

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



ITEM: 3.31
(ID # 18786)

MEETING DATE:
Tuesday, April 26, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & SHERIFF: Classification and Compensation recommendation to establish a new Radio Communications Technology Manager classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9255, All Districts. [Total Cost \$292,621, Ongoing Cost - \$253,605, 100% Public Safety Enterprise Communications (PSEC) Internal Service Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Radio Communications Technology Manager classification; and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9255.

ACTION: Policy


Brenda Diederichs, Assistant CEO / Human Resources Director 4/13/2022


Dennis Vrooman, Assistant Sheriff 4/13/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9255 is adopted as recommended.

Ayes: Jeffries, Spiegel, Perez, and Hewitt
Nays: None
Absent: Washington
Date: April 26, 2022
xc: HR, Sheriff

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	\$39,016	\$253,605	\$292,621	\$253,605
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Public Safety Enterprise Communications (PSEC) Internal Service Fund			Budget Adjustment: No	
			For Fiscal Year: 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Sheriff Department's mission is to protect the public by the suppression and prevention of crime and the reduction of criminal recidivism. The Department employs over 3,000 dedicated men and women who provide core services throughout Riverside County in the areas of first response, police services, search and rescue, emergency response, mutual aid coordination, enforcement of criminal law, correctional, court services, coroner and several joint task forces.

A Sheriff's Lieutenant is currently overseeing the Department's Public Safety Radio Communications division. While the Sheriff's Lieutenant serves in a leadership/management role, the complexity and criticality of the telecommunications engineering systems have highlighted the need for a dedicated and specialized classification to manage the Department's telecommunications division. The creation of a non-sworn, Radio Communications Technology Manager classification is both more appropriate for the needs of the job and cost effective for the Department. The Radio Communications Technology Manager will be responsible for managing the Public Safety Enterprise Communications (PSEC) 800 MHz Radio System, that services the County Sheriff's Department, County Fire Department, and other Riverside County departments, as needed. This incumbent will oversee the administrative, financial, and operational functions of the division, as well as serve as the primary PSEC representative for the County at steering committees, and governmental boards. Therefore, it is recommended that a new classification of Radio Communications Technology Manager be created.

Both an external market review of comparable classifications, as well as an internal review of County classifications was conducted to ensure class and salary alignment within the Sheriff's Department and other Information Technology classifications. The external market review highlighted a maximum salary that is lower than the current maximum salary of the Radio Communications Engineer (RCE) II job classification (a classification that will report to the proposed Radio Communications Technology Manager class). By using the RCE II as a baseline, an internal review of County classifications identified the Information Technology Manager IV classification as a position that is responsible for some aspects of the Radio Communications Technology Manager, but also manages multiple divisions/sections in an organization. As such, the Radio Communications Technology Manager classification's minimum and maximum salary will be between the Radio Communications Engineer II and

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Information Technology Manager IV's minimum/maximum salary, at a respective \$111,908 - \$174,900/year (please see Figure 1 below).

Figure 1:

Job Classification	Min. Salary	Max. Salary
Radio Communications Engineer II	\$106,074	\$165,782
(% Difference)	5.5%	5.5%
<i>Radio Communications Technology Manager</i>	<i>\$111,908</i>	<i>\$174,900</i>
(% Difference)	3.65%	0.78%
Information Technology Manager IV	\$115,996	\$176,263

Classification Addition:

Radio Communications Technology Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 614 (\$111,908 - \$174,900). This request is also to add one position in order for the department to recruit and fill.

Impact on Residents and Businesses

There is no impact to residents or businesses.

Additional Fiscal Information

The cost to add the position is approximately \$39,016 for FY 21/22, which includes salary and benefits. The cost for the next FY 22/23 will be approximately \$253,605 and includes benefits. The Department has indicated that the cost of the position will come from the PSEC ISF. This will not require a budget adjustment.

ATTACHMENTS:

1. Resolution No. 440-9255
2. Radio Communications Technology Manager Job Classification

RESOLUTION NO. 440-9255

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 26, 2022, 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 on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
76432	+	Radio Communications Technology Manager	MRP 614

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
76432	+1	7400600000	Radio Communications Technology Manager

ROLL CALL:

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

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 *Judy Martinez* Deputy

/kc
04/07/2022
440 Resolutions\KC

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RADIO COMMUNICATIONS TECHNOLOGY MANAGER

Class Code: 76432

COUNTY OF RIVERSIDE
Established Date: May 5, 2022
Revision Date: May 5, 2022

SALARY RANGE

\$53.80 - \$84.08 Hourly
\$9,325.68 - \$14,575.00 Monthly
\$111,908.26 - \$174,900.04 Annually

CLASS CONCEPT:

Under direction, plans, organizes, and directs the Public Safety Radio Communications division within the Sheriff's Department; and performs other related duties as required.

The Radio Communications Technology Manager is a single-position classification and reports to an Assistant Sheriff or designee. The incumbent is responsible for managing the Public Safety Enterprise Communications (PSEC) 800 MHz Radio System project that services the County Sheriff's Department, County Fire Department, and other Riverside County departments. The Radio Communications Technology Manager is further responsible, through subordinate staff, for the administrative, financial, and operational functions of the division, which includes overseeing the vision and strategic direction, budget, and personnel.

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)

- Oversee the day-to-day management and maintenance of the department's integrated radio communications infrastructure and systems.
- Develop and implement County-wide radio communications procedures, contingency plans, and operations.
- Recommend and assist in the implementation of goals and objectives for the radio communications service function.
- Manage budget expenditures for radio communications equipment countywide; anticipate future expenditures based on the County's radio communications network needs; prepare division's budget.
- Develop and maintain an annual report for the system users and governing board(s).

- Identify opportunities for implementing best management practices and/or redesigning existing processes to maximize internal performance efficiency.
- Oversee the administration of County-wide radio communications system contracts and maintenance agreements; prepare and oversee intergovernmental agreements dealing with radio usage and sharing of frequencies; ensure all County Federal Communications (FCC) licenses are current and in compliance with FCC regulations.
- Represent PSEC as the Executive Director with the Steering Committee, governmental boards, internal and external system users, potential user organizations, vendors, and contractors.
- Assist in short- and long-term strategic planning to meet PSEC requirements; manage and provide technical consulting support on radio communications systems designs, improvements, and modifications for all PSEC subscribers to include County departments and external subscribers.
- Manage operational costs for PSEC and ensure proper collection of funds from PSEC subscribers.
- Ensure the continual operation of the trunked 800 MHz radio system through evaluation, testing, and recommendation of all PSEC equipment and configurations; provide a change control system that will reduce the possibility of PSEC service interruptions.
- Design, document, implement, and test PSEC systems; develop strategies for maintaining PSEC infrastructure; develop, document, and test interoperability plans and security.
- Coordinate and perform installation, replacement, modifications, troubleshooting, upgrades, and problem-solving activities on PSEC hardware and software, servers, and components.
- Provide specifications and alternative options regarding PSEC support to include scheduling preventive and corrective maintenance; perform system outage and disaster recovery planning.
- Perform critical fault isolation on PSEC hardware and software to minimize communication outages; prepare and provide procedures for radio communications system operation; develop and maintain emergency response operations plans and event planning.
- Perform programming, basic troubleshooting, and repairing VHF, UHF, 7/800Mhz radio systems, repeaters, base stations, land mobile radios, dispatch consoles, links, towers, antenna systems, P25 compliance, and transmission sites.
- Manage, install, and program fixed, mobile, and portable radio communication subscriber units as appropriate.
- Serve as the communications manager during emergency operations center activation.
- Perform other work as assigned.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree in engineering, computer science, electronics, or a closely related field. (Additional qualifying experience may substitute for the required education on a year-for-year basis.)

Experience: Five years of professional telecommunications industry (700 MHz, 800 MHz, VHR, or 4.9 GHz) experience including three years planning, designing, constructing, and maintaining radio communications projects and equipment that involved large, multi-site radio and/or microwave networks (conventional and/or trunked radio systems).

Knowledge of: Requirements, practices, and methods of radio communications, maintenance and system management; electronic communications including trunked radio communications systems, telecommunications and support equipment; principles, capabilities, and operation of telecommunications systems, including voice and data transmission over VHF/UHF radio; 700Mhz radio, microwave/multiplex point-to-point service, and fiber optics; preventative maintenance procedures for radio communications equipment, computers and peripheral equipment including programming of subscriber units and analyzing non-functional equipment; federal, state, and local regulations relative to installation and operation of communications/telecommunications systems; management practices and procedures; information systems related terminology; communications security and privacy techniques; business software/systems relevant to the position.

Ability to: Direct the work of subordinate engineering personnel; establish priorities and meet deadlines; ability to establish and maintain effective working relationships with elected officials, colleagues, and the public; prepare related reports and recommendations; formulate policies or other projects in written format and to make effective oral presentations; design a variety of public works projects with skill and accuracy; perform difficult mathematical computations and keep neat and accurate field notes; make accurate drawings and maps, and prepare technical reports; maintain cooperative working relationships with others; operate an all-wheel drive vehicle off-road to and from remote rural locations.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid FCC General Radiotelephone License issued by the Federal Communications Commission.

Possession of a valid California Driver's License.

A successful Security Clearance conducted by the Sheriffs' Department is required.

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.