

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



ITEM: 3.19
(ID # 14876)

MEETING DATE:
Tuesday, April 13, 2021

FROM: HUMAN RESOURCES AND Sheriff Department:

SUBJECT: HUMAN RESOURCES & SHERIFF: Classification and Compensation recommendation to establish a new Sheriff's Leave Administrator classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9189. [District – All] [Total Cost - \$203,373] [Source of Funds - 64% Department Budget, 36% NCC]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Sheriff's Leave Administrator classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9189.

ACTION: Policy


Brenda Diederichs, Assistant CEO / Human Resources Director



Dennis Vrooman, Assistant Sheriff

4/5/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9189 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: April 13, 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	\$29,053	\$174,320	\$203,373	\$174,320
NET COUNTY COST	\$10,459	\$62,755	\$73,214	\$62,755
SOURCE OF FUNDS: 64% Departmental funds (32% Contract Revenue, 32% Corrections Revenue); 36% Net County Cost (NCC)				Budget Adjustment: No
				For Fiscal Year: 21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Sheriff Department’s mission is to protect the public by the suppression and prevention of crime and the reduction of criminal recidivism. The Department employs over 3,700 dedicated men and women who provide core services throughout Riverside County in the areas of first response, police services, search and rescue, emergency response, mutual aid coordination, enforcement of criminal law, correctional, court services, coroner and several joint task forces.

A Chief Deputy Sheriff is currently overseeing the Sheriff Department’s leave management functions. However, the Department’s relatively large employee size and complex leave-related matters (ex: Sheriff injuries, public safety disability/retirement, etc.) has highlighted the need for a dedicated and specialized classification to manage the Department’s unique and challenging leave issues. The creation of a non-sworn Sheriff’s Leave Administrator classification is both more appropriate for the needs of the job and cost effective for the Department. The Sheriff’s Leave Administrator classification will be responsible for analyzing and interpreting highly complex employee leave rights and benefits and ensuring that Sheriff employees receive assistance with the full spectrum of employee service functions. The classification will also be responsible for providing guidance and services to ill or injured Sheriff employees and monitoring the status of all relevant cases. Therefore, it is recommended that a new classification of Sheriff’s Leave Administrator be created.

An external market review was conducted and yielded no exact matches for comparison. However, external market data was still gathered in the surrounding counties that provided guidance on the salary. Classifications that were responsible for some aspects of leave administration were included in the survey. Additionally, an internal review was conducted to ensure internal alignment within the Sheriff’s Department and Human Resources Department.

Classification Addition:

Sheriff’s Leave Administrator: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 313 (\$74,592 - \$120,221/year). This request is also to add one position for the department to recruit and fill.

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Impact on Residents and Businesses

There is no impact to residents or businesses.

Additional Fiscal Information

The cost to add the position is approximately \$29,053 for FY 20/21, which includes salary and benefits. The cost for the next FY 21/22 will be approximately \$174,320 and includes benefits. The Department has indicated that the cost of the position will come from the department's general fund (32% Contract Revenue and 32% Corrections Revenue) and Net County Cost (36%). This will not require a budget adjustment.

ATTACHMENTS:

- A. Resolution No. 440-9189
- B. Sheriff's Leave Administrator Class Specification


Douglas Cordonez Jr.




4/5/2021

RESOLUTION NO. 440-9189

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 13, 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>
74539	+	Sheriff's Leave Administrator	MRP 313

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:

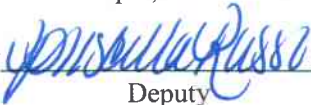
<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
74539	+ 1	2500101100	Sheriff's Leave Administrator

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

ATTACHMENT A

ATTACHMENT B



SHERIFF'S LEAVE ADMINISTRATOR

Class Code:
74539

COUNTY OF RIVERSIDE

Established Date:

Revision Date:

SALARY RANGE

\$35.86 - \$57.80 Hourly

\$6,215.98 - \$10,018.41 Monthly

\$74,591.81 - \$120,220.88 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, and manages a unit in the Sheriff's Department; oversees departmental compliance with all leave related matters; and performs other related duties as required.

The Sheriff's Leave Administrator classification is a single incumbent manager level position and reports to an appropriate senior management level class. The incumbent is responsible for overseeing the analysis and interpretation of highly complex employee leave rights and benefits, and ensuring that Department employees receive assistance with the full spectrum of employee service functions, including Workers' Compensation claims, medical examinations, return-to-work issues, and retirement coordination. The incumbent is further responsible for providing guidance and services to ill or injured Department employees, and to monitor the status of all relevant cases.

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)

- Partner with other divisions of the Sheriff's Department and County HR in the administration of various accommodation and leave management programs (e.g., FMLA,

CFRA, PDL, the Interactive Process, Non-Medical/Military Leave, Workers' Compensation, the Return-to-Work Program, Disability Retirement/Industrial Disability Retirement).

- In partnership with the County Disability Access and Leave Management Office, develop, implement, and interpret Departmental leave policies within the framework of County, State, and Federal policies.
- Ensure that ill or injured employees are advised of their rights, benefits, and responsibilities concerning Departmental policies and regulations, Workers Compensation rules, and retirement procedures.
- Prepare comprehensive reports for the Sheriff (or designee) and work cooperatively with other County Departments and outside agencies/hospitals in seeking resolutions for ill or injured employees.
- Review and approve leave-related letters and notices, as well as represent the Sheriff's Department on leave-related matters including, but not limited to, testifying in court.
- Conduct presentations and trainings to Sheriff's personnel on leave management aspects, such as Americans with Disability Act (ADA), Medical Leave of Absence (MLOA), Family and Medical Leave Act (FMLA), and Disability Retirement/Industrial Disability Retirement (DR/IDR).
- Coordinate and oversee the development of informational pamphlets and other literature to assist and serve as guidelines for employees and their families.
- Oversee support to employees (and, in case of death, their families) by providing information regarding retirement benefits, and other relevant information.
- May supervise, monitor, and evaluate staff in the performance of their duties to ensure that employees are informed of appropriate benefits during illness, injury, or death.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in human resources management, behavioral or social sciences, industrial relations, organizational studies, public or business administration, or a closely related field to the assignment.

Experience: Four years of professional, journey-level experience with responsibility for conducting leave management, disability access, benefits, retirement, or other human resources-related functions that demonstrate acquisition of the required knowledge, skills, and abilities for the position. (Completion of a graduate degree from an accredited college or university may substitute for up to one year of the required experience.)

Knowledge of: The principles and practices of public administration and management; the principles and practices of leave management, position classification, salary administration, recruitment and selection, employee development, and employee or labor relations

techniques; the dynamics of staff/line personnel relationships; current trends in employee/employer relationships; leading edge computer work tools, including the internet; principles and practices of public sector labor relations; collective bargaining process in the public sector; effective case presentation techniques.

Ability to: Coordinate the development of consensus in addressing a variety of leave and human resources issues; utilize quality tools involving quantitative analysis and interpersonal/team interaction; develop and maintain confidence of executive/senior level managers with agency/department services; develop and maintain effective relationships with employees at all levels of the organization; understand, interpret, apply, and explain human resources laws, rules, regulations, standards, and procedures; interpret and apply complex rules, regulations, and MOU; analyze and make improvements in policies and procedures relating to agency/department activities and transactions; analyze data and prepare clear and concise reports; establish and maintain cooperative and effective relationships with a broad range of professional staff including attorneys and related legal staff, department heads and managers, and all those contacted during the course of performing professional responsibilities; train, supervise, and evaluate the work of subordinates; recognize problems and devise effective courses of action; operate in the digital/computer domain; counsel employees and advise management relative to grievances and their solutions, and other human resources management problems; secure willing cooperation of line supervisors in accepting and carrying out sound human resources management practices; speak and write effectively; exercise independent judgment and initiative; plan and coordinate major leave administration projects within the agency/department.

OTHER REQUIREMENTS:

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

Professional Human Resources (PHR), Senior Professional Human Resources (SPHR), or other relevant human resources related certification is desired.

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.

ATTACHMENT A

ATTACHMENT B



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