

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



**ITEM: 3.33
(ID # 18147)**

MEETING DATE:
Tuesday, January 25, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification & Compensation Recommendation to adjust the salary of the Legal Support Assistant class series, Paralegal class series and Law Office Supervisor class series; and amend Ordinance No. 440 pursuant to Resolution No. 440-9239, All Districts. [\$594,846, \$100 Departmental Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Legal Support Assistant class series, Paralegal class series and Law Office Supervisor class series.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9239.

ACTION:Policy

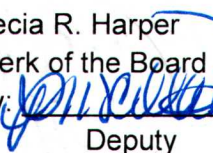


Brenda Diederichs, Assistant CEO / Human Resources Director 1/12/2022

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 440-9239 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 25, 2022
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	\$ 156,736	\$ 438,110	\$ 594,846	\$ 438,110
NET COUNTY COST	\$ 135,754	\$ 271,508	\$ 407,262	\$ 271,508
SOURCE OF FUNDS: Departmental Budget/State Funding			Budget Adjustment:	No
			For Fiscal Year:	20/21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The offices of the District Attorney, Public Defender, Department of Child Support Services and County Counsel work to provide county-wide legal representation and services to the County, victims and those charged with a crime. Imbedded within the departments are key support classifications of Legal Support Assistant I/II/Senior, Paralegal I/II/Senior and Law Office Supervisor I/II. These classifications serve as a key function to operations, providing a variety of clerical and para professional legal support to the various offices.

The Classification and Compensation Unit received a Classification Study Request to conduct market review on the confidential classifications within the series of Legal Support Assistant-CN and Paralegal-CN residing within the office of County Counsel. Since all of the confidential classifications have a union represented counterpart, those classifications were also considered as part of the review in order to ensure internal parity.

Market research was conducted on the five surrounding jurisdictions of: Los Angeles, Orange, San Bernardino, San Diego and Ventura Counties. The market results yielded that all classifications within the confidential series are significantly below market in some fashion. Based on the studies findings, it is recommended that all confidential classifications receive salary adjustments in order to bring the salaries of each classification up to the current market averages, and that the union counterparts follow suit. In order to prevent compaction, it is also recommended to make the necessary adjustments to the Law Office Supervisor I/II classifications, which supervise Legal Support Assistants and other miscellaneous clerical staff.

Salary Adjustments:

Legal Support Assistant I: It is recommended to adjust the salary plan/grade from LIU 220 (\$33,923 - \$52,918) to salary plan/grade LIU 220 (\$33,923 - \$61,142).

Legal Support Assistant I-CN: It is recommended to adjust the salary plan/grade from MCO 148 (\$33,972 - \$52,918) to salary plan/grade MCO 148 (\$33,972 - \$61,142).

Legal Support Assistant II: It is recommended to adjust the salary plan/grade from LIU 323 (\$37,888 - \$59,128) to salary plan/grade LIU 324 (\$37,888 - \$70,448).

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

Legal Support Assistant II-CN: It is recommended to adjust the salary plan/grade from MCO 186 (\$37,899 - \$59,128) to salary plan/grade MCO 187 (\$37,899 - \$70,448).

Senior Legal Support Assistant: It is recommended to adjust the salary plan/grade from LIU 418 (\$42,088 - \$65,723) to salary plan/grade LIU 419 (\$42,088 - \$74,323).

Senior Legal Support Assistant- CN: It is recommended to adjust the salary plan/grade from MCO 238 (\$42,102 - \$65,723) to salary plan/grade MCO 239 (\$42,102 - \$74,323).

Paralegal I: It is recommended to adjust the salary plan/grade from SEU 173 (\$42,690 - \$63,177) to salary plan/grade SEU 256 (\$51,300 - \$71,424).

Paralegal I-CN: It is recommended to adjust the salary plan/grade from MCO 299 (\$47,391 - \$64,572) to salary plan/grade MCO 343 (\$51,300 - \$71,424).

Paralegal II: It is recommended to adjust the salary plan/grade from SEU 237 (\$49,453 - \$73,173) to salary plan/grade SEU 281 (\$54,106 - \$77,193).

Paralegal II-CN: It is recommended to adjust the salary plan/grade from MCO 315 (\$49,315 - \$73,173) to salary plan/grade MCO 385 (\$54,106 - \$77,193).

Senior Paralegal: It is recommended to adjust the salary plan/grade from SEU 326 (\$58,247 - \$86,184) to salary plan/grade SEU 381 (\$63,182 - \$86,184).

Law Office Supervisor I: It is recommended to adjust the salary plan/grade from SEUS 205 (\$43,294 - \$69,366) to salary plan/grade SEUS 326 (\$55,288 - \$78,411).

Law Office Supervisor II: It is recommended to adjust the salary plan/grade from SEUS 246 (\$47,459 - \$74,045) to salary plan/grade SEUS 359 (\$58,329 - \$82,723).

The above actions would require that all current incumbents below the new minimum of their classification be advanced to new minimum. It is further requested that incumbents who have been at the top of the range for greater than one year receive a 4% salary increase. If the incumbent's position in the range cannot accommodate a 4% increase, it is requested that the incumbent be advanced to the maximum salary of their classification. It is requested that all employees retain their current anniversary dates.

Additional Fiscal Information

The \$156,736 reflected in the current fiscal year column above illustrates the current year cost of the recommended salary adjustments including benefits, across all four impacted departments. The cost includes the advancement of incumbents to the new minimum and 4% equity increases for eligible incumbents. Broken out by department, the cost for County Counsel

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is \$5,986. The cost for Public Defender is \$45,263. The cost for District Attorney is \$90,491. The cost for DCSS is \$14,996.

The \$438,110 reflected in the next fiscal year column above illustrates the estimated cost of the next full fiscal year. Ongoing costs are subject to change as the departments gain or lose incumbents, and as the incumbents reach the max rates. All up-front and ongoing costs will be absorbed in the individual departments' budgets. County Counsel, the DA and DCSS have indicated that they have funding available and therefore a budget adjustment will not be necessary. The Public Defender will be pursuing the necessary adjustments during the upcoming mid-year budget submittal.

Impact on Residents and Businesses

There is no impact on residents or businesses. Adjusting the salary ranges for the classifications will allow the Departments to hire and retain qualified staff to continue to provide critical services to Riverside County.

ATTACHMENTS

- A. Resolution No. 440-9239
- B. Legal Support Assistant Market Data
- C. Paralegal Market Data
- D. Law Office Supervisor Market Data



Meghan Hahn, Senior Management Analyst 1/13/2022

RESOLUTION NO. 440-9239

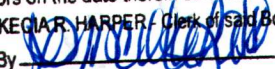
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 25, 2022, that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
13940	Law Office Supervisor I	SEUS 205	SEUS 326
13941	Law Office Supervisor II	SEUS 246	SEUS 359
13930	Legal Support Assistant I	LIU 220	LIU 220
13942	Legal Support Assistant I-CN	MCO 148	MCO 148
13931	Legal Support Assistant II	LIU 323	LIU 324
13943	Legal Support Assistant II-CN	MCO 186	MCO 187
78508	Paralegal I	SEU 173	SEU 256
78507	Paralegal I-CN	MCO 299	MCO 343
78506	Paralegal II	SEU 237	SEU 281
78494	Paralegal II-CN	MCO 315	MCO 385
13932	Senior Legal Support Assistant	LIU 418	LIU 419
13946	Senior Legal Support Assistant-CN	MCO 238	MCO 239
78497	Senior Paralegal	SEU 326	SEU 381

ROLL CALL:

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

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KEGIA R. HARPER, Clerk of said Board
 By  Deputy

/kc

01/10/2022

440 Resolutions\KC

External Market Survey Data

Legal Support Assistant I -CN

Riv Co Class Code: 13942

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Legal Office Support Assistant I</u>	2160	\$44,469	\$64,950	46.06%
Orange County	<u>Legal Secretary Trainee</u>	0566cl	\$42,016	\$56,597	34.70%
San Bernardino County	<i>No comparable class</i>				
San Diego County	<i>No comparable class</i>				
Ventura County	<u>Legal Management Assistant I-Confidential Clerical</u>	1318	\$44,199	\$61,879	40.00%
	County Mean:		\$43,561	\$61,142	40.36%
	County Median:		\$44,199	\$61,879	40.00%
Riverside County	<u>Legal Support Assistant I-CN</u>	13942	\$33,972	\$52,918	55.77%
	Dollar difference from Mean:		-\$9,590	-\$8,224	
	Percentage difference from mean:		-22.01%	-13.45%	
	Dollar difference from median:		-\$10,227	-\$8,961	
	Percentage difference from median:		-23.14%	-14.48%	

Notes:

Run Date: 8/30/2021

Date Prepared/Revised: 9/27/2021

By: Cmyers

External Market Survey Data

Legal Support Assistant II -CN

Riv Co Class Code: 13943

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Legal Office Support Assistant II</u>	2161	\$49,521	\$68,565	38.46%
Orange County	<u>Legal Secretary</u>	0567CL	\$48,090	\$64,813	34.78%
San Bernardino County	<i>No comparable class</i>				
San Diego County	<u>Confidential Legal Secretary</u>	2770	\$47,653	\$79,082	65.95%
Ventura County	<u>Legal Management Assistant II-Confidential Clerical</u>	1319	\$49,522	\$69,331	40.00%
	County Mean:		\$48,696	\$70,448	44.67%
	County Median:		\$48,805	\$68,948	41.27%
Riverside County	<u>Legal Support Assistant II-CN</u>	13943	\$37,899	\$59,128	56.01%
	Dollar difference from Mean:		-\$10,797	-\$11,320	
	Percentage difference from mean:		-22.17%	-16.07%	
	Dollar difference from median:		-\$10,906	-\$9,820	
	Percentage difference from median:		-22.35%	-14.24%	

Notes:

Run Date: 8/30/2021

Date Prepared/Revised: 9/8/2021

By: Tcarlos

External Market Survey Data

Senior Legal Support Assistant -CN

Riv Co Class Code: 13946

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Senior Legal Office Support Assistant</u>	2163	\$49,521	\$72,392	46.18%
Orange County	<u>Senior Legal Secretary</u>	0568CL	\$52,166	\$70,325	34.81%
San Bernardino County	<u>County Counsel Lead Secretary</u>	19046	\$52,458	\$71,136	35.61%
San Diego County	<i>No comparable class</i>				
Ventura County	<u>Legal Management Assistant III-Confidential Clerical</u>	1340	\$55,478	\$77,669	40.00%
	County Mean:		\$52,406	\$72,880	39.07%
	County Median:		\$52,312	\$71,764	37.18%
Riverside County	<u>Senior Legal Support Assistant -CN</u>	13946	\$42,102	\$65,723	56.10%
	Dollar difference from Mean:		-\$10,304	-\$7,158	
	Percentage difference from mean:		-19.66%	-9.82%	
	Dollar difference from median:		-\$10,210	-\$6,041	
	Percentage difference from median:		-19.52%	-8.42%	

Run Date: 8/30/2021

Date Prepared/Revised: 9/8/2021

By: Tcarlos

External Market Survey Data

Paralegal II - CN

Union Code

CNF

Riv Co Class Code: 78494

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Paralegal</u>	9232	\$56,430	\$80,283	42.27%
Orange County	<u>Paralegal</u>	2303GE	\$60,840	\$75,338	23.83%
San Bernardino County	<u>County Counsel Paralegal</u>	3498	\$54,954	\$74,464	35.50%
San Diego County	<u>Confidential Paralegal</u>	3934	\$44,200	\$78,686	78.02%
Ventura County	<i>No comparable class</i>				
	County Mean:		\$54,106	\$77,193	42.67%
	County Median:		\$55,692	\$77,012	38.28%
Riverside County	<u>Paralegal II - CN</u>	78494	\$49,315	\$73,173	48.38%
	Dollar difference from Mean:		-\$4,791	-\$4,020	
	Percentage difference from mean:		-8.85%	-5.21%	
	Dollar difference from median:		-\$6,377	-\$3,839	
	Percentage difference from median:		-11.45%	-4.99%	

Notes:

Run Date:

Date Prepared/Revised: 10/4/2021 By: Cmyers

External Market Survey Data

Senior Paralegal

Union Code

SE9

Riv Co Class Code: 78497

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Senior Paralegal</u>	9233	\$59,577	\$89,485	50.20%
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<u>County Counsel Senior Paralegal</u>	3507	\$60,299	\$81,869	35.77%
San Diego County	<u>Confidential Senior Paralegal</u>	2931	\$70,158	\$84,947	21.08%
Ventura County	<u>Civil Law Clerk</u>	393	\$62,693	\$87,770	40.00%
	County Mean:		\$63,182	\$86,018	36.14%
	County Median:		\$61,496	\$86,359	40.43%
Riverside County	<u>Senior Paralegal</u>	78497	\$58,247	\$86,184	47.96%
	Dollar difference from Mean:		-\$4,935	\$166	
	Percentage difference from mean:		-7.81%	0.19%	
	Dollar difference from median:		-\$3,249	-\$175	
	Percentage difference from median:		-5.28%	-0.20%	

Notes:

Run Date:

Date Prepared/Revised: 10/4/2021 By: Cmyers

External Market Survey Data

Law Office Supervisor I

Riv Co Class Code: 13940

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	No comparable class				
Orange County	No comparable class				
San Bernardino County	No comparable class				
San Diego County	No comparable class				
Ventura County	No comparable class				
	County Mean:				
	County Median:				
Riverside County	<u>Law Office Supervisor I</u>	13940	\$43,294	\$69,366	60.22%
	Dollar difference from Mean:	#VALUE!	#VALUE!		
	Percentage difference from mean:	#VALUE!	#VALUE!		
	Dollar difference from median:	#VALUE!	#VALUE!		
	Percentage difference from median:	#VALUE!	#VALUE!		

Notes:

Run Date: 12/29/2021

Date Prepared/Revised:

By:

External Market Survey Data

Law Office Supervisor II

Riv Co Class Code: 13941

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Supervising Legal Office Support Assistant</u>	2168	\$55,194	\$76,427	38.47%
Orange County	<i>No comparable class</i>				
San Bernardino County	<i>No comparable class</i>				
San Diego County	<i>No comparable class</i>				
Ventura County	<i>No comparable class</i>				
	County Mean:		\$55,194	\$76,427	38.47%
	County Median:		\$55,194	\$76,427	38.47%
Riverside County	<u>Law Office Supervisor II</u>	13941	\$47,459	\$74,045	56.02%
			6		
	Dollar difference from Mean:		-\$7,735	-\$2,382	
	Percentage difference from mean:		-14.01%	-3.12%	
	Dollar difference from median:		-\$7,735	-\$2,382	
	Percentage difference from median:		-14.01%	-3.12%	

Notes:

Run Date: 12/29/2021

Date Prepared/Revised:

By:

Did not speak

Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Maria Ochoa Flynn

Address: 4000 10th St

City: RIVERSIDE Zip: 92501

Phone #: 951-682-4540

Date: 1-25-2022 Agenda # 3.33

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support Oppose Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

Support Oppose Neutral

I give my 3 minutes to: _____

include in Record

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda/Public Comment:

Notwithstanding any other provisions of these rules, a member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES. Donated time is not permitted during Public Comment.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin to flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman, may result in removal from the Board Chambers by Sheriff Deputies.