as the day-to-day operation of District related systems including, but not limited to: environmental data monitoring, water flow sensor and alert systems, project cost accounting, document and database management systems, District workflows, administrative programs, and other related activities.

The Flood Control Watershed Analytics Supervisor is distinguished from the Senior Flood Control Planner by the former's responsibility to provide centralized supervision of the District's watershed analytics and reporting activities.

## **REPRESENTATION UNIT:**

SEIU - Supervisory

## **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Supervise staff and day-to-day operations related to watershed analytics and reporting activities in the Flood Control and Water Conservation District.
- Coordinate with Riverside County's Information Technology (RCIT) Department to ensure effective and efficient operation of watershed data collection, analysis, and dissemination systems; provide District parameters and specifications to web and application developers.
- Assist in the development and implementation of strategic goals, objectives, policies, and priorities for the District's watershed analytics systems; assist management in evaluating and selecting hardware, operating systems software, and technical products; review and evaluate software application packages recommended by RCIT, contractors, or consultants.
- Serve as a subject matter expert on specialized and technical watershed analytics activities, including hydrologic, hydrographic, and cartographic data systems; serve as a resource for District staff, other County departments, and the general public.
- Collaborate with other divisions, teams, and staff, including those responsible for the District's hydrographic gauge network, Supervisory Control and Data Acquisition (SCADA) systems, and the District's website and social media.
- Assist District divisions in determining analytical and reporting needs; provide support and technical assistance; evaluate effectiveness of analytical and reporting procedures.
- Assist the Finance division with the configuration and reporting of the District's Third-Party financial system; create workflows, grant user access and develop custom reports.
- Prepare or direct the preparation of comprehensive, technical reports and oral presentations; present information to relevant commissions, agencies, the public, and District management and staff.
- Participate in hiring, training, evaluating and disciplining subordinate personnel; investigate and resolve personnel and technical problems.
- Represent the District at meetings relative to watershed analytics and reporting.

## **RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in business or public administration, information services, finance, or a

closely related field. (Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

Experience: Three years of progressive experience in an administrative or staff capacity with responsibility for planning, organizing and implementing IT and/or GIS programs and projects. (Completion of a master's degree from an accredited college or university in computer science, information systems, public/business administration, or a closely related field to the assignment may be substituted for one year of the required experience.)

Knowledge of: GIS and advanced IT systems and applications; organizational dynamics; mathematics, including the principles of algebra, geometry, trigonometry and statistics as applied to professional IT and GIS related work; the principles and practices of public or business administration including public relations; basic surveying principles and methods; relational databases, IT operating systems, GIS software, and analytics technologies and tools; principles and practices of supervision.

Ability to: Examine, analyze, and process hydrologic, spatial, and financial data; compile complex written technical and administrative reports and recommendations; establish and maintain cooperative relations with representatives of departments and agencies; represent the Flood Control District at meetings with other departments, agencies or the public; plan, organize and coordinate the work of unit personnel.

## **OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License may be required.

## **PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

## **PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

RESOLUTION NO. 440-9182

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 9, 2021, that pursuant to Section 3(a)(iv) 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>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
76463	+	Flood Control Watershed Analytics Supervisor	SEUS 537

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 *Darcia Raso*  
Deputy

