

MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



3.20

(1)

On motion of Supervisor Jeffries, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Human Resources and District Attorney regarding the Classification & Compensation Recommendation to adjust the salaries of the Victim Services Specialist, Senior Victim Services Specialist, Victim Services Supervisor, and the Victim Services Assistant Director classifications; and amend Ordinance No. 440 pursuant to Resolution No. 440-9209 submitted herewith, is approved as recommended.


(2)

On Motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter be reconsidered.

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on July 20, 2021 of Supervisors Minutes.

(seal)

WITNESS my hand and the seal of the Board of Supervisors
Dated: July 20, 2021
Kecia Harper-Ihem, Clerk of the Board of Supervisors, in
and for the County of Riverside, State of California.

By:  Deputy

AGENDA NO.
3.20

xc: HR/DA

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



**ITEM: 3.20
(ID # 16754)**

**MEETING DATE:
Tuesday, July 20, 2021**

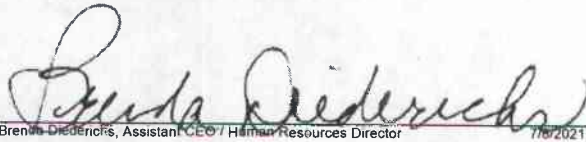
FROM : HUMAN RESOURCES AND District Attorney :

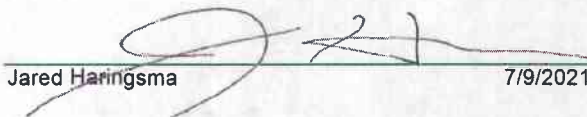
SUBJECT: HUMAN RESOURCES AND DISTRICT ATTORNEY: Classification & Compensation Recommendation to adjust the salaries of the Victim Services Specialist, Senior Victim Services Specialist, Victim Services Supervisor, and the Victim Services Assistant Director classifications; and amend Ordinance No. 440 pursuant to Resolution No. 440-9209 submitted herewith, All Districts. [Total Cost - \$276,615, 85% Department Grant Funds; 15% NCC]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of the Victim Services Specialist, Senior Victim Services Specialist, Victim Services Supervisor, and Assistant Victim Services Director classifications; and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9209.

ACTION:Policy


Brenda Diederichs, Assistant CEO / Human Resources Director 7/9/2021

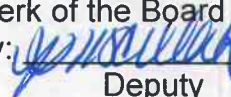

Jared Haringsma 7/9/2021

MINUTES OF THE BOARD OF SUPERVISORS

3)

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 440-9209 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: July 20, 2021
xc: HR, DA

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	\$276,615	\$291,805	\$568,420	\$291,805
NET COUNTY COST	\$41,492	\$43,771	\$85,263	\$43,771
SOURCE OF FUNDS: 85% Dept. Grant Funds; 15% NCC			Budget Adjustment: No	
			For Fiscal Year: 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County District Attorney's Office is comprised of about 700 attorneys and support staff which serve more than 2 million residents. The District Attorney's Office files, on average, more than 60,000 criminal cases each year and is one of the largest District Attorney's offices in the state of California. The District Attorney works with every component of the criminal justice system, as well as within the community to prevent and deter crime and to promote public safety.

The Human Resources Classification and Compensation Unit received a request from the District Attorney's Victim Services Division to review the salaries of their Victim Services classification series. Ongoing augmentations to the Unit's services and programs have changed the scope of work and responsibilities of the advocates. In addition, the Division reported having recent retention problems with Victim Services staff as several people have left the department for higher paid positions outside of the county. The results of review showed that the journey level classification (Victim Services Specialist) is below the market average by 13.11% at the minimum and 4.53% below at the maximum. This supports the need to adjust the salary of the classifications.

An internal review of their classification structure starting from the Director of Victim Services and Family Justice Center Liaison (FJC) was also conducted to ensure a consistent spread among the job classifications. Currently, the director has a market leading position when compared to other jurisdictions as a result of the concerted effort by the District Attorney to grow and develop the victim services program. Therefore, it is recommended to make internal equity adjustments to improve the structure of the salaries in the Victim Services Unit to improve series progression and career pathing. This will place the District Attorney's Victim Services Division in a market leading position, which will allow the department to recruit and hire quality staff to provide crucial program services.

Salary Adjustments:

Victim Services Assistant Director: It is recommended to adjust the salary plan/grade MRP 207 (\$70,620 - \$104,865) to salary plan/grade MRP 395 (\$89,743 - \$151,643). There are currently no incumbents in this classification.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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Victim Services Supervisor: It is recommended to adjust the salary plan/grade SEUS 244 (\$47,291 - \$69,928) to salary plan/grade SEUS 418 (\$64,680 - \$98,073). There are currently seven (7) incumbents in this classification. It is recommended that three (3) incumbents be granted a 4% increase on the new salary plan/grade. It is further recommended that four (4) remaining incumbents be brought up to the new minimum of the range.

Senior Victim Services Specialist: It is recommended to adjust the salary plan/grade SEU 187 (\$44,834 - \$66,283) to salary plan/grade SEU 330 (\$58,800 - \$89,158). There are currently four (4) incumbents in this classification. It is recommended that three (3) incumbents be brought up to the new minimum of the range. One (1) remaining incumbent shall receive a 4% increase on the new salary plan/grade.

Victim Services Specialist: It is recommended to adjust the salary plan/grade SEU 171 (\$42,478 - \$62,827) to salary plan/grade SEU 277 (\$53,454 - \$81,052). There are currently thirty-five (35) incumbents in this classification. It is recommended that twenty-one (24) incumbents be granted a 4% increase on the new salary plan/grade. It is further recommended that eleven (11) incumbents be brought up to the new minimum of the range.

Impact on Residents and Businesses

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

Additional Fiscal Information

Increasing the salary range of Victim Services classifications will result in an immediate approximate cost of \$276,615 and includes benefits. This is the cost for bringing the incumbents up to the new minimum of the range and granting the remaining employees a 4% increase. The department has stated that the immediate costs will be largely covered by grant funding (85%), while the remaining funds will be covered by NCC (15%). This will not require a budget adjustment.

Attachments:

- A. Victim Services Specialist Market Survey
- B. Victim Services Internal Equity Review
- C. Resolution No. 440-9209


Meghan Hahn, Administrative Analyst 7/9/2021

Class Series Internal Equity Review with Market Positions

Classifications	Job Code	New Min Salary	New Max Salary	% Min Differences	% Max Differences	% Above/Below Market Average	% Above/Below Market Average
Director of Victim Services & FJC Liaison	79779	\$107,691	\$181,971	20%	20%	26.35%	34.72%
Victim Services Assistant Director	79790	\$89,743	\$151,643	15.62%	28.85%	-	-
Victim Services Regional Manager	79775	\$77,616	\$117,688	20%	20%	-	-
Victim Services Supervisor	79792	\$64,680	\$98,073	10%	10%	10.59%	28.37%
Senior Victim Services Specialist	79776	\$58,800	\$89,158	10%	10%	-	-
Victim Services Specialist	79788	\$53,454	\$81,052	-	-	9.34%	23.16%

Notes: % differences columns are the percent difference from the classification in the row to the next lower level. E.g., the max salaries of the Director of Victim Services and the Assistant Director have a difference of 20% between salaries.

The Victim Services Assistant Director classification (JC: 79790) is currently not filled by the department.

Market data was not found in other counties for the Victim Services Assistant Director, Victim Services Regional Manager or the Senior Victim Services Specialist.

These salaries do not take into account the future max salary increases afforded to both SEIU and MGT in the coming years. A total of 4.5% worth of increases until 2023 (2022= 2% & 2023= 2.5%).

External Market Survey Data

Victim Services Specialist

Riv Co Class Code: 79788

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>VICTIM SERVICES REPRESENTATIVE II</u>	1566	\$46,922	\$61,523	31.12%
Orange County					
San Bernardino County	<u>VICTIM ADVOCATE II</u>	22047	\$48,110	\$66,019	37.23%
San Diego County	<u>VICTIM ADVOCATE</u>	5241	\$51,626	\$69,888	35.37%
Ventura County					
County Mean: \$48,886 \$65,810 34.62% County Median: \$48,110 \$66,019 37.23%					
Riverside County	<u>VICTIM SERVICES SPECIALIST</u>	79788	\$42,478	\$62,827	47.90%
Dollar difference from Mean: -\$6,408 Percentage difference from mean: -13.11% Dollar difference from median: -\$5,632 Percentage difference from median: -11.71%					

Notes: **Orange County:** The County's Victim's Witness advocates are contractors through Waymakers.

Ventura County: role is not a complete match to County of Riverside's position. Victim Advocate II - \$39,141 - \$54,890

Run Date:

Date Prepared/Revised: 5/7/2021

By: D. Flores

RESOLUTION NO. 440-9209

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 20, 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>
79776	Senior Victim Services Specialist	SEU 187	SEU 330
79790	Victim Services Assistant Director	MRP 207	MRP 395
79788	Victim Services Specialist	SEU 171	SEU 277
79792	Victim Services Supervisor	SEUS 244	SEUS 418

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
 Nays: None
 Absent: None

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

Class Series Internal Equity Review with Market Positions

Classifications	Job Code	New Min Salary	New Max Salary	% Min Differences	% Max Differences	% Above/Below Market Average	% Above/Below Market Average
Director of Victim Services & FJC Liaison	79779	\$107,691	\$181,971	20%	20%	26.35%	34.72%
Victim Services Assistant Director	79790	\$89,743	\$151,643	15.62%	28.85%	-	-
Victim Services Regional Manager	79775	\$77,616	\$117,688	20%	20%	-	-
Victim Services Supervisor	79792	\$64,680	\$98,073	10%	10%	10.59%	28.37%
Senior Victim Services Specialist	79776	\$58,800	\$89,158	10%	10%	-	-
Victim Services Specialist	79788	\$53,454	\$81,052	-	-	9.34%	23.16%

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Ventura County					
	County Mean:		\$48,886	\$65,810	34.62%
	County Median:		\$48,110	\$66,019	37.23%
Riverside County	<u>VICTIM SERVICES SPECIALIST</u>	79788	\$42,478	\$62,827	47.90%
	Dollar difference from Mean:		-\$6,408	-\$2,983	
	Percentage difference from mean:		-13.11%	-4.53%	
	Dollar difference from median:		-\$5,632	-\$3,192	
	Percentage difference from median:		-11.71%	-4.83%	

Notes: **Orange County:** The County's Victim's Witness advocates are contractors through Waymakers.

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Run Date:

Date Prepared/Revised: 5/7/2021

By: D.Flores

Boydd, April

From: cob@rivco.org
Sent: Monday, July 19, 2021 10:12 PM
To: COB; ba4612442@gmail.com
Subject: Board comments web submission



First Name: B
Last Name: Anderson
Phone: 7603249637
Email: ba4612442@gmail.com
Agenda Date: 07/20/2021
Agenda Item # or Public Comment: 3.20
State your position below: Oppose
Comments: Attorney pay increases
Job market is wild open for new employment positions - the County has problems with conserving finances
Increases are to large thousands (\$50, to 20,000 Increased)

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 20210720. 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.