

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



ITEM: 3.18
(ID # 15080)

MEETING DATE:
Tuesday, May 25, 2021

FROM : HUMAN RESOURCES AND SHERIFF :

SUBJECT: HUMAN RESOURCES and SHERIFF'S DEPARTMENT: Classification and Compensation recommendation to adjust the salary of the Sheriff's Corrections Assistant classification series and amend Ordinance No. 440 pursuant to Resolution No. 440-9195 submitted herewith, All Districts [Total Cost \$459,353, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Sheriff's Corrections Assistant classification series; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9195.

ACTION: Policy

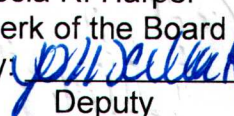

Brenda Diederichs, Assistant CEO / Human Resources Director 5/11/2021


Edward Delgado, Chief Sheriff's Dept 5/11/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9195 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: May 25, 2021
xc: HR, Sheriff

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	\$ 30,548	\$ 412,965	\$ 443,513	\$ 412,965
NET COUNTY COST	\$ 30,548	\$ 412,965	\$ 443,513	\$ 412,965
SOURCE OF FUNDS: Department Funds			Budget Adjustment: No	
			For Fiscal Year: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Sheriff's Department is the 2nd largest Sheriff's Department in California, managing five correctional facilities, Coroner-Public Administrator duties, and providing court services. Overseen by an elected Sheriff, the Department serves the unincorporated areas of Riverside County as well as some of the incorporated cities in the County by contract. The Riverside County Sheriff's Department employs approximately 3,800 individuals, both sworn and non-sworn, dedicated to serving the citizens of its communities with integrity, professionalism, leadership, and loyalty.

The Corrections Division assists in achieving this mission through the operation of its five correctional facilities, an alternative sentencing program, and several in custody treatment programs. The Riverside County jails provide short-term and long-term incarceration services for the County, jailing subjects arrested and charged with various types of crimes pending their court disposition, as well as those convicted of crimes and sentenced. Services also include transportation of prisoners to court appearances and transferring prisoners between jurisdictions such as other counties, states, or the California Department of Corrections and Rehabilitation. The jails are staffed by a combination of sworn Deputy Sheriffs as well as non-sworn Correctional Deputies, among others. The County's jail system consists of the Robert Presley Detention Center in downtown Riverside, the John J. Benoit Detention Center in Indio, the Cois M. Byrd Detention Center near Murrieta, the Larry D. Smith Correctional Facility in Banning, and the Blythe Jail.

The Human Resources Classification and Compensation Division received a request from the Sheriff's Department to review the salary of the Sheriff's Corrections Assistant I (SCAI) classification. A market survey of the SCAI classification places the County of Riverside approximately 19.31% below the market median at the minimum salary and 8.25% below the market median at the maximum salary. The market survey included Los Angeles, Orange, San Bernardino, San Diego, and Ventura County, all of which have comparable classifications at the journey-level.

A compression and compaction analysis were conducted to determine the effect of the salary increase of the SCAI to the remainder of the classifications in the series. To maintain uniformity throughout the series, salary adjustments are required up through Supervising Sheriff Corrections Assistant.

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The Sheriff's Corrections Assistant series is one of three similar clerical series that support the Sheriff's Department. The other two series are Sheriff's Records/Warrants Assistant and Sheriff Court Services Assistant. An internal parity review of the three series determined the Sheriff's Corrections Assistant classifications are paid less than the classifications in the other two series. The Sheriff's Department places a premium on the work performed by the Sheriff's Corrections Assistant classification series as the consequences of errors are high and can lead to monetary penalties being levied against the Department. Therefore, it is recommended that the salary ranges of each classification in the Sheriff's Corrections Assistant series be adjusted. This will alleviate the internal parity issues between the classification series and ensure the County of Riverside is competitive with the surrounding jurisdictions in competing for highly qualified applicants.

If the Board of Supervisors grants the proposed salary increases to the Sheriff's Corrections Assistant classification series, Human Resources will seek a side letter with Laborers' International Union of North America Local 777 extending the probationary period of the Sheriff's Corrections Assistant Trainee, Sheriff's Corrections Assistant I, and Sheriff's Corrections Assistant II classifications from six months to one year.

Salary Adjustment

Sheriff's Corrections Assistant Trainee: From salary plan/grade LIU 133 (\$29,485 - \$45,632) to salary plan/grade LIU 247 (\$34,885 - \$47,914). There are twenty-three incumbents in this class. It is recommended twenty-one incumbents be brought up to the new minimum salary. The remaining incumbents are currently compensated above the proposed new minimum rate and shall receive a merit increase upon their anniversary date.

Sheriff's Corrections Assistant I: From salary plan/grade LIU 225 (\$34,070 - \$52,133) to salary plan/grade LIU 366 (\$39,862 - \$54,739). There are fifty-two incumbents in this class. It is recommended that twenty-two incumbents be brought up to the new minimum salary. It is also recommended that the eleven incumbents who have been at max salary for a year or longer be given an immediate 4.0% increase. The remaining incumbents shall receive a merit increase upon their anniversary date.

Sheriff's Corrections Assistant II: From salary plan/grade LIU 272 (\$35,862 - \$54,858) to salary plan/grade LIU 413 (\$41,958 - \$57,601). There are sixteen incumbents in this class. It is recommended that two incumbents be brought up to the new minimum salary. It is also recommended that the six incumbents who have been at max salary for a year or longer be given an immediate 4.0% salary increase. The remaining incumbents shall receive a merit increase upon their anniversary date.

Supervising Sheriff Corrections Assistant: From salary plan/grade SEUS 143 (\$36,842 - \$59,405) to salary plan/grade SEUS 204 (\$43,105 - \$60,771). There are eight incumbents in this class. It is recommended that the five incumbents who have been at max salary for longer

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than a year be given an immediate 2.3% salary increase bringing them up to the new maximum salary. The remaining incumbents shall receive a merit increase upon their anniversary date.

Impact on Residents and Businesses

Approval of the salary increases to the series will have no direct impact on residents and businesses.

Additional Fiscal Information

Increasing the salary range of the Sheriff's Corrections Assistant series will result in an immediate increased cost to the Sheriff's Department of approximately \$30,548 for the remainder of the 20/21 fiscal year. This cost reflects the increase in base salary plus benefits for the incumbents being brought up to the new minimum salary and the 4% increases to incumbents who have been at maximum salary for longer than a year. The total annual cost to the Department for fiscal year 21/22 including benefits is projected to be approximately \$412,965.

The Department has stated the additional cost for the increases will be absorbed into the Department's current budget and does not require a budget adjustment. The Department has also indicated that the cost associated with these increases will be 100% funded by the Department's general funds and there is no Net County Cost.

Attachments:

Attachment A - Sheriff's Corrections Assistant I Market Survey
Attachment B - Resolution No. 440-9195



Meghan Hahn, Administrative Analyst 5/13/2021

External Market Survey Data

Sheriff's Corrections Assistant I

Riv Co Class Code: 13818

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread	Salary w/Projected Inc.	
Los Angeles County	Custody Records Clerk II, Sheriff	2218	Clerical	\$45,685	\$63,216	38.37%		
Orange County	Sheriff's Records Technician	494	General	\$39,582	\$52,458	32.53%	\$41,992	\$55,651
San Bernardino County	Sheriff's Custody Specialist 12-hr Shift	19461	General	\$42,224	\$58,032	37.44%	\$44,578	\$61,267
San Diego County	Detention Processing Technician	3002	SEIU	\$42,245	\$51,958	22.99%	\$42,879	\$52,737
Ventura County	Sheriff's Records Technician II	545	SEIU	\$40,584	\$56,818	40.00%	\$41,396	\$57,954
County Mean:				\$42,064	\$56,496	34.31%		
County Median:				\$42,224	\$56,818	34.56%		
Riverside County	Sheriff's Corrections Assistant I	13818	LIUNA	\$34,070	\$52,133	53.02%	\$36,333	\$55,595
Dollar difference from Mean:				-\$7,994	-\$4,363			
Percentage difference from mean:				-19.00%	-7.72%			
Dollar difference from median:				-\$8,154	-\$4,685			
Percentage difference from median:				-19.31%	-8.25%			

Notes: **Riverside:** May 1, 2021 2.0% Increase. May 1, 2022 2.0% Increase. May 1, 2023 2.5% Increase.
Los Angeles: Per MOU, no scheduled future salary increases.
Orange: July 2, 2021 2.5% Increase. July 1, 2021 3.5% Increase.
San Bernardino: July 31, 2021 2.5% Increase. July 30, 2022 3.0% Increase.
Ventura: December 26, 2021 2.0% Increase.

Run Date: 6/17/2020

Date Prepared/Revised: 4/19/2021

By: DP

RESOLUTION NO. 440-9195

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on May 25, 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>
13817	Sheriff's Corrections Assistant Trainee	LIU 113	LIU 247
13818	Sheriff's Corrections Assistant I	LIU 225	LIU 366
13819	Sheriff's Corrections Assistant II	LIU 272	LIU 413
13822	Supervising Sheriff Corrections Assistant	SEUS 143	SEUS 204

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

05.25.2021 3.18

/kc

05/06/2021

440 Resolutions\KC