

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



**ITEM: 3.19  
(ID # 15381)**

**MEETING DATE:**  
Tuesday, June 15, 2021

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Recommendation to adjust the salary of the Temporary Assistant - Professional Student Intern job classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9197, All Districts. [Total Cost \$98,020, 100% Department Budget]

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

1. Approve the recommendation to adjust the salary of the Temporary Assistant - Professional Student Intern classification; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9197.

**ACTION:**Policy

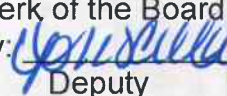
  
Brenda Diederichs, Assistant CEO / Human Resources Director 6/15/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9197 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: June 15, 2021  
xc: HR

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<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>	\$ 7,540	\$ 90,480	\$ 98,020	\$ 90,480
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: Departmental Budget</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 20/21 - 21/22</b>	

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

**BACKGROUND:**

**Summary**

The Human Resources Classification and Compensation Unit received a request from the Learning & Organizational Development Unit to conduct a salary review of the Temporary Assistant - Professional Student Intern (PSI) classification due to the upcoming California minimum wage increase to \$15.00 per hour, effective January 1, 2022.

The Learning & Organizational Development Unit's Educational Support Program is a leader in innovative professional development services that focuses on educating County employees, building partnerships, and eliminating the existing skills and knowledge gap in today's workforce. The Student Internship program offers a unique, hands-on experience that complements classroom knowledge and serves as a foundation to launch a successful public service career.

In 2016, California's Governor Brown signed Senate Bill 3 (SB 3), that approved incrementally increasing the minimum wage up to \$15.00 per hour by January 1, 2022. Employers with 26 or more employees (including Riverside County) began to comply with SB 3 on January 1, 2018.

The PSI's compensation is based upon a pre-determined pay structure centered upon one's completed educational units/degree(s) and field of work (Non-Information Technology / Engineering vs. Information Technology / Engineering). As such, any increase to the bottom of the range ultimately affects the entire pay structure. An external market review was conducted which revealed that the County's minimum base salary for the PSI undergraduate level internships is 16.86% below market (**Attachment B & C**). Additionally, when reviewing the maximum base salary for graduate-level internships, the market research highlighted that the PSI classification is 0.37% below market (**Attachment C**). Given the market research and to ensure that the County is in adherence with California's upcoming minimum wage requirements, it is recommended that the PSI's minimum base salary increase from \$14.00/hour to \$15.00/hour. Additionally, it is recommended to increase the maximum base salary from \$20.23/hour to \$21.23/hour to ensure that the current pay structure remains intact and current with market demands.

**Salary Adjustment**

**Temporary Assistant - Professional Student Intern:** It is recommended to adjust the salary plan/grade EXE 140 from \$29,120 - \$42,078 annually to \$31,200 - \$44,158 annually. The

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proposed salary adjustment will comply with the upcoming California minimum wage increase and maintain the salary spread between the student internship levels. Additionally, the proposed salary adjustment will impact all 36 current PSI's salary (including 9 PSI's earning below \$15.00/hour) since the entire pre-determined pay structure is being adjusted accordingly.

**Impact on Residents and Businesses**

The proposed salary adjustments will have no impact on Residents or Businesses.

**Additional Fiscal Information**

The total cost to adjust the salary for the PSI classification is approximately \$7,540 for FY 20/21. The amount reflects the cost of increasing all PSI incumbent pay rates according to the proposed salary structure. The cost for the next FY 21/22 will be approximately \$90,480. This amount is a conservative estimate as the respective costs above are calculated at a 40-hour work week. Interns typically work a maximum of 20-hours/week during the academic school year, and have the option to work 40-hours/week during the summer months. This will not require a budget adjustment.

**ATTACHMENTS**

- A. Resolution No. 440-9197
- B. Professional Student Intern Job Description
- C. External Market Research

  
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Meghan Hahn, Administrative Analyst 6/7/2021

RESOLUTION NO. 440-9197

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 15, 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>
13896	Temporary Assistant – Professional Student Intern	EXE 140 (\$14.00 - \$20.23/hr)	EXE 140 (\$15.00 - \$21.23/hr)

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**



# TEMPORARY ASSISTANT - PROFESSIONAL STUDENT INTERN

Class Code:  
13896

Bargaining Unit: Salary Ordinance 440 -  
Exempt Unit

COUNTY OF RIVERSIDE  
Established Date: Mar 13, 2008  
Revision Date: May 24, 2017

## SALARY RANGE

\$14.00 - \$20.23 Hourly  
\$2,426.67 - \$3,506.50 Monthly  
\$29,120.00 - \$42,077.98 Annually

### CLASS CONCEPT:

Under supervision, assists and participates in the work performed by employees of a specific profession; through participation, receives supervised work experience in a specific professional vocation; and performs other related duties as required.

The Temporary Assistant – Professional Student Intern class consists of current high school students with a valid work permit, undergraduates, graduates, doctoral students, or recent graduates with a major study area directed towards a specific profession and departmental assignments. Incumbents are employed by County of Riverside departments and are provided in-service training through participation in the actual duties and responsibilities assigned professional employees. Participants will gain an understanding of the application of concepts and methodologies of the department to which they are assigned. A partial list of typical professions that Temporary Assistant - Professional Student Interns may participate in includes information technology, engineering, accounting, administration, law, human resources, planning, probation, and social work. Internship opportunities may be available at any time and will be contingent upon department availability.

Incumbents within the Temporary Assistant - Professional Student Intern classification are distinguished from regular County employees in that their employment is temporary, exempt from the County merit system, Cost of Living Adjustments (COLA) as well as most County-provided employee benefits, and serve in an "At-Will" status. As such, the incumbent may be terminated from service at any time, without notice, cause, or rights of appeal.

### REPRESENTATION UNIT:

Salary Ordinance 440 - Exempt Unit

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Assist and participate in the day-to-day assigned work of professional employees.
- Assist and participate in special research, studies, surveys, and investigations; assist and participate in the compilation, tabulation, and analysis of information and data.
- Assist and participate in the preparation of briefs, reports, evaluations, specifications, and plans.
- Attend divisional and departmental staff meetings; prepare reports of suggestions and comments of observations regarding the various aspects of the department and program.
- May perform sub-professional assignments in support of professional staff.

### **RECRUITING GUIDELINES:**

Education: Current enrollment in or recently graduated from high school, or a Bachelor's, Master's, or Doctoral program at an accredited college or university in a program relevant to the specific internship. Some positions may require current enrollment in an accredited graduate school program. Recent graduates are eligible to intern for up to one year from their graduation date.

For High School Student Internship Assignments: Current attendance in a high school with a valid work permit.

Knowledge of: The goals and functions of the specific profession to which assigned; use of computer hardware and software as needed to accurately perform duties.

Ability to: Take direction and supervision; benefit and learn rapidly from on-the-job training; think logically and write clearly and concisely; compile data, perform arithmetical computations, analyze statistical data and prepare reports; learn to operate and use specialized equipment; maintain cooperative relations with co-workers and the public.

### **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.

# **ATTACHMENT C**

# External Market Survey Data

## Professional Student Intern (Undergraduate Level)

Riv Co Class Code: 13896

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	Student Professional Worker I	8243	\$36,774.40	\$36,774.40	0.00%
Orange County	Undergraduate Intern	9021SY	\$33,280.00	\$33,280.00	0.00%
San Bernardino County	N/A	N/A	N/A	N/A	#VALUE!
San Diego County	N/A	N/A	N/A	N/A	#VALUE!
Ventura County	N/A	N/A	N/A	N/A	#VALUE!
	County Mean:		\$35,027.20	\$35,027.20	0.00%
	County Median:		\$35,027.20	\$35,027.20	0.00%
<b>Riverside County</b>	<i>Professional Student Intern - Undergraduate Level</i>	<i>13896</i>	\$29,120.00	\$39,520.00	35.71%
	Dollar difference from Mean:		<b>-\$5,907.20</b>	\$4,492.80	
	Percentage difference from mean:		<b>-16.86%</b>	12.83%	
	Dollar difference from median:		<b>-\$5,907.20</b>	\$4,492.80	
	Percentage difference from median:		<b>-16.86%</b>	12.83%	

Notes: The market results yielded that the Counties of Orange and Los Angeles have comparable classifications which currently meets/exceeds a \$15.00/hour minimum base salary. The Counties of San Bernardino, San Diego, and Ventura were not used in the external market study since they do not possess a comparable job classification that meets/exceeds the upcoming California minimum wage increase.

The compensation for Riverside County undergraduate interns is based upon a pre-determined pay structure centered upon one's completed educational units/degree(s) and field of work.

Run Date: 2/22/2021

Date Prepared/Revised: 3/26/2021

By: Brandon Lee

# External Market Survey Data

## Professional Student Intern (Graduate Level)

Riv Co Class Code: 13896

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	Student Professional Worker II	8258	\$43,888.00	\$43,888.00	0.00%
Orange County	Graudate Intern	9022SY	\$43,680.00	\$43,680.00	0.00%
San Bernardino County	Graudate Student Intern	19711	\$29,120.00	\$40,206.40	38.07%
San Diego County	Student Worker - Graduate/Tech	906	\$33,883.20	\$41,163.20	21.49%
Ventura County	N/A	N/A	N/A	N/A	#VALUE!
County Mean:			\$37,642.80	\$42,234.40	12.20%
County Median:			\$38,781.60	\$42,421.60	9.39%
<b>Riverside County</b>	<i>Professional Student Intern - Graduate Level</i>	<i>13896</i>	\$37,440.00	\$42,078.40	12.39%
Dollar difference from Mean:			<b>-\$202.80</b>	<b>-\$156.00</b>	
Percentage difference from mean:			<b>-0.54%</b>	<b>-0.37%</b>	
Dollar difference from median:			<b>-\$1,341.60</b>	<b>-\$343.20</b>	
Percentage difference from median:			<b>-3.46%</b>	<b>-0.81%</b>	

Notes: The market results yielded that the Counties of Orange, Los Angeles, San Bernardino, and San Diego have comparable classifications which currently meets/exceeds a \$15.00/hour minimum base salary. The County of Ventura was not used in the external market study since they do not possess a comparable job classification that meets/exceeds the upcoming California minimum wage increase.

The compensation for Riverside County graduate level interns is based upon a pre-determined pay structure centered upon one's completed educational units/degree(s) and field of work.

Run Date: 2/22/2021

Date Prepared/Revised: 3/26/2021

By: Brandon Lee