

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



ITEM: 3.21
(ID # 19639)

MEETING DATE:

Tuesday, August 02, 2022

FROM : HUMAN RESOURCES AND TRANSPORTATION AND LAND MANAGEMENT
AGENCY :

SUBJECT: HUMAN RESOURCES AND TRANSPORTATION AND LAND MANAGEMENT
AGENCY: Classification and Compensation recommendation to adjust the salary of the Land Use Technician series; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9277, All Districts. [Total Cost \$214,217, Ongoing Cost \$113,666, 100% Deposit Based Fees]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Land Use Technician series;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9277.

ACTION:Policy

Michael Bowers

Michael Bowers, Assistant HR Director

7/22/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9277 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: August 2, 2022
xc: HR, TLMA

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	\$ 100,551	\$ 113,666	\$ 214,217	\$ 113,666
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Deposit Based Fees			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Transportation and Land Management Agency (TLMA) is the umbrella agency for four County departments – Transportation, Building & Safety, Planning, and Code Enforcement, as well as distinct TLMA Divisions – Administrative Services, the Riverside County Airport Land Use Commission (ALUC), and the Aviation Division. Its mission is: *"In partnership with our diverse communities, we strive to maintain, improve and preserve Riverside County's infrastructure and environment. We will promote a high quality of life by consistently and fairly enforcing regulations to preserve existing neighborhoods, properly planning new communities to accommodate growth in a balanced way and serving the public through excellent customer service."* The organization has the vision of being *"a leader in the delivery of superior public facilities and services."*

In total, TLMA employs over 600 dedicated public servants across the various departments and divisions who strive to meet the needs of the residents of Riverside County. One of the key customer service functions performed by TLMA is conducted through the Permit Assistance Centers by a team of Land Use Technicians. There are two Permit Assistance Centers that serve the public - one in Riverside and the other in Palm Desert. These offices include representatives from the Building & Safety, Planning, Code Enforcement, and Transportation Departments to provide specialized support in-house, where technical expertise is required in that specific functional area. Riverside County is the fourth largest (and fastest growing) county in California, the 10th largest in the United States, and covers more than 7,300 square miles. Directly serving nearly 400,000 thousand residents in the unincorporated area and covering a vast geographic territory, the demands for land use development and permit services are substantial. On average, the TLMA counters at the Permit Assistance Centers receive approximately 1,640 applications, and issue approximately 1,200 permits each month. In addition to permit processing, Land Use Technicians provide property research assistance, answer land use questions, conduct thorough research on the subject property, determine appropriate codes and zoning, and help the customer to understand the remaining steps in the development process. This 'one stop shop' within TLMA eliminates the need for the customer to interface with multiple departments and contacts and ensures a swift and seamless land use/development process.

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TLMA requested that the HR Classification and Compensation Unit conduct a market review of the Land Use Technician series. The County's Land Use Technicians perform complex assignments utilizing their technical expertise and knowledge in land use, codes, and zoning in addition to permit processing. Based on information provided by the Department, the complexity of work performed by County of Riverside Land Use Technicians is akin in complexity to that performed by entry-level or working-level Planners in other jurisdictions. To better capture the expanded scope of responsibility performed by the Land Use Technician series, the current market study included a review of the standard five counties (Los Angeles, Orange, San Bernardino, San Diego, and Ventura) and a review of five additional counties of comparable size (Contra Costa, Santa Clara, Alameda, Fresno, and Sacramento).

The expanded market survey indicated that the Land Use Technician I, Sr. Land Use Technician, and Supervising Land Use Technician are below the minimum market mean by approximately 15%-16%, and below the minimum market mean by approximately 10% for the Land Use Technician II (**Attachment 2**). Despite the recent minimum market adjustment on July 14, 2022, TLMA will need to further adjust the minimum salary range of these classifications to market mean from the expanded ten counties to remain competitive with other jurisdictions, and factor in the broader range of job functions for which the Land Use Technicians are responsible.

Additionally, to ensure they are positioned to retain existing staff, TLMA has indicated that in addition to adjusting the minimum base salary, they would also like to grant all existing incumbents an immediate 4% increase, except for those incumbents who would require more than a 4% increase to advance to the new minimum. It is requested that all employees retain their current anniversary dates.

Salary Adjustment:

Land Use Technician I: It is recommended to adjust the salary plan/grade from LIU 439 (\$47,326 - \$68,747) to salary plan/grade LIU 502 (\$51,050 - \$68,747).

Land Use Technician II: It is recommended to adjust the salary plan/grade from LIU 564 (\$55,484 - \$80,564) to salary plan/grade LIU 567 (\$56,019 - \$80,564).

Senior Land Use Technician: It is recommended to adjust the salary plan/grade from LIU 625 (\$60,385 - \$87,727) to salary plan/grade LIU 670 (\$64,907 - \$87,727).

Supervising Land Use Technician: It is recommended to adjust the salary plan/grade from SEUS 463 (\$62,577 - \$92,555) to salary plan/grade SEUS 515 (\$67,073 - \$92,555).

Impact on Residents and Businesses

This adjustment will enable TLMA to continue to offer critical land use and building permitting services. By adjusting the salary range for the Land Use Technician series, the Department will be better positioned to provide a competitive salary range for the series. As a result, the Department should be better equipped to continue to attract and retain staff in these critical

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positions. TLMA is in the process of evaluating current DBF rates, as those rates have not been adjusted since March of 2017. Any necessary adjustment in DBF rates would come to the Board in the future.

Additional Fiscal Information

The current fiscal year cost to adjust the salary of the Land Use Technician series is \$100,551 including benefits and related employer costs. TLMA has stated the additional cost of adjusting the salary will be absorbed through the Department's budgets and does not require a budget adjustment.

Attachments:

1. Resolution No. 440-9277
2. Land Use Technician Series Market Data



Meghan Hahn, Senior Management Analyst 7/22/2022

RESOLUTION NO. 440-9277

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 2, 2022, that pursuant to Section 8(c) of Ordinance No. 440, the Director of Human Resources 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>
33257	Land Use Technician I	LIU 439	LIU 502
33252	Land Use Technician II	LIU 564	LIU 567
33254	Senior Land Use Technician	LIU 625	LIU 670
33253	Supervising Land Use Technician	SEUS 463	SEUS 515

ROLL CALL:

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

Deputy

External Market Survey Data

Land Use Technician II

LIUNA

Riv Co Class Code: 33252

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Building Permit Technician II	4162	\$53,983	\$68,905	27.64%	\$61,443.96	\$29.54
Orange County	Permit Technician	1661GE	\$56,597	\$76,274	34.77%	\$66,435.20	\$31.94
San Bernardino County	Land Use Technician	12060	\$47,861	\$65,790	37.46%	\$56,825.60	\$27.32
San Diego County	Land Use Technician II	3835	\$54,787	\$74,194	35.42%	\$64,490.40	\$31.01
Ventura County	No comparable class					\$0.00	\$0.00
Contra Costa County	Planning Technician II	51VB	\$53,934	\$65,557	21.55%	\$59,745.60	\$28.72
Santa Clara County	Permit Technician I	N33		\$80,723		\$40,361.36	\$19.40
Alameda County	No comparable class					\$0.00	\$0.00
Fresno County	Building Plans Checker II	1723	\$68,952	\$83,824	21.57%	\$76,388.00	\$36.73
Sacramento County	No comparable class					\$0.00	\$0.00

County Mean:
County Median:

\$56,019
\$50,897

31.40%
32.32%

Riverside County

[Land Use Technician II](#)

33252

\$50,574

\$80,564

59.30%

65568.98

Dollar difference from Mean: **-\$5,445** \$6,955
Percentage difference from mean: **-9.72%** 9.45%

Dollar difference from median: **-\$324** \$13,216
Percentage difference from median: **-0.64%** 19.62%

Notes: Fresno - requires certificate as Plan Examiner

Run Date: 5/20/2022

Date Prepared/Revised: **MP**

External Market Survey Data

Land Use Technician I

LIUNA

Riv Co Class Code: 33251

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Building Permit Technician I	4167	\$48,438	\$61,828	27.65%	\$55,132.92	\$26.51
Orange County	Permit Technician Trainee	1660GE	\$44,366	\$59,738	34.65%	\$52,052.00	\$25.03
San Bernardino County	Land Use Technician	12060	\$47,861	\$65,790	37.46%	\$56,825.60	\$27.32
San Diego County	Land Use Technician I	3836	\$45,552	\$56,014	22.97%	\$50,783.20	\$24.42
Ventura County	No comparable class					\$0.00	\$0.00
Contra Costa County	Planning Technician I	51WB	\$46,860	\$56,958	21.55%	\$51,909.18	\$24.96
Santa Clara County	Permit Technician I	N33	\$66,839			\$33,419.36	\$16.07
Alameda County	No comparable class					\$0.00	\$0.00
Fresno County	Building Plans Checker I	1724	\$57,434	\$69,810	21.55%	\$63,622.00	\$30.59
Sacramento County	No comparable class					\$0.00	\$0.00

County Mean:
County Median:

\$51,050
\$46,206

20.84%
22.25%

Riverside County

[Land Use Technician I](#)

33251

\$43,138

\$68,747

59.37%

55942.12

Dollar difference from Mean: **-\$7,912** \$7,057
Percentage difference from mean: **-15.50%** 11.44%

Dollar difference from median: **-\$3,068** \$12,260
Percentage difference from median: **-6.64%** 21.70%

Notes: SD Land Use Tech I has similar scope to RIVCO

Santa Clara - entry to journey

Fresno - must obtain certificate as Plan Examiner within 2 years, and progro or out in 2 yrs.

Run Date: 5/20/2022

Date Prepared/Revised: MP

External Market Survey Data

Senior Land Use Technician

LIUNA

Riv Co Class Code: 33254

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	No comparable class					\$0.00	\$0.00
Orange County	Senior Permit Technician	1662SM	\$64,813	\$87,381	34.82%	\$76,096.80	\$36.59
San Bernardino County	Senior Land Use Technician	12052	\$50,190	\$69,056	37.59%	\$59,623.20	\$28.67
San Diego County	Land Use Technician III	3833	\$66,602	\$81,869	22.92%	\$74,235.20	\$35.69
Ventura County	No comparable class					\$0.00	\$0.00
Contra Costa County	Planning Technician III	51TB	\$62,015	\$75,379	21.55%	\$68,696.94	\$33.03
Santa Clara County	Permit Technician II	N35	\$74,799	\$90,330	20.76%	\$82,564.56	\$39.69
Alameda County	Building Inspection Technician	8303	\$60,112	\$71,531	19.00%	\$65,821.60	\$31.65
Fresno County	Building Plans Checker III	1722	\$75,816	\$92,170	21.57%	\$83,993.00	\$40.38
Sacramento County	No comparable class					\$0.00	\$0.00
County Mean:			\$64,907	\$81,102	24.95%		
County Median:			\$61,063	\$73,455	20.29%		
Riverside County	Senior Land Use Technician	33254	\$55,040	\$87,727	59.39%	71383.52	
Dollar difference from Mean:			-\$9,866	\$6,624			
Percentage difference from mean:			-15.20%	8.17%			
Dollar difference from median:			-\$6,023	\$14,272			
Percentage difference from median:			-9.86%	19.43%			

Notes: Santa Clara Permit Technician II (JC N35) advanced journey lead level
Fresno - requires certificate as Plan Examiner

Run Date: 5/20/2022

Date Prepared/Revised: MP

External Market Survey Data

Supervising Land Use Technician

SEIU

Riv Co Class Code: 33253

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	No comparable class					\$0.00	\$0.00
Orange County	No comparable class					\$0.00	\$0.00
San Bernardino County	Land Use Technician Supervisor	19837	\$52,728	\$72,446	37.40%	\$62,587.20	\$30.09
San Diego County	No comparable class					\$0.00	\$0.00
Ventura County	No comparable class					\$0.00	\$0.00
Contra Costa County	Senior Planning Technician	57SC	\$67,393	\$81,917	21.55%	\$74,654.88	\$35.89
Santa Clara County	No comparable class					\$0.00	\$0.00
Alameda County	Plan Checker	8308	\$81,099	\$97,635	20.39%	\$89,367.20	\$42.97
Fresno County	No comparable class					\$0.00	\$0.00
Sacramento County	No comparable class					\$0.00	\$0.00

County Mean:
County Median:

\$67,073
\$0

25.24%
#DIV/0!

Riverside County

[Supervising Land Use Technician](#)

33253

\$56,626

\$92,555

63.45%

74590.255

Dollar difference from Mean:

-\$10,448

\$8,555

Percentage difference from mean:

-15.58%

10.19%

Dollar difference from median:

\$56,626

\$92,555

Percentage difference from median:

#DIV/0!

#DIV/0!

Notes: Contra Costa Sr. Planning Tech requires same yr EXP as Rivco but only works as lead, not supervisor

Alameda County - similar scope to Rivco but needs building exp and perform field inspections

Run Date: 5/20/2022

Date Prepared/Revised: **MP**