

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



**ITEM: 3.11
(ID # 17222)**

MEETING DATE:

Tuesday, September 21, 2021

FROM : HUMAN RESOURCES AND Economic Development :

SUBJECT: HUMAN RESOURCES & ECONOMIC DEVELOPMENT: Classification & Compensation Recommendation to establish a new Special Districts Manager classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9220 submitted herewith, All Districts. [Total Cost \$27,616, 100% CSA Admin]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Special Districts Manager classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9220.

ACTION:Policy



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


Suzanne Holland, Director of Office of Economic Development 9/9/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9220 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: September 21, 2021
xc: EDA, HR

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	\$9,112	\$18,503	\$27,616	\$18,503
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: CSA Admin			Budget Adjustment: No	
			For Fiscal Year: 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Office of Economic Development is to elevate the economic position of the County, foster economic vitality, encourage business growth, build a positive business climate, preserve and enhance neighborhoods, improve the quality of life, and provide and promote cultural and learning opportunities for all.

At the request of the department, the Human Resource's Classification and Compensation Unit conducted a classification study on a special role currently filled as an Administrative Services Manager II. Throughout the years, the use of special district financing has continued to increase in order to support services and infrastructure improvements required by the rise in residential and commercial development. The department is currently implementing the new enhanced infrastructure financing district program, benefit assessment districts, as well as community facilities districts which help fund targeted development projects within a designated boundary. The formation and execution of these new and existing financing tools have created additional duties with the introduction of elevated expertise and increase in responsibilities for the incumbent. The purpose of the study was to review the duties and responsibilities required of the position and provide a recommendation on the appropriateness of the current classification. The results of the study found that the role focuses on formation and administration of various special districts, evaluating cash flows, monitoring and developing district budgets, and performing assessment engineering and tax levy administration functions. Upon further review, it was determined that the Administrative Services Manager II classification does not adequately capture the duties and responsibilities required of the position. A review of the county's current classifications found that the County of Riverside does not have a classification that appropriately captures the work required of the department. Therefore, it is recommended that the Board approve a new Special Districts Manager classification in order for the department to have a more appropriate classification that accurately reflects the role within the organization.

Classification Addition

Special Districts Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 458 (\$94,665 - \$136,420). Once the classification is established, one incumbent will be reclassified into the new classification.

Impact on Residents and Businesses

Approval of the recommended classification will allow the department to retain a skilled

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incumbent to administer this important program.

Additional Fiscal Information

The current fiscal year cost to reclassify the one incumbent into this new class is approximately \$9,112 and includes benefits. The ongoing cost is approximately \$18,503 and includes benefits.

The creation of the Special Districts Manager does not have a Net County Cost as this position would be funded by special districts administration fees.

Attachments:

- A. Resolution No. 440-9220
- B. Special Districts Manager Market/Pay Scale Data
- C. Special Districts Manager Classification


Meghan Hahn, Administrative Analyst 9/13/2021

Maxwell, Sue

From: cob@rivco.org
Sent: Monday, September 20, 2021 10:40 AM
To: COB; terri.vise@nhcare.org
Subject: Board comments web submission



First Name: Terri
Last Name: Vise
Address (Street, City and Zip): 4515 Garden City Lane, Corona, CA 92883
Phone: 951-316-7293
Email: terri.vise@nhcare.org
Agenda Date: 09/21/2021
Agenda Item # or Public Comment: Item 3.11 ID#17261
State your position below: Support

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 20210921. 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.

RESOLUTION NO. 440-9220

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on September 21, 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>
74318	+	Special Districts Manager	MRP 458

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

09.21.2021 3.11

/mh

09/09/2021

440 Resolutions\MH

External Market Survey Data

Classification Name: PAYSACLE MARKET

PayScale Research

Jurisdiction	Title	Job Code
Los Angeles County	Regional Managing Director	
Orange County	Regional Managing Director	
San Bernardino County	Regional Managing Director	
San Diego County	Regional Managing Director	
Ventura County	Regional Managing Director	

PayScale Mean:	
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PayScale Median:	
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Market Research

City of Oxnard	Special District Manager	1731
City of Lathrop	Special District Manager	
County of Lake	Special District Administrator	2006

County Mean:	
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County Median:	
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Riverside County	Administrative Services Manager II	74113
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Notes: *Riverside county Mkt - 50Th is \$56,766

**San Bernardino County Mrk-50th \$68,954.

SD: Multimedia Designer 61152.00-78956.80 (MP is 70054.40)

Run Date:

Riv Co Class Code:

Min Salary	Max Salary	Spread	Midpoint
\$90,614	\$137,504	51.75%	\$114,059.00
\$110,417	\$167,555	51.75%	\$138,986.00
\$102,054	\$154,864	51.75%	\$128,459.00
\$107,351	\$162,903	51.75%	\$135,127.00
\$98,556	\$149,558	51.75%	\$124,057.00
\$101,798	\$154,477	51.75%	
\$102,054	\$154,864	51.75%	

\$76,755	\$127,493	66.10%	Recommended Range
\$94,094	\$114,372	21.55%	Dollar difference from Mean:
\$102,672	\$124,776	21.53%	Percentage difference from Mean:

\$91,174	\$122,214	34.04%
\$94,094	\$124,776	32.61%

\$83,589	\$126,845	51.75%
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Date Prepared/Revised: DF

Survey Data

PayScale
\$114,059.00
\$138,986.00
\$128,459.00
\$135,127.00
\$124,057.00

Weighted Average			
Market	Min	Max	Weight
PayScale Mean	\$101,780.36	\$154,494.84	40%
County Mean	\$91,173.67	\$122,213.67	60%
Recommended Range	\$95,416.34	\$135,126.14	
Dollar difference from Mean:	\$11,827.38	\$8,281.50	
Percentage difference from Mean:	14.15%	6.53%	



SPECIAL DISTRICTS MANAGER

Class Code: 74318

COUNTY OF RIVERSIDE
Established Date: Sep 23, 2021
Revision Date: Sep 23, 2021

SALARY RANGE

\$45.51 - \$65.58 Hourly
\$7,887.92 - \$11,368.33 Monthly
\$94,665.00 - \$136,420.00 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, administers, and manages the formation of special districts; oversees the work of assigned staff, contractors or consultants; evaluates cash flows and monitors budgets; performs assessment engineering tasks and tax levy administration functions; performs other related duties as required.

The Special Districts Manager is a manager level classification and reports to an appropriate senior management level position. The Special District Manager is responsible for the overall coordination and establishment of formation, policies, practices, and procedures. Incumbents have detailed knowledge and a high level of discretion when making decisions. This classification is characterized by a high degree of independence in the application of operational responsibilities, and therefore requires a thorough and detailed knowledge of laws, procedures and regulations affecting all aspects of the assignment.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, coordinate, develop, manage, and administer formation of Special Districts; oversee the work of assigned staff and ensure compliance with agreements, contracts, laws, policies, ordinances, and regulations as they relate to the Special Districts; develop and refine administrative and operational procedures to improve efficiency.
- Review, analyze and implement federal, state and local regulations governing Community Facility Districts (CFD), County Service Areas (CSA), Assessment Districts (AD), Lighting, Landscaping and Maintenance Districts (LLMD), Business Improvement Districts (BID), and Enhanced Infrastructure Financing Districts (EIFD).

- Research, coordinate and establish the annual tax levy for multiple parcels and properties; establish fees for the services provided; determine and implement financing methodologies; manage parcel and property data; coordinate information audits.

- Supervise complex budgets; assist in issuing and administering special district debt; review developer requests and institute conditions of approval; ensure timely debt payments; monitor revenue, expenditures and accounts of the special districts; create detailed reports in addition to revenue and expense projections.

- Inspect parcels, properties and facilities as required.

- Establish and maintain working relationships with different departments, the community and state/local jurisdictions, organizations, agencies, and associations.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in public or business administration, urban studies, earth science, engineering, or a closely related field. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Four years of professional experience, which includes management of a major program that involves program development, infrastructure construction and planning, budget administration, development and fiscal planning, or a closely related field.

Knowledge of: Principles, practices, techniques, and methods of district administration and operation, including administrative analysis, fiscal planning, debt administration, and policy and program development; principles and practices of budget development, administration and analysis; local, federal and state laws, rules, regulations, ordinances, policies, and procedures relating to Special District development and management; principles, techniques and practices of effective project administration; research and statistical methods; annual levy and parcel assessments.

Ability to: Plan, direct and coordinate work as it relates to Special District development and formation; interpret, apply and explain complex laws, rules, regulations, ordinances, policies, and procedures; establish and maintain effective working relationships; coordinate project activities with staff, management, contractors, consultants, Board Members, and outside entities or agencies; prepare recommendations and reports; apply the principles, practices and methods of strategic planning; gather and maintain data and information; communicate clearly and effectively through various means.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License.

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.