

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



ITEM: 3.17  
(ID # 14754)

MEETING DATE:  
Tuesday, March 23, 2021

**FROM :** HUMAN RESOURCES AND Purchasing and Fleet Services :

**SUBJECT:** HUMAN RESOURCES & PURCHASING AND FLEET SERVICES: Classification & Compensation Recommendation to adjust the salary range of the Mail Services Manager classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9186 submitted herewith, All Districts. [\$(41,811), Purchasing and Fleet Services Internal Service Rate 100%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the recommendation to adjust the salary range of the Mail Services Manager classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9186.

**ACTION:**Policy

  
Brenda Dieckrichs, Assistant CEO / Human Resources Director

3/15/2021

  
Tina Grande, Director of Purchasing

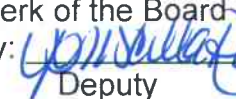
3/15/2021

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Hewitt, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9186 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: March 23, 2021  
xc: HR, Fleet Services

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>	\$(8,323)	\$(49,935)	\$(49,935)	\$(49,935)
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> Purchasing & Fleet Services Internal Service Rate 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 20/21	

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

**BACKGROUND:**

**Summary**

The Riverside County Purchasing and Fleet Services Department is dedicated to providing materials, vehicles and services to county departments and agencies in the most effective and efficient manner. The Central Mail Services Division upholds the mission of the Purchasing and Fleet Services Department by processing all incoming and outgoing U.S. Postal Service mail, certified and registered mail, packages, and interoffice mail. The Division is also in charge of delivering mail and packages to 379 different locations throughout the county on a daily basis.

The Human Resources Classification and Compensation Unit received a request from the Purchasing and Fleet Services department to conduct a market review of the existing Mail Services Manager classification and assess whether the salary is appropriate. Historically, the Mail Services Manager has been responsible for overseeing the operations of both the Central Mail Services and Printing Services Divisions; however, Riverside County disbanded the centralized Printing Services Division, so this no longer applies to the position.

The results of the market survey showed that the Mail Services Manager is above market at the bottom end of the salary range by 4% and above market by 30% at the top end. Overall, the Riverside County classification is paid higher than what other jurisdictions are paying for comparable positions. Since Riverside County disbanded the centralized Printing Services Division, the external market survey only reviewed comparable classifications where managing mail services was the primary focus of the positions. Based on this review, it is recommended that the salary range for the Mail Services Manager be adjusted to reflect the current market.

**Salary Adjustment:**

**Mail Services Manager:** It is recommended to adjust the salary plan/grade from MRP 171 (\$60,793 - \$97,879) to salary plan/grade MRP 154 (\$58,500 - \$75,161). There are currently no incumbents in this classification. This request is also to exchange a vacant Administrative Services Supervisor position for the Mail Services Manager position.

**Additional Fiscal Information**

The difference between the current and proposed salary ranges will result in the department saving approximately \$(22,718), plus an additional savings of \$(10,224) for employee benefits, for an annual cost savings of approximately \$(32,942).

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The exchange between the Administrative Services Supervisor and the Mail Services Manager will result in additional annual cost savings of approximately \$(11,719), plus an additional savings of \$(5,274) in employee benefits, for a total additional savings of \$(16,993).

Altogether the proposed range adjustment and position exchange will net an annual savings of \$(49,935). The Department expects to fill this position in new range this fiscal year, which will result in cost savings of approximately \$(8,323) for the remainder 2020-2021 fiscal year.

**Impact on Residents and Businesses**

Approval of this recommendation will have no direct impact to residents or businesses.

**Attachments:**

- A. Market Survey
- B. Resolution No. 440-9186

  
Douglas Cordonez Jr. 3/16/2021

## External Market Survey Data

**PRINTING/MAIL SERVICES MANAGER**

**Riv Co Class Code: 62438**

Riv Co Class Code: 62438

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	No comparable class				
Orange County	No comparable class				
San Bernardino County	Mail Services Manager	13008	\$51,376	\$70,533	37.29%
San Diego County	Mail Services Manager	3084	\$65,624	\$79,789	21.59%
Ventura County	No comparable class				
Sacramento County	No comparable class				
Alameda County	No comparable class				
Santa Clara County	No comparable class				
Contra Costa County	No comparable class				
	County Mean:		\$58,500	\$75,161	28.48%
	County Median:		\$58,500	\$75,161	28.48%
Riverside County	Printing/Mail Services Manager	62438	\$60,793	\$97,879	61.00%
	Dollar difference from Mean:		\$2,293	\$22,718	
	Percentage difference from mean:		3.92%	30.23%	
	Dollar difference from median:		\$2,293	\$22,718	
	Percentage difference from median:		3.92%	30.23%	

**Riverside County:** Market focuses on the Mail Services component of the class. **LA County:** Section Manager, Administration, ISD (\$106,343 - \$143,306) is responsible for managing the Mail Services Section of the Internal Services Department in addition to other duties not performed by the Mail Services Manager such as directing Human Resources Staff in multiple matters. **Ventura County:** The Staff/Services Manager I is the working title for the Mail & Distribution Services Manager. **Alameda County:** Management Services Administrator - Public Works (\$164,224 - \$177,674) is used to oversee Facilities Management, capital asset inventory, procurement of supplies and equipment, and mail services. **Santa Clara County:** Manager of Supply Procurement, Processing and Distribution \$89,596 - \$108,952 is responsible for the daily operations of Materials Receiving Services Division, Product Management and courier services

Run Date:

Date Prepared/Revised:

By: D.Flores

RESOLUTION NO. 440-9186

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 23, 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 the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
62438	Mail Services Manager	MRP 171	MRP 154

## 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

03/10/2021

440 Resolutions\KC

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