

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



ITEM: 3.30
(ID # 17654)

MEETING DATE:

Tuesday, December 07, 2021

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Recommendation to grant a parity adjustment to the Deputy Director – District Attorney Administrative Finance classification; amend Ordinance No. 440 pursuant to Resolution No. 440-9233, All Districts [Total cost: \$4,727, up to \$2,998 annually, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to grant a parity adjustment to the Deputy Director - District Attorney Administrative Finance classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9233.

ACTION:Policy

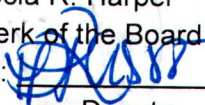


Brenda Diederichs, Assistant CEO / Human Resources Director 11/10/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9233 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: December 7, 2021
xc: HR

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	\$ 1,729	\$ 2,998	\$ 4,727	\$ 2,998
NET COUNTY COST	N/A	N/A	N/A	N/A
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment:	No
			For Fiscal Year:	21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The District Attorney's (DA) Office is comprised of approximately 700 attorneys, paralegals, investigators, victim advocates, and support staff who serve an estimated 2.4 million residents throughout Riverside County. The DA's Office files approximately 60,000 criminal cases each year and is one of the largest DA's office in the State.

The Classification and Compensation Unit (Class and Comp) received a request from the DA's Office to conduct a salary review of the Deputy Director - District Attorney Administrative Finance classification (**Attachment 2**). Currently, the Deputy Director - DA Administrative Finance classification is earning less at both the minimum and maximum salary range when compared to an equivalent DA-specific, Administrative Deputy classification.

An external market survey was conducted on the five surrounding counties (San Bernardino, Orange, Los Angeles, Ventura, and San Diego) for comparable positions to the Deputy Director - DA Administrative Finance job classification (**Attachment 3**). The market results yielded that the Counties of San Bernardino and San Diego have comparable classifications, while the Counties of Los Angeles, Orange, and Ventura do have a DA-specific, management-level classification responsible for overseeing the department's financial operations. Based upon the market survey, the market mean indicates a salary of \$94,388 - \$165,152/year. However, it should be noted that there is a \$69,015 difference in the maximum salaries between the County of San Bernardino and San Diego.

Due to the wide range in salary and limited market data, an internal parity review was conducted with other comparable County classifications (**Attachment 4**). The study highlighted that the Deputy Director - DA Administrative Finance job classification was most closely aligned with the Administrative Deputy job classification (**Attachment 5**). A review of the roles and responsibilities between these two classifications demonstrates that both classifications are used solely within the DA's Office, and share complimentary responsibilities and reporting structure within the Department (**Attachment 6**).

Based upon the findings of the internal parity review, Class and Comp is recommending to increase the minimum and maximum salary of the Deputy Director - DA Administrative Finance job classification from \$110,581 - \$167,965/year to \$127,174 - \$170,033/year, and match the pay of the Administrative Deputy job classification. This recommended salary adjustment will

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

result in a 15% (or \$16,593) increase to the minimum annual salary, and a 1.23% (or \$2,068) increase to the maximum annual salary of the Deputy Director - DA Administrative Finance job classification. Additionally, the proposed salary adjustment will establish greater internal equity between these two at-will, management-level classifications within the DA's Office.

Salary Parity Adjustment

Deputy Director - District Attorney Administrative Finance: It is recommended to adjust the salary plan/grade from MRP 608 (\$110,581 - \$167,965) to MRP 660 (\$127,174 - \$170,033). There is currently 1 incumbent.

Impact on Residents and Businesses

There is no direct impact on residents or businesses in the County of Riverside.

Additional Fiscal Information

Adjustment of the Deputy Director - DA Administrative Finance salary range will have no immediate upfront costs to the Department since the incumbent earns approximately 2% below the current maximum salary of \$167,965. However, the difference in costs between the current maximum salary (\$167,965) and the proposed maximum salary (\$170,033) is \$2,068, plus approximately an additional \$930 in benefits, for a total of \$2,998.

The DA's Office has stated the additional costs for adjusting the salary will be absorbed through the Department's budget and does not require a budget adjustment.

ATTACHMENTS:

1. Resolution No. 440-9233
2. Deputy Director - District Attorney Administrative Finance job classification
3. External Market Research for a Deputy Director - District Attorney Administrative Finance
4. Internal Parity Review of Comparable Classifications to the Deputy Director - District Attorney Administrative Finance Classification
5. Administrative Deputy job classification
6. Comparison of Roles/Responsibilities between the Deputy Director - DA Administrative Finance classification and Administrative Deputy classification


Meghan Hahn, Senior Management Analyst 11/24/2021

RESOLUTION NO. 440-9233

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 7, 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
37887	Deputy Director, District Attorney Administrative Finance	MRP 608	MRP 660

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

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2



DEPUTY DIRECTOR - DISTRICT ATTORNEY ADMINISTRATIVE FINANCE

Class Code:
37887

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: Mar 12, 2020
Revision Date: Apr 9, 2020

SALARY RANGE

\$53.16 - \$80.75 Hourly
\$9,215.11 - \$13,997.15 Monthly
\$110,581.33 - \$167,965.82 Annually

CLASS CONCEPT:

Under general direction, plans, coordinates, organizes, and directs the multiple-funded budget and financial systems of the Riverside County District Attorney's Office; evaluates and reports the overall financial position and results of operations of the Department; manages the Department's purchasing and grant sections; and performs other related duties as required.

The Deputy Director - District Attorney Administrative Finance is a single-position classification and reports to the Assistant District Attorney or District Attorney (DA). The incumbent oversees the administration of the DA's Office financial and budgetary programs. The Deputy Director - DA Administrative Finance is further responsible, through subordinate management and supervisory staff, for the financial operations, which includes financial planning, accounting, purchasing, budget, contract management, payroll, personnel, and reimbursement functions.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and will serve at the pleasure of the District Attorney.

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)

- Establish and implement policies and procedures in the areas of fiscal control, accounting, purchasing, personnel, contract administration, and capital improvement; monitor effectiveness and revise policies and procedures or make recommendations for improvement as appropriate.
- Conduct and direct complex studies pertaining to a variety of administrative and operational problems regarding DA operations and services; develop plans and strategies based on the findings to improve administrative operations; advise management on findings and explain effective solutions.
- Review and evaluate the effectiveness of all financial, budget, contract, personnel, purchasing, and accounting systems within the Department and establish procedures to ensure reporting compliance with local, state, and federal laws, rules and regulations.
- Direct and coordinate the study, development and implementation of internal fiscal and administrative systems, policies and procedures; advise Executives on the impact of both proposed and implemented policy decisions.
- Direct the preparation of the budget; review and analyze the budget of various programs and departmental functions; review and provide recommendations on expenditure requests and budget variances; ensure compliance with local, state and federal laws and regulations.
- Participate in the development and implementation of new programs and financial plan objectives, which includes major financial plans such as capital expenditures; recommend financial strategies based on cost experience, projected trends and financial objectives.
- Plan and forecast revenues through a variety of revenue resources which may include, but are not limited to, grant and fund recovery, contract revenues, state reimbursement, fees, bonds, trust funds, and County general fund contributions; supervise accounting processes for revenues and expenditures.
- Oversee the development and completion of the County's Comprehensive Annual Financial Report and Annual Single Audits; prepare funding documents and Form 11's for Board of Supervisor approval.
- Prepare or supervise the preparation of, and review assigned grant proposals for, various programs and projects; interface with government agency personnel regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions to gain approval for programs and projects.
- Participate as a member of the management team overseeing consistency in fiscal activities of the Department; may represent the DA at meetings and conferences.
- Oversee the Department's budgetary personnel function and assure an efficient interface with the County Human Resources Department.
- Direct the Department's in-house purchasing operation and coordinate the interaction with appropriate County Departments.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree in finance, accounting, public or business administration, or a closely related field to the assignment. A master's degree in one of the majors listed above is desirable.

Experience: Five years of fiscal experience in an administrative or managerial capacity in a governmental agency, which includes responsibility for, and participation in, financial management including budget preparation, personnel administration, fiscal management, facilities management, and development of comprehensive agency information processing systems. At least three years of this experience must include responsibility for supervising administrative professionals.

Knowledge of: The principles and practices of budgeting and financial management; general and governmental accounting principles and standards; local, state and federal laws, rules and regulations relating to the DA's Office, payroll, purchasing, and personnel; cost accounting applications and operations, including the application of data processing systems to the accounting, budget and other financial functions; principles of supervision and staff utilization.

Ability to: Analyze, plan and direct financial operations; develop and monitor a fiscal system which complies with various local, state and federal laws, rules and regulations; analyze organizational, administrative and budgetary matters, and recommend effective courses of action; establish and maintain effective working relationships; prepare comprehensive, clear and concise reports and correspondence; speak effectively.

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.

Attachment 3

External Market Survey Data

Deputy Director - District Attorney Administrative Finance

Riv Co Class Code: 37887

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	N/A	N/A	N/A	N/A	N/A
Orange County	N/A	N/A	N/A	N/A	N/A
San Bernardino County	Chief of District Attorney's Administration	3106	\$96,075.20	\$130,644.80	35.98%
San Diego County	Chief District Attorney Administrative Officer	2259	\$92,601.60	\$199,659.20	115.61%
Ventura County	N/A	N/A	N/A	N/A	N/A
	County Mean:		\$94,338.40	\$165,152.00	75.06%
	County Median:		\$94,338.40	\$165,152.00	75.06%
Riverside County	Deputy Director - District Attorney Administrative Fin	37887	\$110,581.33	\$167,965.82	51.89%
	Dollar difference from Mean:	N/A		N/A	
	Percentage difference from mean:	N/A		N/A	
	Dollar difference from median:	N/A		N/A	
	Percentage difference from median:	N/A		N/A	

Notes:

Run Date:

Date Prepared/Revised: 9/29/2021

By: Brandon Lee

Attachment 4

**Internal Parity Review of Comparable Classifications to the
Deputy Director – District Attorney Administrative Finance Classification**

JOB CLASSIFICATION	MIN SALARY	MAX SALARY	DEPARTMENT
<i>Deputy Director – DA Administrative Finance</i>	<i>\$110,581.33</i>	<i>\$167,965.82</i>	<i>District Attorney</i>
Chief Finance Officer, DPSS	\$110,581.33	\$167,965.82	Department of Public Social Services
Flood Control Division Chief	\$110,581.33	\$167,965.82	Flood
Flood Control Finance Officer	\$110,581.33	\$167,965.82	Flood
Deputy Director - Fire Administration	\$110,581.33	\$167,965.82	Fire
Assistant Director of Child Support Services	\$100,516.42	\$169,815.78	Department of Child Support Services
Deputy Director	\$100,516.42	\$169,815.78	Department of Public Health, Environmental Health, & Animal Services
Deputy Director of Administration - Information Technology	\$100,516.42	\$169,815.78	Information Technology
<i>Administrative Deputy</i>	<i>\$127,174.74</i>	<i>\$170,033.97</i>	<i>District Attorney</i>
Administrative Deputy - County Counsel	\$127,174.74	\$170,033.97	County Counsel

Attachment 5



COUNTY OF RIVERSIDE
 Established Date: Feb 18, 2016
 Revision Date: Feb 18, 2016

ADMINISTRATIVE DEPUTY

Class Code:
74553

Bargaining Unit: Management Resolution -
Management

SALARY RANGE

\$61.14 - \$81.75 Hourly
 \$10,597.89 - \$14,169.50 Monthly
 \$127,174.74 - \$170,033.97 Annually

CLASS CONCEPT:

Under general direction, to plan and coordinate administrative support services in the District Attorney's Office, which may include the areas of: fiscal and personnel management, facilities and resource utilization, long range planning, oversight of special projects, organizational/management studies, and general administration; and performs other related duties as required.

This single-position class reports directly to and receives general administrative direction from the Assistant District Attorney or designee. The Administrative Deputy class exercises functional supervision over management, professional, technical, or clerical staff on an ad hoc or project basis. Responsibilities in this class are characterized by the administrative support of diverse operations and functions, which may include facility acquisition, operations, and services; information technology; development and maintenance of a multiple-funded department budget; operation of a complex personnel section requiring benefits administration, multiple-funded payroll records, facility operations, and presentation of training/development materials to improve business process efficiencies.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Agency/Department Head.

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)

- Assist the Assistant District Attorney or designee in establishing and implementing organization policies and procedures; monitor the effectiveness of policies and procedures and make recommendations for improvement as appropriate.

- Assist and coordinate fiscal and analytical operations, which may include, but are not limited to, the functions of fiscal control, accounting, purchasing, personnel, contract administration, and capital improvements.
- Organize or direct, on a project or ad hoc basis, complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise the Assistant District Attorney or designee on findings and methods of effective solution.
- Organize or assist the preparation of the budget; review and analyze the budget of various programs or units in the District Attorney's Office; review and prepare recommendations on expenditure requests and budget variances; ensure compliance with local, State and federal laws, rules and regulations.
- Organize and direct the forecasting of revenues through a variety of revenue resources, which may include, but are not limited to, grant and redevelopment fund recovery, property taxes, contract revenues, State reimbursements, fees, bonds and trust funds, and general fund contributions.
- Prepare or direct the preparation, and review of assigned grant proposals for various programs and projects; interface with governmental agency's personnel regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions to gain approval for programs and projects.
- May direct and implement purchase, construction and renovation of facilities with multi-County or State jurisdictions through negotiated contract agreements with architects and developers; approve change orders; monitor agreements with, and mediate disputes between contractors and architects.
- Review, interpret and analyze new and proposed administrative legislation relative to department functions and operations; analyze bills before the State legislature for effect and cost to department services, having Statewide application; make appropriate recommendations to ensure compliance with existing rules and regulations.
- May review, coordinate, monitor and supervise performance of administrative sections to assure effective and efficient operations, and may supervise preparation and processing of cost recovery invoicing.
- Prepare or direct the preparation of comprehensive reports to communicate the District Attorney's Office's priorities, policies, and procedures; and prepare or direct the preparation of funding documents and Form 11's for Board of Supervisor's approval.
- Attend and represent the department at designated meetings; make presentations, as directed by the Assistant District Attorney on various programs and services provided by the District Attorney's Office.
- Participate in the interview process as needed and recommend candidates for employment; assist in the assignment, training, and evaluation of supervisory staff and other personnel as needed; provide training and interpret new policies, procedures, methods, and systems; define and provide technical expertise to resolve complex work problems; and confer with and advise management or department staff on internal business processes to maximize efficiencies and control costs.

RECRUITING GUIDELINES:

Education: Possession of a Bachelor's degree from an accredited college or university in public or business administration, economics, finance, or a closely related field. A Master's degree in business or public administration is desirable.

Experience: Five (5) years or more of cumulative management or administrative experience in one or more of the preferred administrative functions cited below. Three (3) years of such experience must have included supervision of administrative professionals.

1. Budget Preparation - line item and program budget preparation including writing program budget narratives, developing performance indicators, projecting revenues, justifying and explaining budget to Board of Commissioners, Board of Supervisors, City Councils, or Financial Management and Auditor and Controller staff.
2. Personnel Administration - preparing forecasts of departmental personnel needs; providing guidance and recommendations to appointing authorities and top managers on the selection, recruitment, and management of employees; managing grievances and disciplinary matters; and payroll supervision.
3. Fiscal Management - budget maintenance including reviewing and monitoring budget updates, making suggestions to management of actions necessary to balance budget, anticipating revenue changes, and conducting cost benefit studies.
4. Facilities Management - coordinating personnel moves and space studies, performing equipment acquisitions and repairs, coordinating facility maintenance and security and managing environmental health.

Knowledge of: Organizational structures and relationships of public administration and government entities (County, State, federal, and local jurisdictions); federal, State and local ordinances and laws governing the District Attorney's Office; management principles including financial, budgetary, cost/benefit analysis, payroll administration, supervision and performance evaluation.

Ability to: Analyze, plan or direct budget preparation; develop, monitor, and direct a fiscal system which complies with various local, State, and federal laws, rules, and regulations; analyze organization, administration, and budgetary matters and recommend effective courses of action; establish and maintain effective working relationships within the County and State and with representatives of other entities; communicate clearly and concisely, both orally and in writing and make effective presentations of information, findings, and recommendations.

OTHER REQUIREMENTS:

License: Possession of, or ability to obtain, an appropriate, 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.

Attachment 6

Comparison of Roles/Responsibilities between the Deputy Director – District Attorney Administrative Finance classification and Administrative Deputy classification

Deputy Director - DA Administrative Finance	Administrative Deputy
Reports to: Asst. DA Jared Haringsma	Reports to: Asst. DA Jared Haringsma
Direct reports: 5	Direct reports: 4
<p>Budget preparation, budget maintenance: Preparation, budget analysis, BOS quarterly financial reports, Narratives, Form 11 drafting/approvals, BOS meetings, BOS/CEO budget preparation meetings; CEO budget programs; tracking expenditures and ensuring department is staying within budget, financial planning, budget projections, establishing internal procedures in the areas of fiscal control, accounting, purchasing etc.</p>	<p>Human Resources: Oversees District Attorney recruitment / testing / onboarding, compensation/classification, benefits administration, background facilitation, union relations/MMBA compliance, collective bargaining, union liaison, employee relations/investigations and disciplinary actions, compliance, disability access, leave management, labor contract compliance, EEOC/DFEH compliance and responsiveness, Workers' Comp, unemployment insurance administration, policy review, employee transactions, position management, employment verifications, facilitation of Open Enrollment, Pitchess Motions, CPRA responses, in-house SME/trainer, etc.; Custodian of Records for all background files; personnel files; recruitment/testing files; administrative investigations files; Pitchess Motion and CPRA responsiveness; performance evaluation administration (TrakStar Administrator).</p>
<p>Fiscal Administration: Account payables/receivables, revenue administration, distribution of cash, asset forfeiture, petty cash, employee reimbursements, inter-departmental journal vouchers, cost recovery, etc. Fiscal staff is also responsible for the Confidential purchases under the confidential business unit as well as reimbursements related to Expert Witnesses that are case related.</p>	<p>Facilities Management: Oversees all District Attorney capital improvement projects (small, medium, and large-scale CIP projects, example Banning remodel), project management, maintenance issues, custodial concerns, parking and space management, employee movements; Form Vs, emergency management programs, etc.</p>
<p>Grants Administration/Revenue Management: Oversees the preparation of a variety of revenue resources which may include, but not limited to, grant and fund recovery, contract revenues, state reimbursement, fees, trust funds and County general fund contributions. Ensure compliance with regulations as set forth by the granting agencies. Maintain monthly/quarterly/annual revenue projections on an ongoing basis.</p>	<p>Supply Services: Procurement of small goods, mail administration, surplus management, stock maintenance, supply receiving; furniture movement/deployment, facilities access, fire/safety systems and OSHA and other safety compliance.</p>
<p>Purchasing: Oversees the purchasing process within the Dept. which consists of various large and small goods, services, requests for proposals/quotes, purchase orders including vendor management. Ensure ultimate compliance with County Purchasing/Procurement guidelines.</p>	<p>Records Management: Storage, archiving and destruction.</p>
<p>Inventory Management: Tracking internal capital assets (medium and large) from purchases, deployment, maintenance, etc. Determining adequate reorder points and implementing internal approval protocol as required on a Countywide level.</p>	<p>Payroll administration: Oversees District Attorney timekeeping for all personnel, correcting payroll errors, facilitation of back pays, facilitation of merit increases, sabbatical tracking (new), special pays and overtime, probationary period tracking, performance appraisal tracking, MOU and FLSA compliance, and, prospectively, migration to full automated timekeeping</p>
<p>Contract Administration: All fiscal related MOUs, lease agreements, inter and intra departmental memoranda of understanding; State and federal contracts, intra County audits, State and federal audits, vendor contract.</p>	<p>COVID Administration: Oversee compliance administration and related leave management, primary liaison to Public Health, policy and protocol updates, tracking all employee COVID activity, and reporting compliance; payroll and legal leave implementation/compliance.</p>
<p>Travel/Training: Oversees the travel unit which is specifically responsible for the scheduling of employee travel/training. The unit also oversees specific travel unique to certain grants including undercover programs. Responsible for coordinating employee reimbursements also related to travel.</p>	<p>Training: Oversees County mandated training compliance (COR Learning and policy driven) for the Office.</p>