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



ITEM: 3.10 (ID # 17021)

MEETING DATE:

Tuesday, October 05, 2021

FROM: HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approval of the Side Letter Agreement between the County of Riverside and Laborers International Union of North America, Local 777; Classification and Compensation Recommendation for salary adjustments for Sheriff's, Fire, and District Attorney Dispatch classifications; amend Board Policy C-26: Hiring/Retention Bonus Program; and amend Ordinance No. 440 pursuant to Resolution No. 440-9217 submitted herewith; All Districts. [\$1,633,978, 71% Departmental Budgets, 29% NCC]

RECOMMENDED MOTION: That the Board of Supervisors:

- 1. Approve the Side Letter Agreement between the County of Riverside and Laborers International Union of North America, Local 777 (Attachment 1);
- 2. Approve the recommendation to adjust the salaries of the Sheriff's 911 Communications Officer series, Fire Communications Dispatcher series, and District Attorney Public Safety Dispatcher classification;
- 3. Approve the recommendation to create a Sheriff's 911 Call Taker and the Fire Call Taker classification;
- 4. Approve the revisions to Board Policy C-26: Hiring/Recruitment Bonus Program; and,
- 5. Amend Ordinance No. 440 pursuant to Resolution No. 440-9217.

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ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9217 is adopted as recommended.

Ayes:

Jeffries, Spiegel, Washington, Perez and Hewitt

Nays:

None

Absent:

None

Date:

October 5, 2021

XC:

HR

3.10

Kecia R. Harper

By:

Clerk of the Board

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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	\$ 710,755	\$ 923,223	\$ 1,633,978	\$ 923,223
NET COUNTY COST	\$ 205,632	\$ 267,102	\$ 472,734	\$ 267,102
SOURCE OF FUNDS	3: Department Budg	gets 71%; NCC 29%	Budget Adjus	tment: No
			For Fiscal Yea	r: 21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

<u>Summary</u>

The County of Riverside employs approximately 200 full time Emergency Service Dispatchers between the Sheriff's Department, Fire Department, and District Attorney's Office. Of those 200 Emergency Service Dispatchers, approximately 75% are represented by the Laborers International Union of North America, Local 777 (LIUNA). The County and LIUNA have been engaged in Side-Letter negotiations since July 2020 regarding several monetary items to aid in the recruitment and retention of Emergency Service Dispatchers in the County. The County and LIUNA reached mutual agreement on the recommended Emergency Services Dispatcher classification and salary adjustments in July of 2021. A summary of the agreement can be found below:

Dispatch Classification Internal Equity -

The Dispatch classifications utilized within the Sheriff's Department, Fire Department, and District Attorney's Office have dissimilar salary ranges at various levels throughout their respective Dispatch classification series. The Human Resources Department is recommending benchmarking the salaries between the three departments for internal equity.

Salary Market Adjustments -

The Dispatcher series is approximately 16% below market at the minimum of the salary ranges when compared to the surrounding market. The comparable jurisdictions utilized in the salary survey include Los Angeles County, Orange County, San Diego County, San Bernardino County, and Ventura County. Incumbents who fall below the new minimum upon implementation will be brought up to the new minimum.

Salary Adjustments:

Sheriff's 911 Communication Officer I: It is recommended to adjust the salary plan/grade from LIU 391 (\$40,909 - \$67,399) to salary plan/grade LIU 528 (\$47,454 - \$67,399).

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Sheriff's 911 Communications Officer II: It is recommended to adjust the salary plan/grade from LIU 516 (\$46,842 - \$77,200) to salary plan/grade LIU 624 (\$54,337 - \$77,200).

Sheriff's 911 Communications Officer II A: It is recommended to adjust the salary plan/grade from LIU 560 (\$49,695 - \$81,901) to salary plan/grade LIU 660 (\$57,646 - \$81,901).

Sheriff's 911 Communications Officer II B: It is recommended to adjust the salary plan/grade from LIU 592 (\$52,146 - \$85,940) to salary plan/grade LIU 694 (\$60,489 - \$85,940).

Fire Communications Dispatcher I: It is recommended to adjust the salary plan/grade from LIU 392 (\$40,915 - \$67,399) to salary plan/grade LIU 528 (\$47,454 - \$67,399).

Fire Communications Dispatcher II: It is recommended to adjust the salary plan/grade from LIU 518 (\$46,879 - \$77,195) to salary plan/grade LIU 624 (\$54,337 - \$77,200). **District Attorney Public Safety Dispatcher:** It is recommended to adjust the salary plan/grade from LIU 533 (\$47,712 - \$74,528) to salary plan/grade LIU 624 (\$54,337 - \$77,200).

Increases to Peace Officer Standards and Training Pay (POST) -

The County is recommending premiums in the following amounts:

- 4% for Basic POST Certification (currently 0%).
- 7% for Intermediate POST Certification (currently 6%).
- 12% for Advanced POST Certification (currently 11%).

District Attorney Public Safety Dispatchers would also be eligible for POST Pay.

Increases to POST Pay would be paid as a differential on all hours actually worked. For example, Dispatchers who currently receive advanced POST via the "B" designated classifications, will receive an additional 1% via differential [11% in base pay (current amount), plus 1% new differential, for a total of 12% POST Premium].

EMD/EFD Certification Pay (Fire) -

The County is recommending premiums for Fire Dispatch Certification Pay in equivalent amounts to POST Pay (4%/7%/12%), paid as a differential for all hours actually worked. Fire Dispatch Certification is not structured with various certification levels such as Basic, Intermediate, and Advanced POST, therefore, an equivalency matrix was developed mirroring that of P.O.S.T. to advance incumbents to the next tier of pay upon furnishing proof of qualifying education, experience, and training hours to meet the requirements as similarly outlined by the P.O.S.T. Commission.

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a. The addition of Fire Dispatcher Certification Pay is being offered in exchange for the withdrawal of the Fire Safety Dispatch grievance L1920-001 between the County and LIUNA.

Creation of a Call Taker classification for the Sheriff's Department and Fire Department -

The Human Resources Department recommends creating a Call Taker classification to assist with the workload demands of the Dispatch Units and to also assist in recruitment and retention efforts. The Call Taker classification would be responsible for receiving and routing emergency calls from the public and not functioning as a radio dispatcher to emergency responders in the field. This classification would be eligible for the POST/Fire Dispatch differentials.

Classification Additions:

Sheriff's 911 Call Taker: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 528 (\$47,454 - \$67,399).

Fire Communications Call Taker: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 528 (\$47,454 - \$67,399).

Removal of Dispatch Series from Board Policy C-26: Hiring/Retention Bonus Program -

In lieu of the salary adjustments presented above, LIUNA Sheriff's Dispatch classifications shall no longer be eligible for payments made under Board Policy C-26: Hiring/Retention Bonus Program.

All of the above items shall become effective the start of the first full pay period following Board approval.

ATTACHMENTS:

ATTACHMENT 1 – Fully Executed Side Letter between COR and LIUNA

ATTACHMENT 2 – Dispatch Market Workbook

ATTACHMENT 3 - Fire Certification Matrix

ATTACHMENT 4 - Fire Certification Courses

ATTACHMENT 5 - Fire Call Taker Job Description

ATTACHMENT 6 - Sheriff's 911 Call Taker Job Description

ATTACHMENT 7 – Board Policy C-26: Hiring/Retention Bonus Program track changes

ATTACHMENT 8 - Board Policy C-26: Hiring/Retention Bonus Program clean

ATTACHMENT 9 - Resolution No. 440-9217

SIDE LETTER TO THE

2020-2024

MEMORANDUM OF UNDERSTANDING ("MOU")

BETWEEN

THE COUNTY OF RIVERSIDE ("County")

AND

LABORERS INTERNATIONAL UNION OF NORTH AMERICA, LOCAL 777 ("LIUNA")

The parties hereto agree to amend Article IV, <u>Workweek, Overtime and Premium Pay</u>, Section 3, <u>Premium Pay</u>, of the 2020-2024 MOU between LIUNA and the County as follows:

H. <u>Communications Training Officer ("CTO")</u> Differential

1. Differentials:

- a. A Fire Communications Call Taker, Fire Communications Dispatcher, Sheriff's 911 Call Taker, or Sheriff's 911 Communications Officer shall receive a 5.5% increase at the start of the next pay period following the presentation of proof by the employee of successful completion of the Public Safety Answering Point (PSAP) and radio training. If the salary range is unable to accommodate the Increase, incumbents shall be placed at the maximum rate of the salary range.
- b. A Fire Communications Call Taker, Fire Communications Dispatcher, Sheriff's 911 Call Taker, or Sheriff's 911 Communications Officer who is being compensated at less than the top of the salary range shall receive a 2.71% increase at the start of the next pay period following the employee's presentation of proof of a Commission on POST Public Safety Dispatcher's Certificate or Emergency Fire Dispatcher/Emergency Medical Dispatcher Certificate. If the salary range is unable to accommodate the increase, incumbents shall be placed at the maximum rate of the salary range.
- c. A Fire Communications Call Taker, Fire Communications Dispatcher, Sheriff's 911 Call Taker, or Sheriff's 911 Communications Officer who is being compensated at less than the top of the salary plan/grade, and has been selected and trained as a trainer, shall receive a 2.71% increase at the start of the next pay period following the successful completion of such training. If the salary range is unable to accommodate the increase, incumbents

shall be placed at the maximum rate of the salary range. Such employee shall also receive fifty cents (\$0.50) per hour worked for each hour in which he/she is actually engaged in training other Fire Communications Call Takers, Fire Communications Dispatchers, Sheriff's 911 Call Takers, or Sheriff's 911 Communications Officers.

d. It is not the intent of this agreement to change the anniversary date for future salary increases granted by the appointing authority.

2. <u>Selection of Communications Training Officer (CTO) (Fire and Sheriff Departments)</u>

- a. Sheriff's 911 Call Taker or Sheriff's 911 Communications Officer II with a current POST Certificate or a Fire Communications Call Taker or Fire Communications Dispatcher II with a current EMD/EFD Certificate.
- b. CTO candidates must have good attendance, communication skills, inter-personal skills, writing skills and the ability for self-initiated activity. CTO candidates must possess dispatch operational knowledge and overall knowledge of Department Policy and Procedures.
- c. CTO candidate's skills and performance will be reviewed by a 3-member panel prior to appointment. For the Fire Department, the panel will consist of the Emergency Command Center ("ECC") Supervisor, a Senior Fire Communications Dispatcher and the ECC Battalion Chief. For the Sheriff's Department, the panel will consist of two (2) Communications Supervisors and a current CTO. Candidates will participate in an oral evaluation conducted by the panel. The oral evaluation will include an interview and a short oral presentation on any training issue.
- d. Candidates must submit an application to the Dispatch Training Unit through the chain of command.
- e. Performance evaluations must reflect a "Meets Standards" and/or above ratings. Once CTO status is conferred, a "Meets Standards" and/or "Exceeds Standards" rating must be maintained.
- f. Applicant must attend a POST CTO Academy within a year during their assignment and successfully complete it. This requirement does not apply to the Fire Department.
- g. Applicant must maintain a "Satisfactory" rating on evaluations by the Sheriff's Dispatch Training Unit, given every six (6) months. For the Fire Department, applicants must maintain a "Satisfactory" rating on the annual performance evaluation.
- h. Approval by Commander or designee.

3. <u>De-Selection of Communications Training Officer</u>

a. CTO may elect to temporarily or permanently be removed as a CTO.
 Memo must be submitted by CTO to the Dispatch Training Unit via chain of command.

At any time a CTO may be de-selected or removed from the CTO program for any of the following reasons.

b. Factors that lead to de-selection or removal of CTO

- 1. Communication Skills.
 - a. Numerous grammatical errors in evaluation.
 - b. Verbally confrontational with co-workers, trainees, supervision.
 - Negative presentation towards the Department or policy/procedures.
- 2. Relationship with others.
 - Lack of enthusiasm towards training.
 - Negative or unprofessional interaction, directly or perceived, with trainee, co-workers, or supervision; i.e. gossip, overly defensive or immature degrading remarks toward another.
 - c. Unable to work as a team player.
- Judgment.
 - Decisions, which are not sound and unable to defend.
 - b. Unable to satisfactorily carry out oral or written instruction.
 - c. Unable to grasp an overall understanding of Department policy/procedure.
 - Breach of confidentiality.
 - e. Unable to recognize the difference between personal and professional conduct.
- 4. Participation.

- Unwillingness to accept and complete at least one assignment as a CTO in a twelve-month period.
- 2. Excessive absences, leave of absence or abusive sick leave that will make the CTO unavailable to train.

5. Evaluation Ratings.

- Failure to maintain a "Meets Standards" rating on the annual performance evaluation.
- b. Failure to maintain a "Satisfactory" rating on Dispatch Training Unit Evaluation.
 - If an unsatisfactory evaluation is received from the Training Unit, the CTO would then be placed on a three (3) month probationary period with interim evaluations. The first interim evaluation will be received within forty-five (45) days. A second interim evaluation will be received at ninety (90) days*. At the end of 90 days the CTO will be removed from probationary status as a CTO or will be recommended for removal from the CTO program.
 - *This is based on CTO actively training or time can be extended.

Professionalism.

- a. If a CTO is the subject of a Personnel Investigation (PERS), by the Department, the CTO's duties will be suspended upon approval of the Commander.
- Any CTO is subject to immediate removal based on any violation of Department General Orders and/or County Policy and Procedures, that are hazardous or severely detrimental to the well-being of the trainee; i.e. sexual harassment, hostile work environment, etc.
- The Commander will have final review of any appointment or rejection of candidates and the de-selection of current CTO's.

Education Pay for Peace Officer Standards and Training (P.O.S.T.) Certification

Employees in the classifications of Sheriff's 911 Call Taker, Sheriff's 911
Communications Officer I, or District Attorney Public Safety Dispatcher who
possess a valid Basic, Intermediate, or Advanced P.O.S.T. certification

shall receive an hourly differential for all hours actually worked as follows:

- a. Basic P.O.S.T. Certification equal to four percent (4%) of the employee's base hourly rate of pay paid as a differential
- b. Intermediate P.O.S.T. Certification equal to seven percent (7%) of the employee's base hourly rate of pay paid as a differential
- Advanced P.O.S.T. Certification equal to twelve percent (12%) of the employee's base hourly rate of pay paid as a differential.

The pay shall be provided the first full pay period following acquisition of the P.O.S.T. Certification. In addition, to remain eligible for the P.O.S.T. Certification pay the employee must maintain certification. In the event an employee does not recertify, the pay shall cease effective the first day of the pay period following expiration of the certification.

Employees in the classification of Sheriff 911 Communications Officer II who possess a valid Intermediate Certificate, but not an Advanced Certificate, issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated at a rate which is six percent (6%) higher than the base hourly rate of pay the employee was receiving prior to certification. If they possess a valid Advanced Certificate issued to them by said Commission, whether or not they possess the Intermediate Certificate, they shall be compensated at a rate which is eleven percent (11%) higher than the base hourly rate of pay the employee was receiving prior to certification.

The applicable rate for possession of the Intermediate Certificate shall be indicated in the Table and Index by the letter "A" following the class title, and for the Advanced Certificate, by the letter "B", each with an appropriate code number, but in the departmental sections the basic position code number and class title shall be deemed to include positions occupied by incumbents possessing either of said certificates.

- a. Employees in the classification of Sheriff 911 Communications Officer II who possess a valid Basic, Intermediate, or Advanced Certificate, shall receive an hourly differential for all hours actually worked as follows:
 - (a) Basic P.O.S.T. Certification equal to four percent (4%) of the employee's base hourly rate of pay paid as a differential
 - (b) Intermediate P.O.S.T. Certification an additional one percent (1%) of the employee's base hourly rate of pay paid as a differential
 - (c) Advanced P.O.S.T. Certification an additional one percent (1%) of the employee's base hourly rate of pay paid as a differential

The pay shall be provided the first full pay period following acquisition of the P.O.S.T. Certification. In addition, to remain eligible for the P.O.S.T. Certification pay the employee must maintain certification. In the event an

employee does not recertify, the pay shall cease effective the first day of the pay period following expiration of the certification.

Effective the start of the first full Pay Period following Board approval, in exchange for the P.O.S.T. Pay increases contemplated above, the Sheriff's Communication Officer Series shall no longer be eligible for payments pursuant to the Board of Supervisors Policy C-26 – Hiring/Retention Bonus Program. Employees who have remaining eligibility for payments under Board Policy C-26 shall be granted a final payment on a pro rata basis from the last payment date at the appropriate rate for the current period and no further payments.

- J. <u>Education Pay for Fire Call Dispatcher (FCD) Certification.</u> Employees in the classifications of Fire Communications Call Taker, Fire Communications Dispatcher I, or Fire Communications Dispatcher II who possess a valid FCD certification shall receive an hourly differential for all hours actually worked as follows:
 - a. Basic FCD Certification equal to four percent (4%) of the employee's base hourly rate of pay paid as a differential
 - b. Intermediate FCD Certification equal to seven percent (7%) of the employee's base hourly rate of pay paid as a differential
 - c. Advanced FCD Certification equal to twelve percent (12%) of the employee's base hourly rate of pay paid as a differential.

The pay shall be provided the first full pay period following acquisition of the FCD Certification. In addition, to remain eligible for the FCD Certification pay the employee must maintain certification. In the event an employee does not recertify, the pay shall cease effective the first day of the pay period following expiration of the certification.

Basic, Intermediate, and Advanced FCD Certification shall be established using an equivalency matrix with comparable education, years of experience, and training credits to that established under P.O.S.T.

The terms of this Side Letter shall be incorporated into the successor MOU between the County and LIUNA unless otherwise negotiated. In the event a successor MOU is not achieved, the terms of this Side Letter shall remain effective. All other terms and conditions of the MOU between the County and LIUNA remain unchanged by this Side Letter.

The terms of this Side Letter shall become effective the start of the first full pay period following signature by both parties and Board approval.

Brenda L. Diederichs

Asst. County Executive Officer/

Human Resources Director

County of Riverside

Victor Gordo

Business Manager

LIUNA Local 777

.

7/15/21

Date

External Market Survey Data

Sheriff's 911 Communications Officer II

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	
Los Angeles County	Public Response Dispatcher II	2451	\$55,739	\$73,107	31.16%	
Orange County	Radio Dispatcher	0695GE	\$61,693	\$83,179	34.83%	
San Bernardino County	Sheriff's Communications Dispatcher II	19479	\$48,859	\$67,246	37.63%	
San Diego County	Sheriff's Emergency Services Dispatcher	002822	\$54,600	\$73,986	35.50%	
Ventura County	Sheriff's Technical Communication Specialist II	1032	\$62,414	\$87,379	40.00%	
	County Mean:		\$56,661	\$76,979	35.86%	
	County Median:		\$55,739	\$73,986	32.74%	
Riverside County	Sheriff's 911 Communications Officer	13797	\$46,842	\$75,686	61.58%	
	Dollar difference	from Mean:	-\$9,819	-\$1,293		*
	Percentage difference	from mean:	-17.33%	-1.68%		
	Dollar difference f	rom median:	-\$8,897	\$1,700		
	Percentage difference f	rom median:	-15.96%	2.30%		

Riv Co Class Code: 13797

Notes:

Run Date: 7/8/2019 Date Prepared/Revised: 2/27/2020 By: CLASS&COMP

External Market Survey Data

Sheriff's Communications Supervisor

Jurisdiction Title Job Code Min Salary Max Salary **Spread** Supervising Public Response Dispatcher Los Angeles County 2453 \$62,134 \$81,481 31.14% Supervising Radio Dispatcher **Orange County** 0696SM \$70,658 \$95,222 34.77% San Bernardino County Sheriff's Supervising Communications Dispatcher 19489 \$57,990 \$79,706 37.45% San Diego County Supervising Sheriff's Emergency Services Dispatcher 002823 \$75,670 \$92,955 22.84% Supervising Sheriff's Technical Communications Specialist Ventura County 01033 \$79.570 40.02% \$111,410 County Mean: \$69,204 \$92,155 33.16% County Median: \$70,658 \$92,955 31.56% **Riverside County Sheriff Communications Supervisor** 13809 \$59,564 \$104,112 74.79% Dollar difference from Mean: -\$9,640 \$11,957 Percentage difference from mean: -13.93% 12.98% Dollar difference from median: -\$11,094 \$11,157 Percentage difference from median: -15.70% 12.00%

Riv Co Class Code: 13809

Notes:

Run Date: 7/8/2019 Date Prepared/Revised: 3/4/2020 By: CLASS&COMP

=xternal Market Survey Data

Fire Dispatcher I

Jurisdiction Title Job Code Min Salary **Max Salary Spread** Los Angeles County Fire Dispatcher I 2432 \$59,476 \$45,351 31.15% Orange County Fire Authority No comparable classification **Orange County** Radio Dispatcher Trainee 693 \$51.043 \$68,786 34.76% San Bernardino County **Emergency Services Dispatcher Trainee (FD)** 44816 \$39,645 \$53,082 33.89% San Diego County Sheriff's Emergency Services Dispatcher Trainee 2820 \$45,282 \$45,282 0.00% Ventura County Public Safety Dispatcher I 1958 \$59,642 \$83,500 40.00% County Mean: \$48,193 \$62,025 28.70% County Median: \$45,351 \$59,476 31.15% **Riverside County** Fire Dispatcher I 13806 \$40.915 \$66,077 61.50% Dollar difference from Mean: -\$7,278 \$4,052 -15.10% Percentage difference from mean: 6.53%

Dollar difference from median:

Percentage difference from median:

Notes: San Diego County: Sheriff's HR Director confirmed that Sheriff's Emergency Services Dispatcher provide dispatching for Sheriff's, Fire, and Medical.

-\$4,436

-9.78%

Run Date:

Date Prepared/Revised: 3/3/2020

\$6,601

11.10%

By: DP

Riv Co Class Code: 13806

External Market Survey Data

Fire Communications Dispatcher II

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	
Los Angeles County	Fire Dispatcher II	2433	\$53,317	\$69,931	31.16%	
Orange County Fire Authority	Fire Communications Dispatcher	1210	\$60,112	\$81,016	34.78%	
Orange County	Radio Dispatcher	695	\$61,693	\$83,179	34.83%	
San Bernardino County	Emergency Services Dispatcher (FD)	44813	\$45,802	\$62,899	37.33%	
San Diego County	Sheriff's Emergency Services Dispatcher	2822	\$54,600	\$73,986	35.51%	
Ventura County	Public Safety Dispatcher II	1957	\$62,552	\$87,572	40.00%	
	County Mean:		\$56,346	\$76,431	35.64%	
	County Median:		\$57,356	\$77,501	35.12%	
Riverside County	Fire Communications Dispatcher II	13807	\$46,879	\$75,682	61.44%	

	Dollar di	fference from Mean	-\$9,467	-\$749		
	Percentage di	fference from mean	-16.80%	-0.98%		
	Dollar diffe	erence from median	-\$10,477	-\$1,819		
	Percentage diffe	erence from median	-18.27%	-2.35%		

Notes: Orange County Fire Authority was used as a comparable becuase they are a large public agency and have a market comparable in the Orange County region.

San Diego County: Sheriff's HR Director confirmed that Sheriff's Emergency Services Dispatcher provide dispatching for Sheriff's, Fire, and Medical.

Run Date:

Date Prepared/Revised: 3/2/2020

By: DP

Riv Co Class Code: 13807

External Market Survey Data

Fire Communications Supervisor

Riv Co Class Code: 13804

Jurisdiction	Title	lah Cada	Min Colom	Man Calam	Connect	
Los Angeles County	Head Fire Dispatcher	Job Code	Min Salary	Max Salary	Spread	
		2437	\$65,591	\$86,020	31.15%	
Orange County Fire Authority	Senior Fire Communications Supervisor	1230	\$74,510	\$100,547	34.94%	
Orange County	Supervising Radio Dispatcher	696	\$70,658	\$95,222	34.76%	
San Bernardino County	Emergency Services Officer (FD)	44809	\$58,989	\$75,504	28.00%	
San Diego County	Supervising Sheriff's Emergency Services Dispatcher	2823	\$75,670	\$92,955	22.84%	
Ventura County	Supervisor - Public Safety Dispatcher	1956	\$79,878	\$111,842	40.02%	
	County Mean:		\$70,883	\$93,682	32.16%	
	County Median:		\$72,584	\$94,089	29.63%	
Riverside County	Fire Communications Supervisor	13804	\$52,230	\$86,852	66.29%	
	Dollar diffe	erence from Mean:	-\$18,653	-\$6,830		
	Percentage diffe	erence from mean:	-26.31%	-7.29%		
	Dollar differ	ence from median:	-\$20,354	-\$7,237		
	Percentage differ	ence from median:	-28.04%	-7.69%		

Notes: Orange County Fire Authority was used as a comparable becuase they are a large public agency and have a market comparable in the Orange County region. San Diego County: Sheriff's HR Director confirmed that Sheriff's Emergency Services Dispatcher provide dispatching for Sheriff's, Fire, and Medical.

Run Date: Date Prepared/Revised: 3/3/2020 By: DP

Requirements for Basic, Intermediate, and Advanced Fire Call Dispatcher Certificates

Remember, not all classes you may have taken are necessarily Fire Call Dispatcher (FCD) approved courses. Riverside County Fire Department is a California recognized training agency and authority for creating and maintaining FCD related curriculum resides with the Riverside County Fire Chief. Eligible courses for FCD Certification can be found on page 3 of this document.

20 FCD training hours = 1 FCD training point

Excess education points may be applied towards the FCD training points on the basis of 1 semester unit = 1 FCD training point

To convert quarter units into semester units use the following formula: # of quarter units, times 2, divided by 3 = # of semester units

BASIC FCD Certificates:

A Riverside County Fire BASIC FCD Certificate will be issued to employees successfully completing International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatcher and Emergency Fire Dispatcher training courses, obtaining the associated certifications, and successfully completing Riverside County Fire Call Taker certification. Continuing education and certifications must be maintained.

INTERMEDIATE FCD Certificates:

To be eligible, you must already possess the Riverside County Fire BASIC FCD certificate, Riverside County Fire Radio Qualified dispatcher certificate, and meet one of the combinations of education points, years of service, and FCD training points listed below.

Degree or Education Point	<u>S</u>	Years of Service	FCD Train	ing Points
Bachelor Degree	and	3 years	plus	0
Associate Degree	and	5 years	plus	0
45 Education Points	and	5 years	plus	12
30 Education Points	and	7 years	plus	11
15 Education Points	and	9 years	plus	10

ADVANCED FCD Certificates:

To be eligible, you must already possess or be eligible to possess; Riverside County Fire BASIC FCD and Riverside County Fire INTERMEDIATE FCD certificates, Riverside County Fire Communications Training Officer certificate, International Academies of Emergency Dispatch (IAED) Emergency Dispatcher – Q certificate, successfully complete the Riverside County Fire ADVANCED FCD certification, and meet one of the combinations of education points, years of service, and FCD training points listed below.

Degree or Education Point	S	Years of Service	FCD Trainin	g Points
Master Degree	and	5 years	plus	0
Bachelor Degree	and	7 years	plus	0
Associate Degree	and	9 years	plus	0
45 Education Points	and	9 years	plus	12
30 Education Points	and	11 years	plus	11

	FII	RE CALL	DISPATCHE	R CERTIFICATION - EM	ERGENCY CON	MAND CENTER		
Employee Name:								
Course	100			Participant Time Frame	es		Prerequisites	Notes
Title		Hours	Location	When	Requirement		BASIC FCD RADIO DISPATCHER	

INTERMEDIATE FCD CERTIFICATION

Riverside County Fire Radio Qualified Dispatcher	160	en en				
Hazmat First Responder Awareness	4					
Introduction to ICS I-100	2					
Basic ICS I-200	4				I-100	
Intermediate ICS I-300	24				ICS 100, 200, IS 700, 800	
IS 700	3.5					
IS 800	3				IS 700	
Dispatch Recorder C-110	40		-			
Support Dispatcher C-310	40				IADP, EDRC, ROSR, ICS 300	
Aircraft Dispatcher D-312	36				EDRC	
Basic WDLND Fire Orient S-110	0.15					
Incident Comm Tech S-258	32				ICS 200, S-110	
Hired Equipment Management System	4					
Customer Service	8					
Complacency/Critical Thinking	8					
Coping with stress	8					
Individual Crisis Intervention	16					
Group Criisis Intervention	16					
Suicide Prevention/Intervention	16			-		
Advanced Individual Intervention	16				Assisting Individ Crisis	
National Emerg Number Assoc courses	Varies					
CA. National Emerg Number Assoc courses	Varies					
Emergency Medical Technician	170			31		
Public Safety First Aid	5					

	FIRE CALL DI	SPATCHER (CERTIFICATION	- EMERGENCY	COMMAND CENTE	R		
Employee Name:								
Course	Participant Tin	ne Frames	Prerequisites	Note	25			
						BASIC FCD INTERMEDIATE FCD		
Title	Hours	Location	When	Requirement	Frequency	ED-Q FCD COURSE CERT	ADV	

ADVANCED FCD CERTIFICATION

Computer Aided Dispatch Administrator	40					
Comm Unit Leader S-358	24				S-358, ICS 300	
Instructor 1	40					
Instructor 2	40				Instructor 1	
Instructor 3	40	a			Instructor 1, 2	
Supervision Level 1	40					
Supervision Level 2	40			¥		
Leadership	8					
National Emerg Number Assoc courses	Varies					
CA. National Emerg Number Assoc courses	Varies					
Resource Order Sys of Records for Mngr	24					~
Emergency Medical Tech - Paramedic	1090		X		EMT Basic, CPR	

Subject:	Policy <u>Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	1 of 3

Policy:

The purpose of this policy is to provide competitive compensation to incumbents in county-approved classes by adding a Hire/Retention Bonus designed to approximately offset the cost of the employee's contribution portion (8% of base pay) to the county CalPERS retirement plan during the first five years of county employment. This policy administratively amends Policy C-26 "Hiring/Retention Bonus for Children's Services Social Workers" (Minute Order 3.23 of 06/07/2005).

ELIGIBILITY:

- 1. All newly hired incumbents and all current employees in approved classes specified below, subject to any meet and confer obligations, who have less than 10,400 hours (approximately 60 months) Riverside County service time are eligible to participate in this program.
- Current employees with less than 10,400 hours (approximately 60 months) of service will be eligible for the remaining payments in the amounts and at intervals shown in the table below. No pro-ration is intended or authorized. New county employees will be eligible to participate in the full payment schedule or until the program is cancelled, whichever occurs first.
- 3. Eligible Classifications:

<u>Level One</u>: Correctional Cook, Correctional Baker, Correctional Senior Food Service Worker and Children's Social Services Worker Series

<u>Level Two</u>: Sheriff 911 Communications Officer Class Series Senior Sheriff's 911 Communication Officer and Sheriff's Communications Supervisor Series

BONUS LEVELS:

LEVEL ONE PAYMENT SCHEDULE:

	<u>AMOUNT</u>
WHEN PAYMENT IS MADE	PAID
Upon Hire	\$500
1,040 hours of service (approximately six months)	\$500
2,080 hours of service (approximately 12 months)	\$1,000
4,160 hours of service (approximately 24 months)	\$2,000
6,240 hours of service (approximately 36 months)	\$2,000
8,320 hours of service (approximately 48 months)	\$2,000
10,400 hours of service (approximately 60 months)	\$2,000

Subject:	Policy <u>Number</u> <u>Pac</u>	
HIRING/RETENTION BONUS PROGRAM	C-26	2 of 3
Maximum Payout	\$10,000	

LEVEL TWO PAYMENT SCHEDULE:

	<u>AMOUNT</u>
WHEN PAYMENT IS MADE	PAID
Upon Hire	\$800
1,040 hours of service (approximately six months)	\$800
2,080 hours of service (approximately 12 months)	\$1,600
4,160 hours of service (approximately 24 months)	\$3,200
6,240 hours of service (approximately 36 months)	\$3,200
8,320 hours of service (approximately 48 months)	\$3,200
10,400 hours of service (approximately 60 months)	\$3,200
Maximum Payout	\$16,000

LOSS OF ELIGIBILITY:

- 1. Eligibility for participation in this program is forfeited if the employee voluntarily terminates or is involuntarily terminated (other than lay off) prior to any payment date. No additional payment will be granted after a termination date.
- 2. If the employee is laid off from the position or if the Hire/Retention Bonus Program is cancelled by the county the next payment will be granted on a pro rata basis from the last payment date at the appropriate rate for that current period.
- 3. If the employee changes work assignments into a position that is not eligible for the program, the next payment will be granted on a pro rata basis at the appropriate rate for the period prior to transfer.
- 4. An employee is not eligible if the employee has completed more than 10,400 hours (approximately 60 months) working for Riverside County from the date of initial employment or reemployment, or is not required to pay the employee portion of the retirement plan for any reason (such as prior employment with another county).
- 5. Any employee on any type of leave of absence away from work for a period exceeding one month will have that time added to the period between payment dates.
- 6. The maximum payment grant allowed to be made to any employee is approximately 8% of pay.

Subject: Policy
Number Page

HIRING/RETENTION BONUS PROGRAM C-26 3 of 3

ADMINISTRATIVE RESPONSIBILITY:

Administrative responsibility is granted to the Human Resources Director for each of the following:

- 1. Any or all sections of this policy or any personnel related supplements may be published, amended or discontinued.
- 2. To discontinue the use of the Hire/Retention Bonus.
- 3. The Hire/Retention Bonus program will be discontinued if the Board of Supervisors grants a retirement "pick-up" program similar to other counties.

REFERENCE:

Minute Order 3.52 of 08/24/99 Minute Order 3.23 of 06/07/05 HR Administrative Amendment 6/01/06

Subject:	Policy <u>Number </u>	
HIRING/RETENTION BONUS PROGRAM	C-26	1 of 3

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<u>Level One</u>: Correctional Cook, Correctional Baker, Correctional Senior Food Service Worker and Children's Social Services Worker Series

<u>Level Two</u>: Senior Sheriff's 911 Communication Officer and Sheriff's Communications Supervisor Series

BONUS LEVELS:

LEVEL ONE PAYMENT SCHEDULE:

	AMOUNT
WHEN PAYMENT IS MADE	PAID
Upon Hire	\$500
1,040 hours of service (approximately six months)	\$500
2,080 hours of service (approximately 12 months)	\$1,000
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Subject:	Policy <u>Number Page</u>	
HIRING/RETENTION BONUS PROGRAM	C-26	2 of 3
Maximum Payout	\$10,000	

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Subject: Policy
Number Page
HIRING/RETENTION BONUS PROGRAM C-26 3 of 3

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REFERENCE:

Minute Order 3.52 of 08/24/99 Minute Order 3.23 of 06/07/05 HR Administrative Amendment 6/01/06



FIRE COMMUNICATIONS CALL TAKER

Class Code: 13784

COUNTY OF RIVERSIDE Established Date: Oct 7, 2021 Revision Date: Oct 7, 2021

SALARY RANGE

\$22.81 - \$32.40 Hourly \$3,954.50 - \$5,616.58 Monthly \$47,453.95 - \$67,399.00 Annually

CLASS CONCEPT:

Under general supervision, receives emergency and non-emergency 9-1-1 requests for services from the public or other agencies and directs calls to appropriate resources; performs other related duties as required.

The Fire Communications Call Taker is a journey level classification and reports to an appropriate supervisory level position. The Fire Communications Call Taker provides emergency and routine services Countywide from the Emergency Command Center of the Riverside County Fire Department. Incumbents are characterized by the responsibility for handling 911 emergency and non-emergency telephone communications, while exercising a high degree of discretion, initiative and independent judgment as to a course of action where unprecedented situations routinely arise.

The Fire Communications Call Taker is distinguished from the Fire Communications Dispatcher series, in that the latter performs the full range of dispatching duties and has completed all phases of training. It is further distinguished from the Sheriff 911 Communications Officers series in that the former are responsible for dispatching fire and emergency medical equipment and personnel, whereas the latter are responsible for dispatching law enforcement units.

REPRESENTATION UNIT: LIUNA - Support Services

EXAMPLES OF ESSENTIAL DUTIES:

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

- Operate a variety of communications equipment including enhanced 9-1-1, various telephone systems, Telecommunications Device for the Deaf (TDD) equipment, recording equipment, and computer systems in accordance with Federal Communications Commission (FCC) regulations, department policy and standard operating procedures.
- Receive emergency calls and obtain essential information in order to determine priority, locale and the appropriate emergency units to be dispatched.
- Determine jurisdiction and notify or transfer calls to other agencies when appropriate.
- Transmit information and orders to, and receive messages from county, city, allied agency, and other emergency units.

- Make inquiries to local, state and federal national computer systems to obtain information and data as needed.
- Read and interpret maps to locate emergency incidents and determine jurisdiction.
- Participate in call critiques, a variety of training courses and/or certification sessions.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a certificate of proficiency issued by the California State Board of Education or attainment of a satisfactory score on a G.E.D. examination.

Experience: One year involving a substantial amount of public contact, preferably in a public safety agency.

Knowledge of: The functions, operations, rules, and regulations of the Fire Department; modern office practices and procedures, and operation of standard office equipment; proper English language usage, spelling and grammar.

Ability to: Learn the codes, techniques and procedures in operating telephone, Telecommunications Device for the Deaf (TDD) equipment, multi-channel recorders, playback machines, alarm systems, Computer Aided Dispatch (CAD) systems, and teleprocessing equipment; communicate effectively orally and in writing; hear telephone calls despite background noise; analyze emergency situations quickly and adopt effective courses of action; accomplish multiple tasks simultaneously in a controlled and competent manner while working in a challenging environment; complete assigned tasks with accuracy and speed; follow oral and written directions quickly and accurately; communicate clearly, calmly and tactfully with people from diverse backgrounds who may be emotionally upset; establish and maintain effective working relationships with supervisors, co-workers, law enforcement, fire, medical, other personnel, and the public.

OTHER REQUIREMENTS:

Assessment: Minimally qualified candidates will be required to pass a computerized assessment and a psychological assessment to be considered for this classification.

Fire Communication staff are required to work rotating shifts, weekends, nights, holidays, irregular hours, and may be required to work overtime.

Must be able to pass an extensive background check that may include a polygraph, psychological and medical exam. Candidates with ongoing negative contacts with law enforcement will not be considered for hire.

ENVIRONMENTAL CONDITIONS: Incumbents wear headsets to answer emergency and nonemergency calls and view computer displays for prolonged periods of time. Work is done in a sedentary, confined, noisy, fast-paced, and challenging environment.

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.



SHERIFF'S 911 CALL TAKER

Class Code: 13788

COUNTY OF RIVERSIDE Established Date: Oct 7, 2021 Revision Date: Oct 7, 2021

SALARY RANGE

\$22.81 - \$32.40 Hourly \$3,954.50 - \$5,616.58 Monthly \$47,453.95 - \$67,399.00 Annually

CLASS CONCEPT:

Under general supervision, receives emergency and non-emergency 9-1-1 requests for services from the public or other agencies and directs calls to appropriate resources; performs other related duties as required.

The Sheriff's 911 Call Taker is a journey level classification and reports to an appropriate supervisory level position. Incumbents are characterized by the responsibility for handling 911 emergency and non-emergency telephone communications, while exercising a high degree of discretion, initiative and independent judgment as to a course of action where unprecedented situations routinely arise.

The Sheriff's 911 Call Taker is distinguished from the Sheriff's 911 Communications Officer I in that the latter is the trainee level in the Sheriff's 911 Communications Officer series. It is further distinguished from the Sheriff's 911 Communications Officer II in that the latter performs the full range of dispatching duties and has completed all phases of training.

REPRESENTATION UNIT: LIUNA - Support Services

EXAMPLES OF ESSENTIAL DUTIES:

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

- Operate a variety of communications equipment including enhanced 9-1-1, various telephone systems, Telecommunications Device for the Deaf (TDD) equipment, recording equipment, and computer systems in accordance with Federal Communications Commission (FCC) regulations, department policy, and standard operating procedures.
- Receive emergency calls and obtain essential information in order to determine priority, locale and the appropriate emergency units to be dispatched.
- Determine jurisdiction and notify or transfer calls to other agencies when appropriate.
- Transmit information and orders to, and receive messages from county, city, allied agency, and other emergency units.

- Make inquiries to local, state and federal national computer systems to obtain information required by deputies in the field or as requested by other law enforcement agencies.
- Read and interpret maps to locate emergency incidents and determine jurisdiction.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a certificate of proficiency issued by the California State Board of Education or attainment of a satisfactory score on a G.E.D. examination.

Experience: Six months of equivalent experience to Riverside County's Sheriff's 911 Communication Officer I and completion of the Public Safety Answering Point and Radio Training Back-Up phases of the Riverside County Sheriff's dispatch training.

Knowledge of: The functions, operations, rules, and regulations of the Sheriff's Department; modern office practices and procedures, and operation of standard office equipment; proper English language usage, spelling, and grammar.

Ability to: Learn the codes, techniques and procedures in operating telephone, Telecommunications Device for the Deaf (TDD) equipment, multi-channel recorders, playback machines, alarm systems, Computer Aided Dispatch (CAD) systems, and teleprocessing equipment; communicate effectively orally and in writing; hear telephone calls despite background noise; analyze emergency situations quickly and adopt effective courses of action; accomplish multiple tasks simultaneously in a controlled and competent manner while working in a challenging environment; complete assigned tasks with accuracy and speed; follow oral and written directions quickly and accurately; communicate clearly, calmly and tactfully with people from diverse backgrounds who may be emotionally upset; establish and maintain effective working relationships with supervisors, co-workers, law enforcement, fire, medical, other personnel, and the public.

OTHER REQUIREMENTS:

Sheriff's 911 Communications Officers are required to work rotating shifts, weekends, nights, holidays, irregular hours, and may be required to work overtime.

Must be able to pass an extensive background check that may include a polygraph, psychological and medical exam. Candidates with ongoing negative contacts with law enforcement will not be considered for hire.

ENVIRONMENTAL CONDITIONS: Incumbents wear headsets to answer emergency and nonemergency calls and view computer displays for prolonged periods of time. Work is done in a sedentary, confined, noisy, fast-paced, and challenging environment.

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.)

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RESOLUTION NO. 440-9217

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 5, 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:

Job			Salary
Code	<u>+/-</u>	Class Title	Plan/Grade
13784	+	Fire Communications Call Taker	LIU 528
13788	+	Sheriff's 911 Call Taker	LIU 528

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:

Job <u>Code</u> 13918	Class Title District Attorney Public Safety Dispatcher	From Salary Plan/Grade LIU 533	To Salary Plan/Grade LIU 624
13806	Fire Communications Dispatcher I	LIU 392	LIU 528
13807	Fire Communications Dispatcher II	LIU 518	LIU 624
13796	Sheriff's 911 Communication Officer I	LIU 391	LIU 528
13797	Sheriff's 911 Communication Officer II	LIU 516	LIU 624
13826	Sheriff's 911 Communication Officer II A	LIU 560	LIU 660
13827	Sheriff's 911 Communication Officer II B	LIU 592	LIU 694

09/17/2021 440 Resolutions\KC 10.05.2021 3.10

BOARD OF SUPERVISORS

COUNTY OF RIVERSIDE

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RESOLUTION NO. 440-9217

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

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

ROLL CALL:

Ayes:

Jeffries, Spiegel, Washington, Perez and Hewitt

Nays: Absent: None

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

Deputy

10.05.2021 3.10