

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



ITEM: 3.20  
(ID # 14449)

MEETING DATE:  
Tuesday, February 09, 2021

FROM : HUMAN RESOURCES AND RivCoParks :

SUBJECT: HUMAN RESOURCES & RIVCOPARKS: Classification & Compensation recommendation to establish a new Parks Facilities Coordinator classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9181 submitted herewith, All Districts. [Cost- \$99,063] [Source of Funds - Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to establish the new Parks Facilities Coordinator classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9181.

ACTION:Policy




Brenda Dieberichs, Assistant CEO / Human Resources Director 1/26/2021

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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 440-9181 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>	\$0	\$23,562	\$99,063	\$99,063
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Department Budget</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 20/21</b>	

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

**BACKGROUND:**

**Summary**

The Riverside County Regional Park and Open-Space District (RivCo Parks) is dedicated to providing high quality recreational opportunities and preserving important features of the County's natural, cultural, and historical heritage. RivCo Parks is responsible for overseeing a variety of programs that help to provide residents with a well-balanced system of parks. Many of these programs are operated under bureaus which include: Parks and Resources, Planning and Development, and Business Services.

An Administrative Team helps to oversee and operate Rivco Parks' events centers across the county, which includes the newly expanded Crestmore Manor. The Administrative Team also helps to coordinate the permitting of a variety of special events across all regional parks and open space areas, which are critical for the department.

Currently, the coordination and planning of community activities and special events is performed by a Recreation Coordinator- Parks. Over time, Rivco Parks' needs to oversee critical events for the event centers has expanded and now requires more oversight of programs and coordination of administrative processes, essentially shifting from planning events to permitting use of RivCo Parks spaces. The Recreation Coordinator job classification is no longer the appropriate classification to perform the functions, and the department requested that the Classification and Compensation Unit review the work being performed and determine if a new classification would be warranted.

Based on the review and needs of the department, it is recommended that the Board approve the new Parks Facilities Coordinator classification. This classification will be tasked with supervising and coordinating the various events, programs, and administrative processes required at the various Rivco Parks event centers located throughout the County. Additionally, the classification will be responsible for handling contracts, marketing, maintenance, customer service, staffing, and security related to the facilities and events taking place at the centers.

In addition to the new classification being utilized, the Recreation Coordinator - Parks position will not be utilized by the department. The current vacant Recreation Coordinator - Parks position will be eliminated, and the funding will be utilized next fiscal year to fund a new Parks Facilities Coordinator position instead. A cost savings will be realized this year by keeping the position vacant while the coronavirus restrictions on facility rentals are still in place.

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**Classification Additions:**

**Parks Facilities Coordinator:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade PKG 361 (\$52,441 - \$68,319).

**Impact on Residents and Businesses**

Approval to create the new classification will have no direct impact to residents and businesses.

**Additional Fiscal Information**

Addition of the Parks Facilities Coordinator classification will have no up-front costs as the department does not plan to utilize the classification immediately. However, the future potential costs for adding and recruiting for the position will result in an approximate annual cost of \$68,319 when budgeting at the maximum of the salary range, plus an additional \$30,744 in employee benefits, for an approximate annual total cost of \$99,063.

The department plans on exchanging a vacant Recreation Coordinator position, which has a budgeted annual cost of \$75,501 (including employee benefits), for this new classification in the future. Once the new classification is added, the net change in total annual cost to the department will be approximately \$23,562 at the maximum of the salary range.

**Attachments:**

Attachment A- Market Survey

Attachment B- Resolution No. 440-9181

  
Douglas Cordonez Jr.



  
2/3/2021

# External Market Survey Data

## Park Facilities Coordinator

Riv Co Class Code:

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Recreation Services Supervisor</u>	8798	52,535.04	68,905.20	31.16%
Orange County	<i>No comparable match found</i>				
San Bernardino County	<u>Assistant Park Superintendent</u>	16056	50,502.40	69,305.60	37.23%
San Diego County	<u>Parks Recreational Supervisor</u>	6336	54,288.00	66,747.20	22.95%
Ventura County	<i>No comparable match found</i>				
County Mean:			\$52,441.81	\$68,319.33	30.28%
County Median:			\$52,535.04	\$68,905.20	31.16%
<b>Riverside County</b>					
Dollar difference from Mean:					
Percentage difference from mean:					
Dollar difference from median:					
Percentage difference from median:					

Notes: **Orange County:** Closest comparable match is Supervising Park Ranger I. This is not a direct match due to the peace officer requirement.

San Bernardino:

**Ventura:** Closest comparable match is Parks Operations Supervisor. This is not a direct match due to overseeing enforcement of ordinances, legal codes, and appropriate laws.

Run Date: 12/4/2020

Date Prepared/Revised: 12/4/2020

By: B.Lee

RESOLUTION NO. 440-9181

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>
85091	+	Parks Facilities Coordinator	PKG 361

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   
Deputy

