

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



ITEM: 3.56  
(ID # 19238)

**MEETING DATE:**  
Tuesday, June 28, 2022

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Classification and Compensation recommendation to grant salary adjustments for the Recycling Specialist I, Recycling Specialist II, Recycling Specialist II-WRMD, Supervising Recycling Specialist and amend Ordinance No. 440 pursuant to Resolution No. 440-9263 submitted herewith, All Districts. [\$0 Current FY Cost, \$7,103 Ongoing Cost - Department of Waste Resources Enterprise Fund 100%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the salary adjustments for the Recycling Specialist I, Recycling Specialist II, Recycling Specialist II-WRMD, Supervising Recycling Specialist; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9263.

**ACTION:**Policy


  
Michael Bowers, Assistant HR Director 6/24/2022

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**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 440-9263 is adopted as recommended.

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

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 7,103	\$ 7,103	\$ 7,103
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b>			<b>Budget Adjustment: No</b>	
Department of Waste Resources Enterprise Fund 100%			<b>For Fiscal Year: 22/23</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

The Department of Waste Resources (Waste Resources) is responsible for the efficient and effective landfilling of non-hazardous County waste and is organized so that nearly all functions of designing, permitting, operating, maintaining, and supporting the landfill systems are performed by in-house staff. The Department's mission is to provide the protection of the general public health and welfare through efficient management of Riverside County's solid waste system, through the provision of facilities and programs which meet or exceed all applicable local, state, federal, and land use regulations. In addition to landfill management, Waste Resources provides a variety of community services including household hazardous waste collection, recycling, composting, illegal dumping clean-up, community clean-ups, and graffiti abatement. These comprehensive programs and services are under the Recycling Composting Outreach Division, Recycling Community Program (Recycling Program). Waste Resources has an obligation to provide quality education and outreach on recycling, waste reduction and diversion strategies. This requirement was originally established by AB 939 and continues to be a part of ongoing legislative requirements.

Recycling Specialists (Attachment B) are responsible for developing and implementing of recycling programs, preparing, and presenting educational materials to County departments and the public, and conducting external research for grant funding to bolster recycling awareness and for the enhancement of programs. With the demands of their role, Recycling Specialists receive continuous training on mandatory legislation, regulations, County policies, and ordinances impacting solid waste, and this also requires time and investment in developing and training staff.

Since 2020, Waste Resources has been experiencing continuous turnover with their Recycling Specialist staff leaving to go to external agencies or other County departments that offered a higher compensation. The Department's recruitment efforts to obtain and retain qualified professionals with the principles, methods, and skills to implement recycling and resource recovery programs has been unsuccessful. This has a negative impact on Waste Resources' operations, productivity, program funding, and has further weakened the Department's capacity to effectively provide compliance outreach and education to business and residential communities. Waste Resources is dependent on state and federal grant funding in order to support and expand their recycling programs, efforts towards waste diversion, responsible dumping, and fostering a cleaner environment. A market study was requested to determine if pay might be a driver of the staffing and retention issues.

The study found market deficiencies for each of the Recycling Specialist classifications. The Recycling Specialist I is approximately below 22% under market at the minimum and 4% under

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market at the maximum. The Recycling Specialist II/II-WRMD is approximately below 21% under market at the minimum and 8% under market at the maximum. The Supervising Recycling Specialist classification is approximately below 18% under market at the minimum and 10% under market at the maximum. It is recommended to adjust each Recycling Specialist class salary to the market mean (Attachment C).

**Salary Adjustments:**

**Recycling Specialist I:** It is recommended to adjust the salary plan/grade from ESEU 236 (\$42,796 - \$64,311) to salary plan/grade ESEU 374 (\$54,517 - \$67,018).

**Recycling Specialist II:** It is recommended to adjust the salary plan/grade from SEU 212 (\$47,459 - \$71,299) to salary plan/grade SEU 348 (\$60,029 - \$77,823).

**Recycling Specialist II-WRMD:** It is recommended to adjust the salary plan/grade from WMP 109 (\$47,459 - \$71,300) to salary plan/grade WMP 149 (\$60,029 - \$77,823).

**Supervising Recycling Specialist:** It is recommended to adjust the salary plan/grade from SEUS 327 (\$55,300 - \$83,498) to salary plan/grade SEUS 438 (\$67,246 - \$92,664).

**Impact on Residents and Businesses**

Approval of the recommended adjustments will allow Waste Resources to attract and retain qualified professionals with the principals and methods to implement recycling and resource recovery programs that provide critical services to County departments, businesses, and residential communities.

**Additional Fiscal Information**

The recommended salary range adjustments will have no impact for the remainder of the fiscal year. During FY22/23 two incumbents will be adjusted to the new minimum salary, resulting in a cost to the Department of approximately \$7,103, which includes benefits and employer costs. Waste Resources has stated the additional cost resulting from this adjustment will be absorbed through the Department's budget and will not require a budget adjustment.

**Attachments:**

Attachment A: Resolution No. 440-9263

Attachment B: Recycling Specialist Classification Series Job Specifications

Attachment C: Recycling Specialist Classification Series External Market Surveys

  
Meghan Hahn, Senior Management Analyst 6/24/2022

RESOLUTION NO. 440-9263

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 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>
66570	Recycling Specialist I	ESEU 236	ESEU 374
66571	Recycling Specialist II	SEU 212	SEU 348
80034	Recycling Specialist II-WRMD	WMP 109	WMP 149
74195	Supervising Recycling Specialist	SEUS 327	SEUS 438

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: Zulky Martinez  
Deputy

/kc  
05/27/2022  
440 Resolutions\KC



COUNTY OF RIVERSIDE  
 Established Date: Jul 1, 1989  
 Revision Date: May 11, 2022

# RECYCLING SPECIALIST I

Class Code:  
 66570

Bargaining Unit: SEIU - Professional

## SALARY RANGE

\$20.58 - \$30.92 Hourly  
 \$3,566.33 - \$5,359.22 Monthly  
 \$42,796.00 - \$64,310.69 Annually

### CLASS CONCEPT:

Under close direction, assists in coordinating the development and implementation of the County's Recycling Program; learns all phases of the County recycling programs; learns to prepare and conduct presentations, and assists with making recycling educational materials available to all segments of the public, County departments and other agencies; assists in research, development, presentation, and promotion of recycling information and programs; performs other related duties as required.

The Recycling Specialist I is the entry-level classification in the Recycling Specialist series and reports to an appropriate supervisory or management level job class. Incumbents learn to perform the full range of program development, implementation, and recycling education assignments under close supervision. Incumbents are expected to perform basic and routine duties where the majority of the duties can be learned in a brief period of time, are clearly defined and have established guidelines which require minimal interpretation.

The Recycling Specialist I is distinguished from the Recycling Specialist II in that the latter is the journey level classification in the series, having a greater scope of responsibilities requiring minimal supervision.

The Recycling Specialist I is a natural progression underfill for the Recycling Specialist II. Incumbents are eligible to promote to the Recycling Specialist II upon successful completion of their probationary period, which would include a satisfactory performance evaluation and any additional qualification requirements.

### REPRESENTATION UNIT:

SEIU - Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

**OTHER REQUIREMENTS:**

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

- Research and study waste stream reduction as it relates to municipal recycling projects; conduct waste stream analysis and audits to determine what elements are contained in the waste stream.
- Conduct grant fund research, maintain a tracking system providing a list of current potential funders; prepare and evaluate draft grant applications; tracking grant implementation, costing, metrics, and complete required reporting by the funding agencies.
- Plan, develop and implement recycling projects; coordinate private and public sector recycling projects.
- Provide research and input on reports due to the state on recycling and waste reduction activities; maintain reports and programs related to the legislation of recycling programs.
- Research, write, edit, produce, and disseminate reports, brochures, pamphlets, and news releases, as well as develop content for social media posts, regarding community health sustainability and recycling issues.
- Prepare and present educational recycling programs utilizing all types of media including, but not limited to, video, online computer applications, audio, and television.
- Coordinate activities between the County, City and other external agencies on recycling programs; develop and maintain relationships with stakeholders to promote waste reduction and recycling project collaboration.
- Develop and track current solid waste legislation as it effects the County's funding for recycling programs; conduct presentations on recycling program legislation to staff, County customers and other groups.
- Assist Department of Waste Resources professional staff by attending meetings, representing the Department and reviewing recycling proposals; assist with presentations conducted by staff and prepare materials for staff in the recycling function of the Department.
- Assists in educational tours of solid waste facilities operated by the Department of Waste Resources, including but not limited to, the Educational Learning Center and the Resource Garden.

## **RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a bachelor's degree, preferably in planning, environmental sciences, sustainability, public or business administration, or a related field to the assignment.

**Experience:** One year in the administration, development or implementation of public or private recycling programs or resource recovery programs. Qualifying experience as a Riverside County Recycling Specialist I will be applied towards the required experience. (A master's degree from an accredited college or university in planning, environmental sciences, sustainability, public or business administration, or related field to the assignment, may substitute for six months of the required experience.)

**Knowledge of:** The California Integrated Waste Management Act of 1989 and regulatory guideline for the Act (AB 939); current regulatory legislation (AB 341, AB 1826, and SB 1383); principles of organization, management and public and business administration; principles and methods used in statistical analysis and basic financial administration; methods of



COUNTY OF RIVERSIDE  
 Established Date: Jul 1, 1989  
 Revision Date: May 11, 2022

# RECYCLING SPECIALIST II - WRMD

Class Code:  
 80034

Bargaining Unit: SEIU - Waste Resources  
 Professional

## SALARY RANGE

\$22.82 - \$34.28 Hourly  
 \$3,954.89 - \$5,941.68 Monthly  
 \$47,458.74 - \$71,300.11 Annually

### CLASS CONCEPT:

Under general direction, coordinates the development and implementation of the County's Recycling Program; participates in all phases of the County's recycling programs; prepares and conducts presentations and makes recycling educational materials available to all segments of the public, County departments and other agencies; researches, develops, presents, and promotes recycling information and programs; performs other related work as required.

The Recycling Specialist II is the journey level classification in the Recycling Specialist series and reports to an appropriate supervisory or management level position. Incumbents perform the full range of assigned duties, including, but not limited to, program development, implementation and recycling education assignments. Incumbents are expected to accomplish their assigned duties that involve more responsibility with occasional instruction or guidance when needed.

The Recycling Specialist II is distinguished from the Recycling Specialist I in that the latter is functioning in a learning capacity and performing duties under close supervision. The Recycling Specialist II is further distinguished from the Supervising Recycling Specialist in that the latter is responsible for supervising and coordinating the work of professional and support staff while performing the complex assignments related to recycling, source reduction and related analysis.

### REPRESENTATION UNIT:

SEIU - Waste Resources Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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



planning, coordinating and implementing effective informational programs; principals of recycling program development; laws and regulations pertaining to grant funding and recycling program development; the composition of the business community involved with solid waste recovery; public relations.

Ability to: Gather and analyze data, reason logically, draw valid conclusions, and recommend effective courses of action; prepare promotional materials; communicate effectively in oral and written form with people at various organizational and socio-economic levels; plan and coordinate effective citizen participation groups; establish and maintain effective relationships with business representatives, communities, civic groups, the general public, and fellow employees.

### **OTHER REQUIREMENTS:**

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

- Participate in the analysis of proposed or adopted legislation and regulations pertaining to solid waste, recycling, sustainability, and related activities to determine the potential or actual impact on Waste Management programs; analyze results of research, present conclusions and develop and revise work processes as needed to accomplish the work.
- Plan, organize and coordinate research, including the development of research models to measure the effectiveness of departmental programs designed to address recycling, sustainability and other waste management related topics.
- Confer with personnel from other divisions, departments and outside agencies in obtaining needed data for reporting purposes.
- Oversee and maintain recycling databases and compiles data; develop data collection processes and reporting formats.
- Prepare correspondence and detailed reports based on evaluation of data gathered through research; maintain records, logs and files.
- Research availability and applicability of grant funding; research methods necessary for specific grant proposals; recommend and monitor procedures for grant implementation.
- Work with staff of other agencies and vendors to exchange or clarify information used in developing recycling programs; coordinate with other sections and facilitate the flow of information on projects involving multiple sections, agencies and the public.
- Compile data regarding section workloads, staffing levels and priorities for input in the department's program budget; monitor program or project budget expenditures, and prepare progress reports and financial statements.
- Utilize analytics to review social media responses to determine effective outreach by the department and develop online programs to engage with residents and businesses Countywide.
- Train subordinates in waste diversion principles, technical and operational procedures, and departmental philosophy and policy.
- Assist in the selection of staff; prepare written performance reports on the work of staff; draft policy recommendations pertaining to source reduction and recycling for review by the administration.

## **RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a bachelor's degree, preferably with a major in planning, public or business administration, environmental sciences, or a related field.

**Experience:** Two years in the administration, development or implementation of recycling programs or source reduction programs. (Possession of a master's degree in planning, public or business administration, environmental sciences, or a related field may substitute for six months of the required experience.)

**Knowledge of:** The California Integrated Waste Management Act of 1989 and regulatory guideline for the Act (AB 939); current regulatory legislation (AB 341, AB 1826, and SB 1383); the principles of supervision; the physical, environmental and economic implications of recycling projects; local, state and federal legislation processes; research methods; the

# External Market Survey Data

## Recycling Specialist I

Riv Co Class Code: 66570

Jurisdiction	Title	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	<u>Recycling Specialist I</u>	\$54,517	\$67,018	22.93%
Ventura County	No comparable class			
	County Mean:	\$54,517	\$67,018	22.93%
	County Median:	\$54,517	\$67,018	22.93%
Riverside County	<u>Recycling Specialist I</u>	\$42,796	\$64,311	50.27%
	Dollar Difference from Mean:	-\$11,721	-\$2,707	
	Percentage difference from mean:	-21.50%	-4.04%	
	Dollar difference from median:	-\$11,721	-\$2,707	
	Percentage difference from median:	-21.50%	-4.04%	

Run Date: 1/18/2022

Date Prepared/Revised: 5/5/2022

By: Class & Comp

# External Market Survey Data

## Supervising Recycling Specialist

Riv Co Class Code: 74195

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	No comparable class			
Orange County	No comparable class			
San Bernardino County	<u>Solid Waste Programs Administrator</u>	\$67,246	\$92,664	37.80%
San Diego County	No comparable class			
Ventura County	No comparable class			
	County Mean:	\$67,246	\$92,664	37.80%
	County Median:	\$67,246	\$92,664	37.80%
Riverside County	<u>Supervising Recycling Specialist</u>	\$55,300	\$83,498	50.99%
	Dollar Difference from Mean:	-\$11,946	-\$9,166	
	Percentage difference from mean:	-17.76%	-9.89%	
	Dollar difference from median:	-\$11,946	-\$9,166	
	Percentage difference from median:	-17.76%	-9.89%	

Run Date: 1/18/2022

Date Prepared/Revised: 5/5/2022

By: Class & Comp