

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



ITEM: 3.16
(ID # 16759)

MEETING DATE:
Tuesday, July 27, 2021

FROM : HUMAN RESOURCES AND Clerk of the Board :

SUBJECT: HUMAN RESOURCES & CLERK OF THE BOARD: Classification & Compensation Recommendation to adjust the salaries of the Board Assistant and Deputy Clerk of the Board and amend Ordinance No. 440 pursuant to Resolution No. 440-9211 submitted herewith, All Districts. [Total Cost- \$15,535, 75% Department Budget & 25% NCC]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of the Board Assistant and the Deputy Clerk of the Board classifications; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9211.

ACTION:Policy

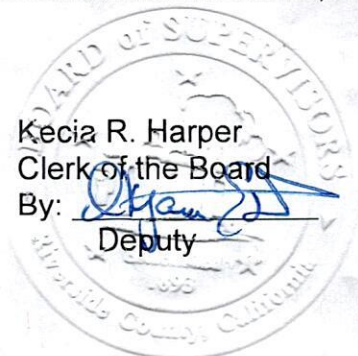

Brenda Diederichs, Assistant CEO / Human Resources Director 7/19/2021


Kecia Harper, Clerk of the Board 7/19/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9211 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: July 27, 2021
xc: HR



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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$7,458	\$8,077	\$15,535	\$8,077
NET COUNTY COST	\$1,865	\$2,019	\$3,884	\$2,019
SOURCE OF FUNDS: 75% Department Budget and 25% NCC			Budget Adjustment:	No
			For Fiscal Year:	21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Clerk of the Board's mission is to provide accessibility to official county records and information while providing exceptional customer services to county and its residents. The department is comprised of approximately seventeen staff members, of which more than half are Board Assistants. Recently, the department has reported that they have lost a few staff to internal County promotional opportunities and/or outside opportunities. Given how small the department is, any vacancy significantly impacts their ability to provide the full scope of services required. Losing a single team member on an annual basis represents significant time investment in training, as much of what the Clerk of the Board does is passed down through on-the-job training.

The Human Resources Classification and Compensation Unit received a request from the Clerk of the Board to review the salary range of the Board Assistant and the Deputy Clerk of the Board. Ongoing attrition due to external and internal opportunities indicated that there was a possibility the roles were under market. The results showed that the Board Assistant is below the market average by 18.74% at the minimum and below the market average by 8.23% at the maximum. We also found the Deputy Clerk of the Board is below the market average by 1.54% at the minimum and below market average by 8.80% at the maximum. This supports the need to adjust the salary of the classifications. Therefore, it is recommended that the Board approve the salary adjustments for the Board Assistant and the Deputy Clerk of the Board.

Salary Adjustments:

Board Assistant: It is recommended to adjust the salary plan/grade MCO 173 (\$34,390 - \$52,014) to salary plan/grade MCO 241 (\$42,323 - \$55,569). There are currently seven (7) incumbents in this classification. It is recommended to bring one (1) incumbent up to the new minimum. It is further recommended that the two (2) incumbents who have been at the maximum of the salary range for over a year, be granted a 4% increase on the new salary plan and grade.

Deputy Clerk of the Board: It is recommended to adjust the salary plan/grade MCO 352 (\$51,746 - \$63,873) to salary plan/grade MCO 353 (\$51,746 - \$66,500). There are currently two

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(2) incumbents in this classification. It is recommended to bring one (1) incumbent who has been at the maximum of the salary range for over a year to the new maximum rate of the new salary plan and grade. This would result in a 2.1% increase for the incumbent.

Impact on Residents and Businesses

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

Additional Fiscal Information

Increasing the salary ranges of the Board Assistant and Deputy Clerk of the Board classifications will result in an immediate approximate cost of \$7,548 and includes benefits. This is the cost for giving the incumbents who have been at the Maximum for over a year an increase in both the Board Assistant and Deputy Clerk of the Board classifications.

The budgeted cost increase for the Board Assistant classification is approximately \$5,155 and includes employee benefits. The Budgeted cost increase for the Deputy Clerk of the Board is approximately \$507 and includes employee benefits.

Attachments:

Attachment A: Board Assistant Market Survey

Attachment B: Deputy Clerk of the Board Market Survey

Attachment C: Resolution No. 440-9211



Meghan Hahn, Administrative Analyst 7/19/2021

RESOLUTION NO. 440-9211

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 27, 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:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
13496	Board Assistant	MCO 173	MCO 241
13901	Deputy Clerk of the Board	MCO 352	MCO 353

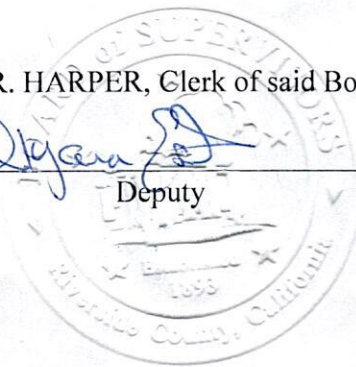
ROLL CALL:

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



/kc
07/12/2021
440 Resolutions\KC

External Market Survey Data

Board Assistant

Riv Co Class Code:

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Outlier
Los Angeles County	Board Specialist	1098	\$40,644	\$54,648	34.46%	
Orange County	Board Services Specialist	0638CL	\$44,512	\$59,696	34.11%	
San Bernardino County	Board Services Specialist	3312	\$35,859	\$49,254	37.35%	
San Diego County	Board Assistant	2900	\$48,277	\$58,677	21.54%	
Ventura County	No Comparable Class					
	County Mean:		\$42,323	\$55,569	31.30%	
	County Median:		\$40,644	\$54,648	34.46%	
Riverside County	Board Assistant		\$34,390	\$50,994	48.28%	
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	Dollar Difference from Mean:		-\$7,933	-\$4,575		
	Percentage difference from mean:		-18.74%	-8.23%		
	Dollar difference from median:		-\$6,254	-\$3,654		
	Percentage difference from median:		-15.39%	-6.69%		

Notes:

Run Date: 5/3/2017

Date Prepared/Revised: 4/22/2021

by:

Michael Frec

13496

External Market Survey Data

Dep Clerk of the Board

Riv Co Class Code: 13901

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Outlier
Los Angeles County	Senior Board Specialist	1100	\$59,280	\$79,884	34.76%	
Orange County	Senior Board Services Specialist	0639CL	\$49,670	\$66,498	33.88%	
San Bernardino County	Senior Board Services Specialist	3314	\$38,584	\$53,019	37.41%	
San Diego County	Senior Board Assistant	2902	\$57,200	\$69,514	21.53%	
Ventura County	Deputy - Clerk of Board	704	\$58,036	\$81,250	40.00%	
	County Mean:		\$52,554	\$70,033	33.26%	
	County Median:		\$57,200	\$69,514	21.53%	
Riverside County	Dep Clerk of the board		\$51,746	\$63,873	23.44%	
	Dollar Difference from Mean:		-\$808	-\$6,160		
	Percentage difference from mean:		-1.54%	-8.80%		
	Dollar difference from median:		-\$5,454	-\$5,641		
	Percentage difference from median:		-9.53%	-8.11%		

Notes:

Run Date: 5/3/2017

Date Prepared/Revised: 4/22/2021

By: Michael Fredendall