

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



**ITEM: 3.21
(ID # 19414)**

**MEETING DATE:
Tuesday, July 12, 2022**

FROM : HUMAN RESOURCES:

SUBJECT: Human Resources: Establish the classification of Supervising Correctional Chaplain and amend Ordinance No. 440 pursuant to Resolution No. 440-9269 submitted herewith, All Districts. [Total Cost \$226,020 with an Ongoing Cost of \$113,010, 100% Assembly Bill-109 Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Supervising Correctional Chaplain classification; and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9269.

ACTION:Policy

Michael Bowers

Michael Bowers, Assistant HR Director

6/29/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Hewitt and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9269 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington and Hewitt
Nays: None
Absent: Perez
Date: July 12, 2022
xc: HR

Kecia R. Harper
Clerk of the Board

By: *[Signature]*
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	\$113,010	\$113,010	\$226,020	\$113,010
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Assembly Bill-109 Funds			Budget Adjustment: No	
			For Fiscal Year: FY 22/23	

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. embedded within the Department is also The Chaplain Corps, which is comprised of volunteers who assist deputies on patrol with calming distraught family members, in addition to full-time staff located within correctional facilities providing spiritual counseling to those incarcerated.

Currently, the full-time correctional staff report directly to the classification of Correctional Lieutenant. The Department has determined this is problematic, in that Correctional Sergeants are skilled in law enforcement and Corrections operations and procedures, not Chaplain services. Because of this, they lack experience and knowledge to train and mentor the Chaplains in all aspects of their duties. Additionally, Chaplains working for Corrections must possess an understanding of the responsibilities that only pertain to working in a detention setting, which require a supervisor which can provide the training, oversight, and guidance exclusive to their duties. Chaplains assigned to corrections must also be specially trained on and comply with federal and state legislation, regulations, prisoner rights, religious accommodations and have knowledge of the various spiritual and religious belief systems and practices.

As a result, the Department has identified a need to create a new classification of Supervising Correctional Chaplain. By establishing a Supervising Correctional Chaplain classification, Chaplain incumbents will have a supervisor responsible for providing an enhanced level of competency, training, education, and experience to the chaplaincy team, with the ability to raise specific job expectations and improve Departmental operations. Lastly, the creation of a lower-paid supervisory classification than that of the Correctional Lieutenant will serve as a salary savings for the Department. Due to the sparse market data and absence of any internal comparables, the proposed salary range for the Supervising Correctional Chaplain will allow an approximate 9.5% compaction spread in relation to the journey level Chaplain at the min and max.

Classification Addition:

Supervising Correctional Chaplain: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEUS 426 (\$57,392 - \$84,970). This request is also to add (1) position to recruit and fill.

Impact on Residents and Businesses:

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

There is no impact to businesses. Creation of this class will allow the Department to continue to operate efficiently and effectively.

Additional Fiscal Information: The cost to one position is approximately \$113,010 for FY 22/23, which includes salary and benefits. The Department has indicated that the cost of the positions will be funded through the Assembly Bill 109. This will not require a budget adjustment.

ATTACHMENTS

- I. Resolution No. 440-9269
- II. Supervising Correctional Chaplain Class Specification



Meghan Hahn, Senior Management Analyst 6/29/2022

2022 JUL 14 PM 4:23

MEMORANDUM

DATE: July 13, 2022
TO: Kecia Harper, Clerk of the Board
FROM: Erik Collier, Human Resources Services Manager
RE: Correction to Resolution No. 440-9269

Attached, please find corrected Resolution No. 440-9269, Agenda Item 3.21 submitted and approved by the Board of Supervisors on July 12, 2022. Under Section 3(a)(iv), the "Salary Plan/Grade" for the classification listed below should read as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
79737	+	Supervising Correctional Chaplain	SEUS 374

The correction listed above within Resolution No. 440-9269 was due to a clerical error and does not affect the actual salary of the newly established classification.

Should you have any questions or require additional information, please feel free to contact me.

Erik Collier

Human Resources Services Manager
(951) 955-1117

Attachment:
Revised Resolution No. 440-9269



REVISED

RESOLUTION NO. 440-9269

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 12, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
79737	+	Supervising Correctional Chaplain	SEUS <u>374</u>

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to make the following listed change(s), operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
79737	+ 1	2500406100	Supervising Correctional Chaplain

/kc
Revised
07/13/2022

Item 3.21
07/12/2022

/kc
06/20/2022
440 Resolutions\KC

3.21

2
3 RESOLUTION NO. 440-9269

4
5 ADOPTED by Riverside County Board of Supervisors on July 12, 2022.

6
7 ROLL CALL:

8
9 Ayes: Jeffries, Spiegel, Washington, and Hewitt

10 Nays: None

11 Absent: Perez

12
13
14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of
15 Supervisors on the date therein set forth.

16
17 KECIA R. HARPER, Clerk of said Board

18
19 By: Bryanna Smith

20 Deputy

21
22
23 07.12.22 3.21
24
25

RESOLUTION NO. 440-9269

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 12, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
79737	+	Supervising Correctional Chaplain	SEUS 426

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to make the following listed change(s), operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
79737	+ 1	2500406100	Supervising Correctional Chaplain

ROLL CALL:

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

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.

/kc
06/20/2022
440 Resolutions\KC

KECIA R. HARPER, Clerk of said Board

By: 
Deputy

7-12-2022 3,21



SUPERVISING CORRECTIONAL CHAPLAIN

Class Code: 79737

Bargaining Unit: SEIU - Supervisory

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

SALARY RANGE

\$27.59 - \$40.85 Hourly
\$4,782.66 - \$7,080.83 Monthly
\$57,392 - \$84,970 Annually

CLASS CONCEPT:

Under direction, supervises the day-to-day activities of Sheriff Department chaplains assigned to the Sheriff's Inmate Training and Education Bureau (SITE-B), providing spiritual guidance and counseling to those incarcerated in a correctional facility; assists with detention volunteer services; consults, plans, and coordinates with religious organizations to provide multi-denominational religious services; ensures compliance with legislative and regulatory codes, mandates and guidelines relevant to inmate religious rights; and performs other related duties as required.

The Supervising Correctional Chaplain is a supervisory level classification and reports to an appropriate management level position. Incumbents are characterized by the responsibility for supervising staff in the performance of spiritual guidance and counseling to sentenced and un-sentenced persons in adult detention facilities.

REPRESENTATION UNIT: SEIU-Supervisory

EXAMPLES OF ESSENTIAL DUTIES: (Depending on the area of assignment, duties may include, but are not limited to, the following)

- Recruit, train, coordinate, and supervise the work of staff engaged in providing spiritual guidance and correctional counseling to sentenced and un-sentenced persons in correctional facilities.
- Coordinate the services and resources provided through the chaplains assigned to the Sheriff's Inmate Training and Education Bureau (SITE-B) within the Corrections division.
- Provide services and recommendations in compliance with the religious rights of incarcerated individuals to ensure the laws and regulatory guidelines are met.
- Counsel with families on problems involved with incarceration, rehabilitation, and provide spiritual guidance; assists inmates with adjusting to the institutional environment; responds to inmate requests; assist families with public and private non-profit organizations where aid to families is needed.
- Coordinate services with public and private agencies; act as liaison with various religious

organizations to provide multi-denominational religious worship and emergency services at correctional facilities as needed.

- Recruit, train, and coordinate the work of volunteer clergy to assist in providing religious services within the detention facilities.
- Conduct meetings with chaplain staff and volunteers.
- Develop religious programs and services within the correctional setting; maintain unit daily logs data tracking; and prepare reports pertaining to the activities of the chaplain unit.
- Interview and select new employees; oversee orientation and training of staff; evaluate subordinate employees; administer progressive disciplinary action when needed.
- May be required to respond to emergencies after-hours.

RECRUITING GUIDELINES:

Education: Graduation with a bachelor's degree from an accredited seminary, college or university including 12 semester or 18 quarter units in theology, counseling, psychology, sociology or related behavioral science. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Experience: Four years of ministry experience with a recognized church or other religious organization which must have included at least one year providing technical supervision to staff performing spiritual guidance and counseling services to sentenced and un-sentenced persons in adult detention facilities, and/or victims of crime (Education from a recognized seminary of theology may be substituted for up to two years of the non-technical supervisory experience on the basis of 30 semester or 45 quarter units equaling one year of experience).

Knowledge of: Individual and family counseling techniques; laws and regulatory guidelines regarding the religious rights of incarcerated individuals; the purposes of correctional institutions and their methods of rehabilitation; public and private community resources and referral agencies; principles and practices of supervision.

Ability to: Maintain professional standards; exercise interpersonal skills; supervise effective teams and motivate others; plan and organize work product; lead by example; work cooperatively with various community and religious organizations; plan and coordinate various programs at multiple correctional facilities; effectively organize sacred and secular activities within correctional treatment program goals; plan, organize, train, supervise and evaluate the work of others.

OTHER REQUIREMENTS:

License/Certificate: Applicants must present evidence that they are currently ordained or accredited and in good standing with their own religious denomination.

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.