

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



ITEM: 3.55
(ID # 19276)

MEETING DATE:
Tuesday, June 28, 2022

FROM : HUMAN RESOURCES AND Transportation Department, Department of Waste Resources, and the Flood Control & Water Conservation District :

SUBJECT: HUMAN RESOURCES AND THE TRANSPORTATION DEPARTMENT, DEPARTMENT OF WASTE RESOURCES AND THE FLOOD CONTROL & WATER CONSERVATION DISTRICT: Classification & Compensation Recommendation to establish a Survey Project Manager classification; adjust the salary of the Engineering Project Manager; and amend Ordinance No. 440 pursuant to Resolution No. 440-9265 submitted herewith, All Districts. [\$176,598 Total Cost – Flood Control – Special Revenue Funds 25110-25170, Transportation - Reimbursement from Services, Department of Waste Resources Enterprise Funds - No use of general funds (NCC)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Survey Project Manager classification;
2. Approve the recommendation to adjust the salary of the Engineering Project Manager classification; and
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9265.

ACTION:Policy


Hans Kehkamp, General Manager - Chief Engineer 6/9/2022


Mark Lancaster, Director of Transportation 6/9/2022

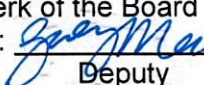

Jason Uhley, GENERAL MGR-CHF FLD CNTRL ENG 6/9/2022


Michael Bowers, Assistant HR Director 6/14/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9265 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 28, 2022
xc: HR, Transp., Waste, Flood

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$176,598	\$176,598	\$176,598
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Flood Control - Special Revenue Funds 25110-25170, Transportation - Reimbursement from Services, and Department of Waste Resources Enterprise Funds - No use of general funds (NCC).			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Public Works and Community Services portfolio consists of multiple departments including the Flood Control and Water Conservation district, Waste Resources Department, and the Transportation Department. The departments within this portfolio are focused on infrastructure, facilities and additional critical services that are essential to the quality of life, safety, well-being, and public health of Riverside County residents.

ENGINEERING PROJECT MANAGER:

The Transportation Department requested that the Classification and Compensation Unit conduct a market review of the Engineering Project Manager (EPM) classification. The purpose of the study was to evaluate the market and should it lend support, adjust the maximum end of the salary accordingly. Because this classification is used within all Public Works departments including the Transportation Department, Waste Resources and the Flood Control and Water Conservation District, all three departments were consulted and included in the overall recommendation.

Attempts to correct the salary through previous market reviews of the surrounding jurisdictions found minimal or no support for adjustments. The departments expressed that this is due to the previous reviews failing to capture the true market landscape they must navigate to attract top talent, retain high performing employees, and meet necessary project goals and deadlines. While it is our standard practice to compare the County of Riverside's classifications to their comparable counterparts in the 5 surrounding counties, the departments contend that the true competitors among Public Works departments for talent and project contracts are regional competitors. As such, the current market study included a review of the standard 5 counties (Los Angeles, Orange, San Bernardino, San Diego, and Ventura) plus a review of 3 additional competitors (Caltrans, Riverside County Transportation Commission, and the San Bernardino County Transportation Authority).

The expanded market survey yielded that the Engineering Project Manager classification is deficient at the max by -11.76% with a market average of \$165,763 and median of \$154,461. Upon further internal discussions among leadership within all Public Works departments, in conjunction with Class & Comp, it was determined that the salary should be adjusted to fall in

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between the mean and the median at \$158,500. Therefore, it is recommended to adjust the salary of the EPM by 8.4% at the maximum end of the range. Additionally, the departments have indicated that in addition to adjusting the max end of the range, they would also like to grant all existing incumbents an immediate 4% increase. It is requested that all employees retain their current anniversary dates.

SURVEY PROJECT MANAGER

A significant scope of surveying functions occurs within the Transportation Department and Flood Control and Water Conservation District, as they are the only two departments in the Portfolio that perform a similar scope of work in terms of independent survey functions. The Riverside County Transportation Department is responsible for planning, designing, funding, building, operating, and maintaining roads, bridges, and transportation facilities within the unincorporated territory of the County. The Surveyor's Division is responsible for all land surveying functions within the Transportation Department, in addition to other County Departments and local agencies.

The mission of the Flood Control and Water Conservation District is to responsibly manage stormwater in service of safe, sustainable, and livable communities. Their vision is to be leaders in the field of stormwater management, achieve extraordinary results for their customers, be the home of high-quality teams and return value to the community. Their Surveying & Mapping Division is comprised of 40 employees and provides information and assistance to the public and District personnel through the following sections: Survey, Photogrammetry, Real Estate Services, and Right of Way Engineering.

At the request of the Flood Control & Water Conservation District and Transportation department, the Human Resource's Classification and Compensation Unit examined the feasibility of creating a new classification of Survey Project Manager (SPM). The study findings indicate that creation of this classification within the Flood Control & Water Conservation District would create consistency within the district's organization regarding title and compensation for the highest level of team leaders below the Flood Control Division Chief's. The district had previously examined the possibility of utilizing the Engineering Project Manager to fulfill the survey and mapping project management, consultant services, contract administration, right of way acquisition, utility relocation, and right of way certification for the survey, mapping, storm water projects and acquisition for multiple major Public Works improvement project duties that they require. However, the Engineering Project Manager did not possess the surveyor-specific knowledge the department required.

The Transportation Department's Survey Division is responsible for all land surveying functions within the Transportation Department and offers its services to other County Departments and local agencies, and assist the public in reviewing over 19 different case types. This includes performing field surveys for preliminary, property, construction and geodetic (including GPS) surveys, providing public information and keeping land surveying and public right of-way

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records. They will also perform office analysis of all field surveys, review right-of-way work, LAFCO documents, and recommend street names for approval. Additional responsibilities include Tract and Parcel Map checking, Record of Survey and Corner Record checking, and performing reviews of Lot Line Adjustments, Mergers, and Certificates of Compliance. The Survey Division consists of 32 employees across the following sections: Right-of-Way, Land Development and Map Checking, Minor Lands, Public Research Counter, Geodetic Analysis, and Field Operations. If established, the Transportation Department would use the classification to perform complex surveying responsibilities, manage survey projects at a higher level, provide high-level support to the Director of Transportation and County Surveyor on special assignments, and manage a varied team of survey professionals providing more direct oversight with global perspective.

After a thorough review of all of the County's current classifications, it was determined that there are currently no viable classifications available to support the role the departments require, however the internal parity review of existing classifications yielded that the Engineering Project Manager is similar in scope of responsibility, technical specialty, and licensure to the requested Survey Project Manager. Although this is the case, the two classifications are distinct in duties performed and knowledge required, therefore the creation of a new class is warranted. Additionally, an external market review was conducted for similar classifications to the Survey Project Manager and found comparable classifications in San Bernardino, San Diego, and Ventura County in addition to CalTrans, Riverside County Transportation Commission (RCTC), and the San Bernardino County Transportation Authority (SBCTA). The market review found that the market mean for this type of position is approximately \$119,836 - \$162,519.

Based on the study findings, it is recommended that the Board approve the creation of the Survey Project Manager with a salary range of approximately \$110,386 - \$158,500, which will benchmark it to the market-adjusted salary of the Engineering Project Manager.

Salary Adjustment:

Engineering Project Manager: It is recommended to adjust the salary plan/grade from MRP 604 (\$110,386 - \$146,277) to salary plan/grade MRP 604 (\$110,386 - \$158,500).

Classification Addition:

Survey Project Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 604 (\$110,386 - \$158,500).

Additional Fiscal Information

Engineering Project Manager:

The \$176,598 reflected in the current fiscal year column above illustrates the total cost for the EPM adjustment for all departments, including benefits. The cost includes 4% increases for eligible incumbents. Broken out by department, the cost for Transportation is \$93,383.26. The cost for Waste Resources is \$29,824.77 and the cost for Flood Control is \$53,390.10.

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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. Additionally, all departments have indicated that they have funding available and therefore a budget adjustment will not be necessary.

Survey Project Manager:

The Flood Control & Water Conservation district and Transportation department intend to utilize this classification and has allocated funding in their budgets for the 2022/2023 fiscal year. Following the budget adoption, the departments will submit a request to add the classification/ position(s) to their budget through the CTR process. The creation of this classification will have no immediate cost. Position funding for the Survey Project Manager will not have a Net County Cost as the positions are filled by Flood Control and Transportation and are funded by the Flood Control Special Revenue Funds 25110-25170 and Transportation Reimbursement from Services. The total annual cost is \$211,106 per position, which includes benefits.

Impact on Residents and Businesses

There is no impact on residents and businesses. Adjusting the salary of the EPM and the addition of the proposed SPM will provide the departments the resources they require to continue offering critical services for the County of Riverside.

Attachments:

- 1) Resolution No. 440-9265
- 2) Engineering Project Manager Market Data
- 3) Survey Project Manager Market Data
- 4) Survey Project Manager Classification



Jason Farin, Principal Management Analyst 6/14/2022

RESOLUTION NO. 440-9265

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 28, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the 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>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
76486	+	Survey Project Manager	MRP 604

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the 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>
76419	Engineering Project Manager	MRP 604 (\$110,386 - \$146,277)	MRP 604 (\$110,386 - \$158,500)

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.

KECIA R. HARPER, Clerk of said Board

By: [Signature]
Deputy

/kc
06/07/2022
440 Resolutions/KC

External Market Survey Data

Engineering Project Manager

Riv Co Class Code: 76419

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	Capital Projects Manager, Public Works	4141	\$112,548	\$143,659	27.64%
Orange County	Senior Professional Engineer/Architect	1843SM	\$126,589	\$145,142	14.66%
San Bernardino County	No Comparable Class				
San Diego County	No Comparable Class				
Ventura County	Engineering Manager II	360	\$102,852	\$144,006	40.01%
CalTrans	Supervising Transportation Engineer	3155	\$150,300	\$170,736	13.60%
RCTC	Senior Capital Projects Manager		\$168,336	\$227,256	35.00%
SBCTA	Project Delivery Manager	PDM	\$109,186	\$163,779	50.00%
	Mean:		\$128,302	\$165,763	29.20%
	Median:		\$119,568	\$154,461	29.18%
Riverside County	Engineering Project Manager	76419	\$110,386	\$146,277	32.51%
	Dollar difference from Mean:		-\$17,916	-\$19,486	
	Percentage difference from mean:		-13.96%	-11.76%	
	Dollar difference from median:		-\$9,182	-\$8,184	
	Percentage difference from median:		-7.68%	-5.30%	

Notes:

Run Date:

Date Prepared/Revised: 3/15/2022

By: Cmyers

External Market Survey Data

Survey Project Manager

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread #VALUE!
Los Angeles County	No comparable class				
Orange County	No comparable class				
San Bernardino County	Survey Division Chief	19930	\$97,219	\$133,910	37.74%
San Diego County	Project Manager, Public Works	3706	\$91,125	\$135,429	48.62%
Ventura County	Engineering Manager II	360	\$102,852	\$144,006	40.01%
CalTrans	Supervising Transportation Surveyor	3032	\$150,300	\$170,736	13.60%
RCTC	Senior Capital Projects Manager		\$168,336	\$227,256	35.00%
SBCTA	Project Delivery Manager	PDM	\$109,186	\$163,779	50.00%
	County Mean:		\$119,836	\$162,519	35.62%
	County Median:		\$106,019	\$153,893	45.16%
Riverside County	Survey Project Manager (Proposed Class)		\$110,386	\$146,277	32.51%
	Dollar difference from Mean:		-\$9,450	-\$16,242	
	Percentage difference from mean:		-7.89%	-9.99%	
	Dollar difference from median:		\$4,367	-\$7,616	
	Percentage difference from median:		4.12%	-4.95%	

Notes:

Run Date:

Date Prepared/Revised: 4/29/2022

By: D.Flores



SURVEY PROJECT MANAGER

Class Code: 76486

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE
Established Date: XXX XX, 2022
Revision Date: XXX XX, 2022

SALARY RANGE

\$53.07 - \$70.33 Hourly
\$9,198.83 - \$12,189.75 Monthly
\$110,386.02 - \$158,500.00 Annually

CLASS CONCEPT:

Under general direction, coordinates, directs, and provides project management for survey and mapping, consultant services, contract administration, right of way acquisition, utility relocation, and right of way certification for the survey, mapping, storm water projects and acquisition of multiple major Public Works improvement projects; plans, organizes, and manages the work of staff involved in survey and other related functions in support of Public Works and private land development improvement projects; performs other related duties as required.

The Survey Project Manager operates in the Public Works & Community Services Portfolio and typically reports to a Flood Control Division Chief or the County Surveyor. This classification is characterized by the responsibility for serving as the primary survey, land acquisition, and mapping project liaison and carries the responsibility of survey and mapping projects. Incumbents are responsible for the management of sections engaged in office and/or field survey work while also assisting in the development of policies and procedures and directs activities through subordinate staff. These projects involve significant resources, complex technical execution requirements, multi-agency coordination, land title, land acquisition, property negotiation, outside agency funding and relationship management issues.

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)

- In a managerial capacity, plan, organize, assign, manage and review the work of sections engaged in all aspects of land surveying and related activities which may include but is not limited to geodetic and cadastral surveying, right of way engineering, planning, and map checking, processing street name requests and providing information to the public.
- Coordinate survey methods to obtain desired accuracy, meet legal requirements, make project deadlines, and ensure the suitability of surveys for intended purposes.

OTHER REQUIREMENTS:

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

Possession of a valid license as a Land Surveyor issued by the California Department of Consumer Affairs, Board for Professional Engineers, Land Surveyors and Geologists.

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.