

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



ITEM: 3.19
(ID # 16765)

MEETING DATE:
Tuesday, July 27, 2021

FROM : HUMAN RESOURCES AND Transportation and Land Management Agency
(TLMA) :

SUBJECT: HUMAN RESOURCES AND TLMA: Classification & Compensation Recommendation to establish a new Assistant Traffic Signal Supervisor classification; adjust the salary of the Traffic Signal Supervisor; and amend Ordinance No. 440 pursuant to Resolution No. 440-9208 submitted herewith, All Districts. [\$322,886, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Assistant Traffic Signal Supervisor classification;
2. Approve the salary adjustment for the Traffic Signal Supervisor; and
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9208.

ACTION: Policy

Brenda Diederichs, Assistant CEO / Human Resources Director

7/13/2021

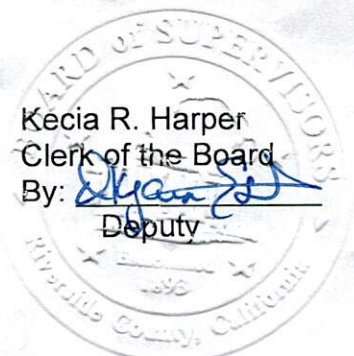
Charissa Leach, TLMA Director

7/13/2021

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 440-9208 is adopted as recommended.

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



**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	\$161,229	\$161,657	\$322,886	\$161,657
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Department Budget			Budget Adjustment: No	
			For Fiscal Year: 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside County Transportation and Land Management Agency is to integrate transportation and land use functions in order to enhance the quality of life in existing communities, properly plan new communities to accommodate growth in a balanced way, be good stewards of the environment and natural resources, and serve the public through excellent customer service. The Traffic Operations unit contributes to the overall mission of TLMA by having responsibility for maintaining the traffic signals, flashers, and lighting infrastructures of approximately 850 devices throughout Riverside County, including 7 contracted cities and 1 joint power authority. In addition to the general maintenance, staff are also responsible for new construction inspections, modifications, emergencies, equipment knockdowns, and 24/7 callouts.

The Human Resources Classification and Compensation Unit received a request from the Transportation and Land Management Agency (TLMA) to create an Assistant Traffic Signal Supervisor classification. This new class will be responsible for assisting the Traffic Signal Supervisor with the supervision of the Signal Shop within the Operations Division. The department indicated that there has been an increase in work demands over the last decade which have outpaced their current organizational structure. Having one supervisor handling all of the responsibilities required of ensure their shop is operating properly is no longer viable. The County currently does not have an established classification to help support the Traffic Signal Supervisor. Therefore, it is recommended that the Board approve the creation of the Assistant Traffic Signal Supervisor to assist in the oversight of the day-to-day operations of the Signal Shop and provide on-site supervision of all Traffic Signal staff.

An additional salary review of the Traffic Signal Supervisor was also conducted in order to ensure an adequate spread between the Supervisor and the new Assistant Supervisor classification. The review showed that an adjustment of approximately 4.59% is required to the Traffic Signal Supervisor classification in order to avoid compaction problems. Therefore, it is also recommended that the Traffic Signal Supervisor classification salary be adjusted. This adjustment will also help to bring the classification closer to market.

Classification Addition

Assistant Traffic Signal Supervisor: It is recommended to add this classification to the

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Class and Salary Listing at salary plan/grade SEUS 417 (\$63,841 - \$107,500).

Salary Adjustment

Traffic Signal Supervisor: It is recommended to adjust the salary plan/grade from SEUS 445 (\$67,645 - \$108,516) to SEUS 445 (\$67,645 - \$113,500). There is one incumbent in this classification. It is recommended to the grant the incumbent a 4% increase on the new salary plan/grade.

Impact on Residents and Businesses

The proposed classification creation and salary adjustment will have no impact on Residents or Businesses.

Additional Financial Information

The total upfront cost for granting the incumbent a 4% increase is approximately \$5,354 for the current fiscal year and includes benefits.

The future potential costs of adding and recruiting for the Assistant Traffic Signal Supervisor is approximately \$155,875 for a full FY and includes benefits.

ATTACHMENTS

- A. Resolution No. 440-9208
- B. Traffic Signal Supervisor Market Data
- C. Assistant Traffic Signal Supervisor Job Description



Meghan Hahn, Administrative Analyst 7/19/2021

RESOLUTION NO. 440-9208

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 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>
97384	+	Assistant Traffic Signal Supervisor	SEUS 417

BE IT FURTHER RESOLVED 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>
97383	Traffic Signal Supervisor	SEUS 445 (\$67,645 - \$108,516)	SEUS 445 (\$67,645 - \$113,500)

/kc
07/07/2021
440 Resolutions\KC

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2 **RESOLUTION NO. 440-9208**

3 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF**
4 **RIVERSIDE AMENDING ORDINANCE NO. 440**

5 ADOPTED by Riverside County Board of Supervisors on July 27, 2021.

6 ROLL CALL:

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

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12 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.

13 KECIA R. HARPER, Clerk of said Board

14 By: 
15 Deputy



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External Market Survey Data

Traffic Signal Supervisor

Riv Co Class Code: 97383

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<i>No comparable class</i>				#VALUE!
Orange County	<i>No comparable class</i>				
San Bernardino County	<i>No comparable class</i>				
San Diego County	<i>No comparable class</i>				
Ventura County	<i>No comparable class</i>				
Alameda County	Traffic Signal Supervisor	9534		\$120,245	
Sacramento County	Traffic Signal and Lighting Supervisor	28517	\$79,490	\$96,612	
Santa Clara County	Traffic Signal Systems Supervisor	M6A	\$105,577	\$128,330	
	County Mean:		\$92,534	\$115,062	24.35%
	County Median:		\$92,534	\$120,245	29.95%
Riverside County	Traffic Signal Supervisor	97383	\$67,645	\$106,388	57.27%
	Dollar difference from Mean:		-\$24,889	-\$8,674	
	Percentage difference from mean:		-26.90%	-7.54%	
	Dollar difference from median:		-\$24,889	-\$13,857	
	Percentage difference from median:		-26.90%	-11.52%	

Notes: **LA County:** The incumbents responsible for traffic signal work typically report to an Electro-Mechanic Working Supervisor (\$105,846) or an Electrician Working Supervisor (\$105,846). **San Diego County:** There is no Supervisor, however they have a Traffic Signal Coordinator (\$71,406 - \$86,798) that is a journey level class responsible for coordinating and participating in the installation, maintenance, and operation of traffic signal equipment along with the vendor. **Sacramento County:** Aside from supervision of traffic lighting responsibilities, the Traffic Signal and Lighting Supervisor has 2 other roles: Supervising the installation, diagnosis, repair, maintenance, and modification of traffic signal systems, highway/street lighting systems, and related electrical/electronic systems and equipment maintained by Sacramento County. **Santa Clara County:** Responsible for the installation, operation, inspection, maintenance, repair, and modification of traffic signal systems, lighting, electrical/electronic systems and components, and signal lighting facilities. **San Bernardino County:** The Supervising Engineer (\$92,893 - \$128,086) is responsible for supervising staff in the signal division, planning, scheduling, assigning, tracking projects, and overseeing/finalizing the review of construction contracts. Additionally, the Signal Division is responsible for signal design, signal maintenance, and electronic sign upgrades.

Run Date:

Date Prepared/Revised: 6/21/2021

By: D.Flores



ASSISTANT TRAFFIC SIGNAL SUPERVISOR

Class Code: 97384

Bargaining Unit: SEIU - Supervisory

COUNTY OF RIVERSIDE
Established Date: Jul 28, 2021
Revision Date: Jul 28, 2021

SALARY RANGE

\$30.69-\$51.68 Hourly
\$5,320.08 - \$8,958.33 Monthly
\$63,841.00-\$107,500.00 Annually

CLASS CONCEPT:

Under general supervision, assists in the planning, organizing and supervision of Traffic Signal Technicians in the maintenance and repair of traffic signal systems and highway lighting units under the direction of the Traffic Signal Supervisor in the Highway Operations Division of the Transportation Department; and performs other related duties as required.

The Assistant Traffic Signal Supervisor is a supervisory level classification in the Traffic Signal Technician series and reports to the Traffic Signal Supervisor. This classification is characterized by the responsibility of assisting in the oversight of the day-to-day operations of the Signal Shop and providing on-site supervision of Traffic Signal staff while also maintaining contractual obligations.

The Assistant Traffic Signal Supervisor is distinguished from the Traffic Signal Supervisor in that the latter is fully responsible for signal maintenance activity, staff, and equipment of the Signal Shop.

REPRESENTATION UNIT:

SEIU – Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

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

- Assist the Traffic Signal Supervisor in the supervision of subordinate employees, the day-to-day planning, assigning, scheduling, reviewing and operational logistics; participate in employee performance evaluations and employee disciplinary matters.
- Check, service, repair, and troubleshoot controllers and other components of traffic signal systems for proper operation; check and repair intersection and sign lighting, test and replace traffic signal lamps, and conduct variety of other electrical repairs and installations; check traffic signal controllers to insure correct timing and operation, make minor adjustments and repairs, or replace controller when necessary; pour and finish concrete bases for traffic signals.
- Assist with plan check reviews, construction inspection, submittal review, the preparation and submittal of periodic reports, the maintenance of files, manuals and inventory of traffic signal equipment and parts.
- Prepare, review, and process documents, timesheets, and equipment logs; represent the department at meetings or conferences.

- Provide on-site guidance and direction, technical support, training, and instruct personnel in safe working habits, and the proper techniques of repair and maintenance of a variety of traffic control devices.
- Assist the Traffic Signal Supervisor with the conduction of a variety of electrical repairs and installations.

RECRUITING GUIDELINES:

Experience: Three years of performing traffic signal systems maintenance.

Knowledge of: The principles of electrical circuitry and electronics as they relate to traffic signal and lighting equipment; the tools, materials, standards, specifications and methods used in installing and maintaining traffic signal equipment; state and other standards governing placement of traffic signals, signs, and street lighting; safety practices and procedures.

Ability to: Understand traffic lighting installation plans and specifications and inspect construction projects for compliance; use computers and software programs; maintain detailed inventory records and prepare reports; train others in the operation, repair, and maintenance of traffic signal equipment; establish and maintain effective working relationships; work after hours and on weekends on emergency repairs.

OTHER REQUIREMENTS:

License: Possession of a valid Class B California Driver's License or obtain within six months from date of hire.

Physical Requirements: Ability to lift 75 pounds and work at heights of at least 45 feet.

For those positions designated by the Department of Transportation (DOT) as safety-sensitive, applicants are required to complete a DOT mandated alcohol and drug-screening. (A positive test or refusal to test during the past two years will disqualify an applicant from consideration for County employment). Reference checks from former DOT regulated employers are also required. Applicants must submit a Department of Motor Vehicles (DMV) driving record prior to hire.

Employees in safety-sensitive positions are subject to DOT alcohol/drug testing in the following situations: random, reasonable suspicion/cause, return-to-duty, and post-accident.

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.