

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



ITEM: 3.16
(ID # 14566)

MEETING DATE:
Tuesday, March 02, 2021

FROM : HUMAN RESOURCES AND Sheriff :

SUBJECT: HUMAN RESOURCES AND SHERIFF: Classification and Compensation recommendation to establish a new classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9185 submitted herewith, All Districts. [Total Cost - \$603,088; 100% Sheriff's Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of a new classification - Assistant Director, Sheriff's Project Management Office.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9185 submitted herewith.

ACTION: Policy


Brenda Diederichs, Assistant CEO / Human Resources Director


Dennis Vrooman, Assistant Sheriff

2/20/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9185 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: March 2, 2021
xc: HR, Sheriff

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 149,218	\$ 453,870	\$ 603,088	\$ 453,870
NET COUNTY COST	\$ 149,218	\$ 453,870	\$ 603,088	\$ 453,870
SOURCE OF FUNDS: 100% Sheriff's Budget			Budget Adjustment: No	
			For Fiscal Year: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Sheriff's Department works as a partner to the public to suppress and prevent crime through the reduction of criminal recidivism. The Department is comprised of various divisions that provide critical services throughout the County. The Sheriff's Project Management Office (PMO) was established in spring 2020 to provide in-house services related to the maintenance and improvement of all Sheriff facilities including design and construction, project management, repairs, and other important operations.

The PMO and Facilities Management Department are currently collaborating to complete existing projects. However, the Sheriff's PMO will soon entirely separate their operations from Facilities Management and will independently manage future projects. This transition will result in significant increases in workload and scope of responsibility for the Sheriff's PMO. To accommodate these growing needs, the Department requested to establish an Assistant Director level classification to manage division operations, oversee staff, and participate in strategic efforts.

Assistant Director, Sheriff's Project Management Office: The Assistant Director, Sheriff's Project Management Office will be responsible to plan, direct, and manage the operations of a major division in the PMO. Assistant Directors will be responsible for establishing work priorities in assigned areas, developing operational procedures, and assisting in divisional budget preparation.

A market review of both internal and external benchmarks yielded several matches for the proposed Assistant Director. The County of Riverside Facilities Management Deputy Director classification was identified as the internal comparable for the proposed PMO Assistant Director. The two classifications plan, direct, and manage operations of a major division in their respective departments. Both oversee comparable functions and perform a similar body of work. The main difference between the two is that the Facilities Management Deputies provide facilities management services for most departments Countywide while the Sheriff's PMO Assistant Directors will provide these services across all Sheriff facilities. Additional market data was gathered for the Facilities Management Deputy Director in order to ensure proper salary alignment between classifications. Based on this review, it is recommended that the salary of the new Assistant Director, Sheriff's PMO be set to approximately \$104,232 - \$170,474.

Classification Additions:

Assistant Director, Sheriff's Project Management Office: It is recommended to establish this classification and add it to the Class and Salary Listing at salary plan/grade MRPL 657

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(\$104,232.36- \$170,474.04). This request is also to add (2) two positions to the Department's list of approved positions for fiscal year 2020/21 to recruit and fill immediately

Additional Fiscal Information

The total cost of \$603,088 illustrates the cost of adding the two positions at maximum salary, plus benefits, for the remainder of this fiscal year and the next full fiscal year. The Department has stated these costs will be absorbed through the Department's budget and a budget adjustment is not required.

COST BREAKDOWN

Max Salary	\$170,474
Max Salary + Benefits	\$226,935
Annual Cost for 2 positions	\$453,870
Current Fiscal year Cost	\$149,218

Impact on Residents and Businesses

There is no impact on Residents or Businesses.

ATTACHMENTS

- A. Assistant Director, Sheriff's PMO Market
- B. Facilities Management Deputy Director Market
- C. Assistant Director, Sheriff's PMO Specification
- D. Resolution No. 440-9185


Douglas Girones Jr.




2/22/2021

RESOLUTION NO. 440-9185

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 2, 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>
37637	+	Assistant Director, Sheriff's Project Management Office	MRPL 657

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to make the following listed change(s), operative the beginning of the pay period following approval, as follows:

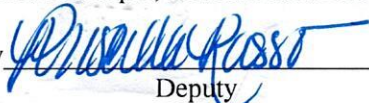
<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
37637	+ 2	2500202200	Assistant Director, Sheriff's Project Management Office

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

/kc
02/11/2021
440 Resolutions\KC

External Market Survey Data

Assistant Director, Sheriff's Project Management Office

Riv Co Class Code: 37637

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Assistant Director, Bureau Operations, Sheriff</u>	0996	\$126,175	\$190,975	51.36%
Orange County	<u>Administrative Manager II</u>	8012MA	\$82,472	\$146,578	77.73%
San Bernardino County	<i>No Comparable Class</i>				
San Diego County	<i>No Comparable Class</i>				
Ventura County	<i>No Comparable Class</i>				
	County Mean:		\$104,323	\$168,776	61.78%
	County Median:		\$104,323	\$168,776	61.78%
Riverside County	Assistant Director, Sheriff's Project Management Office (Proposed)	37637	\$104,232	\$170,474	63.55%
	Dollar difference from Mean:		-\$91	\$1,698	
	Percentage difference from mean:		-0.09%	1.01%	
	Dollar difference from median:		-\$91	\$1,698	
	Percentage difference from median:		-0.09%	1.01%	

Notes:

Run Date:

Date Prepared/Revised: 1/5/2021

By: Mwinston

External Market Survey Data

Deputy Director of Facilities Management

Riv Co Class Code: 76600

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	Administrative Manager XIII, ISD	1082		\$170,474	
Orange County	Administrative Manager III	8013MA	\$103,106	\$181,043	75.59%
San Bernardino County	Deputy Director of RES Project Management	01074	\$102,419	\$139,651	36.35%
San Diego County	Deputy Director, General Services	002290	\$99,902	\$212,035	112.24%
Ventura County	Deputy Director Gen Srvs Agency	00767	\$114,517	\$160,340	40.01%
	County Mean:		\$104,986	\$172,709	64.51%
	County Median:		\$102,762	\$170,474	65.89%
Riverside County	<u>Deputy Director of Facilities Management</u>	76600	\$96,808	\$156,144	61.29%
	Dollar difference from Mean:		-\$8,178	-\$16,565	
	Percentage difference from mean:		-7.79%	-9.59%	
	Dollar difference from median:		-\$5,954	-\$14,330	
	Percentage difference from median:		-5.79%	-8.41%	

Notes:

Run Date:

Date Prepared/Revised: 2/2/2021

By: Mwinston

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ASSISTANT DIRECTOR, SHERIFF'S PROJECT MANAGEMENT OFFICE

Class Code:
37637

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: Mar 2, 2021
Revision Date: Mar 2, 2021

SALARY RANGE

\$50.11 - \$81.96 Hourly
\$8,686.03 - \$14,206.17 Monthly
\$104,232.36- \$170,474.04 Annually

CLASS CONCEPT:

Under general administrative direction, plans, directs, manages, and oversees the activities of a major technical or administrative division of the Project Management Office (PMO) of the Sheriff/Coroner/Public Administrator's Department; participates in the development and implementation of Department programs, policies and procedures; and performs other related duties as required.

The Assistant Director, Sheriff's Project Management Office reports to the Director, Sheriff's Project Management Office and is characterized by the independent responsibility to direct and manage a major division of the PMO. Depending on assignment, incumbents will either direct capital improvement project activities or direct major facility maintenance, repair and alterations activities. Incumbents are additionally responsible for relieving the PMO Director of administrative detail and assisting in the planning, organizing, directing, and evaluation of department functions.

The Assistant Director, Sheriff's Project Management Office is distinguished from lower level PMO managers in that the former serves as an assistant director providing oversight of capital

improvement project management or maintenance operations.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, organize, and direct a major division of the Sheriff's Project Management Office through subordinate staff involved in facilities planning and management, fleet services, construction and maintenance operations.
- Serve as a member of the department's senior management team and confer regularly with the Project Management Office Director on the implementation of policies, programs, and procedures for the department; recommend reorganizations of departmental activities as necessary.
- Establish work priorities within the assigned area of responsibility; assist in the development of organizational goals and objectives; administer all applicable personnel policies and procedures in accordance with departmental and regulatory requirements.
- Assist in the development and preparation of the division budget; monitor expenditures and review internal controls for fiscal and business operational purposes in accordance with standard operating procedures and applicable local, state, and federal rules and regulations.
- Review and evaluate funding proposals, ensure program objectives and project deliverables are met; manage the procurement of vendor services, selection of vendors, review, and contract approval; find and negotiate pricing with external service providers.
- Identify and leverage multiple funding sources, review complex Federal and State agency and private grant-funded opportunities; prepare grant applications, negotiate contract terms, and ensure compliance.
- Assist the Project Management Office Director, user departments and other client agencies in developing and implementing long-term facilities programs, including master planning, facilities studies and programming, design and construction activities, scheduling, monitoring and reporting; assist in the development of annual maintenance and capital project budget proposals for approval by the County of Riverside's Board of Supervisors (BOS).

- Meet with governmental and private sector officials to resolve problems and coordinate planning, engineering and construction work on maintenance and capital projects.
- Maintain effective communications with internal/external stakeholders, (e.g., contractors, County departments, and other departmental staff) involved in core business activities within the assigned area of responsibility; analyze, investigate, and make recommendations relative to complex, sensitive, and controversial matters.
- Cooperate with agencies of other jurisdictions as well as County departments to promote a uniform and comprehensive approach to planning, design and construction.
- Prepare or direct the preparation of correspondence and reports, including graphic and statistical information and recommendations on departmental goals or needs.
- Direct the maintenance of records through subordinate managers; analyze information and prepare reports; take immediate command of personnel in emergencies and under special conditions and direct their specific assignments.
- Personally perform the more responsible and difficult administrative tasks and other special technical activities in the division.
- Evaluate the performance of employees, the need for training of department personnel, and personnel and equipment requirements.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in business administration, architecture, civil engineering or a closely related field to the assignment.

Experience: Five years increasingly responsible professional experience related to the assignment, two years of which must have been in a managerial or supervisory capacity (A master's degree may substitute for one year the non-specialized required experience).

Knowledge of: The principles of public administration, including organization, budgeting, and the selection, training and supervision of personnel; local, state and federal laws and regulations relating to design and construction; principles, methods and procedures of budget preparation through program objective; research methods, including statistics; government policy and organization; effective methods of public relations; developing and evaluating programs, policies, procedures, and operations; managerial team building.

Ability to: Plan, organize and direct a Project Management Office division; develop and administer a division budget; analyze administrative difficulties, generate and evaluate alternatives, reach logical conclusions, formulate recommendations, and institute effective changes; establish and maintain effective working relationships with public officials, subordinates, general public, and staff members of other agencies; prepare and present clear and comprehensive reports; exhibit tact and diplomacy in politically difficult situations; direct the collection, interpretation and evaluation of data and the development of sound resolutions to administrative problems; coordinate and initiate actions; use communication skills and techniques required for gathering and transmitting information, for interviewing, counseling and

instructing, and for organizing and directing discussions groups for all functional levels of the department.

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.

Boydd, April

From: cob@rivco.org
Sent: Monday, March 1, 2021 9:03 PM
To: COB; avalon@startingoverinc.org
Subject: Board comments web submission

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First Name: Avalon
Last Name: Edwards
Phone: 6506448818
Email: avalon@startingoverinc.org
Agenda Item # or Public Comment: 3.13, 3.16, 3.20
State your position below: Oppose

Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use Meeting ID #864 4411 6015 . Password is 20210302. You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am am with the phone number you provided in the form so you can be identified during the meeting.