

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



ITEM: 3.39
(ID # 19772)

MEETING DATE:
Tuesday, August 30, 2022

FROM : HUMAN RESOURCES AND PROBATION DEPARTMENT :

SUBJECT: HUMAN RESOURCES DEPARTMENT AND PROBATION DEPARTMENT:
Classification and Compensation recommendation to adjust the salary of various Probation Department job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9283, All Districts. [Total Cost – \$4,402,587, with an ongoing cost of \$2,435,473, 60% State Funding, 40% Department General Fund Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the referenced Probation Department classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9283.

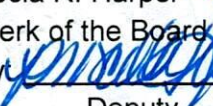
ACTION:Policy


Ronald L. Miller, Chief Probation Officer 8/5/2022 
Michael Bowers, Assistant HR Director 8/17/2022

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 440-9283 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: August 30, 2022
xc: HR, Probation

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	\$1,967,114	\$2,435,473	\$4,402,587	\$2,435,473
NET COUNTY COST	\$786,846	\$974,189	\$1,761,035	\$974,189
SOURCE OF FUNDS: State Funding 60%, Department General Funding Budget 40%			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Probation Department (Department) is responsible for the investigation and supervision of adult and juvenile offenders throughout the County. Its mission is to serve the courts, protect our community, and change lives through primary focus on client rehabilitation, accountability, and community safety. The Probation Assistant (PA) and Probation Specialist (PS) classifications perform a variety of routine, non-sworn support functions for Deputy Probation Officers (DPO). The duties of DPOs and Probation Corrections Officers (PCO) range from conducting investigations on adult and juvenile criminal offenders; providing intensive supervision and early intervention and treatment services in the community; and providing juvenile institutional detention and treatment programs.

The Department requested the Classification and Compensation Unit conduct a review of market competitiveness for the classifications identified below. The Department cited difficulties in the recruitment and retention of staff due to several factors, including Riverside County's higher educational requirement for the entry-level positions and higher pay in other jurisdictions for PCOs and DPOs with comparable experience. The responsibilities of the PCO and DPO classifications have also evolved due to ongoing legislative changes. Prior to the passage of Senate Bill (SB) 823 which phased out the California Department of Juvenile Justice (DJJ) beginning on July 1, 2021, the state system housed and treated youth who have committed the most serious crimes. Now, the responsibility for all youth adjudged a ward of the court will be shifted to county governments. SB 823 also extends the age of local juvenile court jurisdiction to age 23 for violent felonies and age 25 for youth adjudicated of offenses that would result in an aggregate sentence of 7 or more years in adult court. Lastly, the Covid-19 pandemic also played a role in the need for more staff as it prompted the Department to institute additional health and safety precautions on housing and transporting wards.

An external market survey was conducted on the surrounding five counties – Los Angeles, Orange, San Bernardino, San Diego, and Ventura (**Attachment A**). The market study found that the identified classifications were below market, and would require adjustments to be considered competitive. To rectify the salary disparities and enable the Probation Department to adequately recruit and retain individuals for these positions, it is recommended to increase the

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annual minimum and maximum base salaries to the market average to ensure the classifications are at the appropriate market. To ensure they are positioned to retain existing staff, the Department has indicated that in addition to adjusting the base salary, it 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:

Probation Assistant – It is recommended to adjust the salary plan/grade LIU 241 (\$35,792 – \$51,948) to salary plan/grade LIU 378 (\$44,084 – \$56,757). This will be an increase of 23.2% at the Min and 9.3% at the Max. There are currently 9 incumbents in this classification. Granting 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 will cost approximately \$29,702 in salaries and benefits for FY 22/23.

Probation Specialist – It is recommended to adjust the salary plan/grade LIU 275 (\$37,906 – \$55,002) to salary plan/grade LIU 427 (\$46,685 – \$60,106). This will be an increase of 23.2% at the Min and 9.3% at the Max. There are currently 21 incumbents in this classification. Granting 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 will cost approximately \$59,791 in salaries and benefits for FY 22/23.

Probation Corrections Officer I – It is recommended to adjust the salary plan/grade ERSP 103 (\$44,970 – \$57,635) to salary plan/grade ERSP 106 (\$49,252 – \$63,732). This will be an increase of 9.5% at the Min and 10.6% at the Max. There are currently 39 incumbents in this classification. Granting 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 will cost approximately \$193,151 in salaries and benefits for FY 22/23.

Probation Corrections Officer II – It is recommended to adjust the salary plan/grade RSP 112 (\$52,805 – \$65,894) to salary plan/grade RSP 123 (\$58,117 – \$76,388). This will be an increase of 10.1% at the Min and 15.9% at the Max. There are currently 97 incumbents in this classification. Granting 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 will cost approximately \$318,782 in salaries and benefits for FY 22/23.

Senior Probation Corrections Officer – It is recommended to adjust the salary plan/grade RSP 118 (\$57,531 – \$73,203) to salary plan/grade RSP 143 (\$63,318 – \$84,860). This will be an increase of 10.1% at the Min and 15.9% at the Max. There are currently 32 incumbents in this classification. Granting 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 will cost approximately \$106,083 in salaries and benefits for FY 22/23.

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Deputy Probation Officer I – It is recommended to adjust the salary plan/grade ERSP 109 (\$50,073 – \$66,451) to salary plan/grade ERSP 120 (\$56,268 – \$74,202). This will be an increase of 12.4% at the Min and 11.7% at the Max. There are currently 5 incumbents in this classification. Granting 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 will cost approximately \$20,938 in salaries and benefits for FY 22/23.

Deputy Probation Officer II – It is recommended to adjust the salary plan/grade RSP 130 (\$58,783 – \$80,157) to salary plan/grade RSP 140 (\$63,070 – \$87,420). This will be an increase of 7.3% at the Min and 9.1% at the Max. There are currently 164 incumbents in this classification. Granting 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 will cost approximately \$560,484 in salaries and benefits for FY 22/23.

Senior Probation Officer – It is recommended to adjust the salary plan/grade RSP 151 (\$65,814 – \$89,672) to salary plan/grade RSP 170 (\$70,310 – \$97,796). This will be an increase of 6.8% at the Min and 9.1% at the Max. There are currently 73 incumbents in this classification. Granting 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 will cost approximately \$285,298 in salaries and benefits for FY 22/23.

Supervising Probation Officer – It is recommended to adjust the salary plan/grade RSP 184 (\$74,840 – \$101,981) to salary plan/grade RSP 215 (\$80,044 – \$108,447). This will be an increase of 7% at the Min and 6.3% at the Max. There are currently 87 incumbents in this classification. Granting 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 will cost approximately \$392,885 in salaries and benefits for FY 22/23.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. However, in adjusting the salary range for the Probation classifications outlined in the study, the Department will be better positioned to provide a competitive salary range for the series. As a result, the Department may be better equipped to continue to attract and retain staff in these critical positions, which will enable them to continue offering critical services for the County of Riverside and its residents.

Additional Fiscal Information

The current fiscal year cost to adjust the salary of the referenced Probation classifications will be \$1,967,114 including benefits and related employer costs. The Probation Department has stated the additional cost of adjusting the salary will be absorbed through the Department's budgets and does not require a budget adjustment.

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ATTACHMENTS

- A. Five Counties Market Survey Data
- B. Resolution No. 440-9283


Meghan Hahn, Senior Management Analyst 8/18/2022

External Market Survey Data

Probation Corrections Officer I

RSP

Riv Co Class Code:

52411

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Deputy Probation Officer I (Residential Treatment/Detention Svc)	8608	\$58,128	\$74,197	27.64%	\$66,162.60	\$31.81
Orange County	Deputy Juvenile Correctional Officer I	7400PS	\$47,882	\$64,522	34.75%	\$56,201.60	\$27.02
San Bernardino County	Probation Corrections Officer Trainee	7070	\$40,914	\$54,995	34.42%	\$47,954.40	\$23.06
San Diego County	Correctional Deputy Probation Officer I	5068	\$45,490	\$61,027	34.16%	\$53,258.40	\$25.61
Ventura County	Corrections Services Officer I	988	\$47,718	\$63,921	33.96%	\$55,819.34	\$26.84
County Mean:							
	County Median:		\$48,026	\$63,732	32.70%		
			\$47,718	\$63,921	33.96%		
Riverside County	Probation Corrections Officer I	52411	\$44,970	\$57,635	28.16%	51302.265	0
						0	
	Dollar difference from Mean:			-\$3,057	-6.097%		
	Percentage difference from mean:			-6.36%	-9.57%		
	Dollar difference from median:			-\$2,748	-6.286%		
	Percentage difference from median:			-5.76%	-9.83%		

Notes:

Run Date: 4/14/2022

Date Prepared/Revised: MP

External Market Survey Data

Probation Corrections Officer II

RSP

Riv Co Class Code: 52412

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	Deputy Probation Officer II (Residential Treatment/Detention Svc)	8609	\$68,735	\$97,794	42.28%	\$83,264.28
Orange County	Deputy Juvenile Correctional Officer II	7401PS	\$51,938	\$69,950	34.68%	\$60,944.00
San Bernardino County	Probation Corrections Officer	7065	\$52,042	\$71,490	37.37%	\$61,765.60
San Diego County	Correctional Deputy Probation Officer II	5069	\$56,451	\$72,134	27.78%	\$64,292.80
Ventura County	Corrections Services Officer II	989	\$61,421	\$70,570	14.90%	\$65,995.56

County Mean:
County Median:

\$58,117
\$56,451

31.44%
26.64%

Riverside County

Probation Corrections Officer II

52412

\$52,805
\$65,894

24.79%
59349.575

Dollar difference from Mean: -\$5,312
Percentage difference from mean: -9.14%

-10,493
-13.74%

Dollar difference from median: -\$3,646
Percentage difference from median: -6.46%

-5,595
-7.83%

Notes:

Run Date: 4/14/2022

Date Prepared/Revised: MP

External Market Survey Data

Senior Probation Corrections Officer

RSP

Riv Co Class Code: 52413

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	No comparable class					
Orange County	Senior Juvenile Correctional Officer	7402PS	\$54,829	\$73,861	34.71%	\$64,344.80
San Bernardino County	No comparable class					
San Diego County	No comparable class					
Ventura County	Corrections Services Officer III	991	\$64,373	\$80,878	25.64%	\$72,625.26
						\$34.92

County Mean:
County Median:

\$59,601
\$59,601

\$77,369
\$77,369

29.81%
29.81%

Riverside County

Senior Probation Corrections Officer

52413

\$57,531

\$73,203

27.24%

65366.91

0

Dollar difference from Mean:
Percentage difference from mean:

-\$2,070
-3.47%

-\$4,166
-5.38%

Dollar difference from median:
Percentage difference from median:

-\$2,070
-3.47%

-\$4,166
-5.38%

Notes: In OC, there's a Supervising Juvenile Correctional Officer class (7403PM) that supv DJCOs and SR JCO, whereas the Supervising Probation Officer supervises RivCo PCOs

Run Date: 4/14/2022

Date Prepared/Revised: MP

External Market Survey Data

Deputy Probation Officer I

RSP

Riv Co Class Code: 79531

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Deputy Probation Officer I (Field)	8604	\$58,128	\$74,197	27.64%	\$66,162.60	\$31.81
Orange County	Deputy Probation Officer I	7405PS	\$62,005	\$83,574	34.79%	\$72,789.60	\$35.00
San Bernardino County	Probation Officer I	16280	\$48,670	\$64,834	33.21%	\$56,751.80	\$27.28
San Diego County	No comparable class					\$0.00	\$0.00
Ventura County	No comparable class					\$0.00	\$0.00

County Mean:
County Median:

\$56,268
\$48,670

31.87%
33.21%

Riverside County

Deputy Probation Officer I

79531

\$50,073
\$66,451

32.71%
58262.15
0
0

Dollar difference from Mean: -\$6,195
Percentage difference from mean: -11.01%

-10.44%

Dollar difference from median: \$1,403
Percentage difference from median: 2.88%

\$1,618
2.50%

Notes:

Run Date: 4/26/2022

Date Prepared/Revised: MP

External Market Survey Data

Deputy Probation Officer II

RSP

Riv Co Class Code: 79532

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Deputy Probation Officer II (Field)	8607	\$68,735	\$97,794	42.28%	\$83,264.28	\$40.03
Orange County	Deputy Probation Officer II	7408PS	\$65,582	\$88,296	34.63%	\$76,939.20	\$36.99
San Bernardino County	Probation Officer II	16281	\$60,861	\$85,155	39.92%	\$73,008.00	\$35.10
San Diego County	Deputy Probation Officer	5065	\$65,874	\$84,136	27.72%	\$75,004.80	
Ventura County	Deputy Probation Officer	614	\$54,297	\$81,719	50.50%	\$68,008.16	

County Mean:
County Median:

\$63,070
\$65,582

38.61%
29.84%

Riverside County

Deputy Probation Officer II

79532 \$58,783

\$80,157

36.36% 69470.025
0
0

Dollar difference from Mean: -\$4,287
Percentage difference from mean: -6.80%

-7,263
-8.31%

Dollar difference from median: -\$6,800
Percentage difference from median: -10.37%

-4,998
-5.87%

Notes:

Run Date: 4/26/2022

Date Prepared/Revised: MP

External Market Survey Data

Senior Probation Officer

RSP

Riv Co Class Code: 79533

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Deputy Probation Officer III	8611	\$75,119	\$101,221	34.75%	\$88,170.12	\$42.39
Orange County	Senior Deputy Probation Officer	7409PS	\$69,118	\$92,976	34.52%	\$81,047.20	\$38.97
San Bernardino County	Probation Officer III	16282	\$65,416	\$91,603	40.03%	\$78,509.60	\$37.75
San Diego County	Senior Probation Officer	5090	\$72,592	\$92,726	27.74%	\$82,659.20	\$39.74
Ventura County	Senior Deputy Probation Officer	1595	\$69,305	\$90,531	30.63%	\$79,918.16	\$38.42

County Mean:
County Median:

\$70,310
\$69,305

33.43%
33.79%

\$93,812
\$92,726

Riverside County

Senior Probation Officer

79533

\$65,814

\$89,672

36.25%

77742.91

0
0

Dollar difference from Mean:
Percentage difference from mean:

-\$4,496
-6.39%

-\$4,140
-4.41%

Dollar difference from median:
Percentage difference from median:

-\$3,492
-5.04%

-\$3,054
-3.29%

Notes:

Run Date: 4/14/2022

Date Prepared/Revised: MP

External Market Survey Data

Supervising Probation Officer

RSP

Riv Co Class Code: 79534

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	Supervising Deputy Probation Officer	8610	\$80,483	\$108,460	34.76%	\$94,471.68	\$45.42
Orange County	Supervising Probation Officer	7413PM	\$77,210	\$103,646	34.24%	\$90,428.00	\$43.48
San Bernardino County	Supervising Probation Officer	19885	\$79,893	\$109,990	37.67%	\$94,941.60	\$45.65
San Diego County	Supervising Probation Officer	5115	\$82,597	\$108,077	30.85%	\$95,336.80	\$45.84
Ventura County	Supervising Deputy Probation Officer	1875	\$80,036	\$112,061	40.01%	\$96,048.46	\$46.18
County Mean:							
	County Mean:		\$80,044	\$108,447	35.48%		
	County Median:		\$80,036	\$108,460	35.51%		
Riverside County	Supervising Probation Officer	79534	\$74,840	\$101,981	36.26%	88410.605	
						0	
						0	
	Dollar difference from Mean:			-\$5,203		-\$6,466	
	Percentage difference from mean:			-6.50%		-5.96%	
	Dollar difference from median:			-\$5,196		-\$6,479	
	Percentage difference from median:			-6.49%		-5.97%	

Notes:

Run Date: 4/14/2022

Date Prepared/Revised: MP

External Market Survey Data

Probation Assistant

UPE

Riv Co Class Code: 57794

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint			
Los Angeles County	Investigator Aid, Probation	8670	\$51,505	\$65,751	27.66%	\$58,628.28	\$28.19		
Orange County	No comparable class					\$0.00	\$0.00		
San Bernardino County	Probation Assistant	16286	\$36,566	\$50,232	37.37%	\$43,399.20	\$20.87		
San Diego County	Probation Aide	2319	\$44,179	\$54,288	22.88%	\$49,233.60	\$23.67		
Ventura County	No comparable class					\$0.00	\$0.00		

County Mean:
County Median:

\$44,084
\$44,179

28.75%
22.88%

Riverside County

Probation Assistant

57794

\$32,625

\$51,948

59.23%

Dollar difference from Mean: (\$11,459) (\$4,810)
 Percentage difference from mean: -25.99% -8.47%
 Dollar difference from median: (\$11,555) (\$2,340)
 Percentage difference from median: -26.15% -4.31%

Notes: Orange County does not have a comparable class. They stated their clerical staff do not have interaction with probationers; the duties described would be handled by the Deputy Juvenile Correctional Officer of a Deputy Probation Officer.

Ventura County does not have a comparable class.

Run Date: 5/10/2022

Date Prepared/Revised:

By: Tcarlos

External Market Survey Data

Probation Specialist

UPE

Market Research

Riv Co Class Code: 79530

Jurisdiction	Title	Job Code	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	No Comparable class				
Ventura County	No Comparable class				

County Mean:
County Median:

#DIV/0!
#NUM!

#DIV/0!
#NUM!

Riverside County

Probation Specialist

79530

\$34,551

\$55,002

59.19%

Dollar difference from Mean:
Percentage difference from mean:

#DIV/0!
#DIV/0!

#DIV/0!
#DIV/0!

Dollar difference from median:
Percentage difference from median:

#NUM!
#NUM!

#NUM!
#NUM!

Notes:

Run Date: 5/10/2022

Date Prepared/Revised:

By: Tcarlos

RESOLUTION NO. 440-9283

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 30, 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>
79531	Deputy Probation Officer I	ERSP 109	ERSP 120
79532	Deputy Probation Officer II	RSP 130	RSP 140
57794	Probation Assistant	LIU 241	LIU 378
52411	Probation Corrections Officer I	ERSP 103	ERSP 106
52412	Probation Corrections Officer II	RSP 112	RSP 123
79530	Probation Specialist	LIU 275	LIU 427
52413	Senior Probation Corrections Officer	RSP 118	RSP 143
79533	Senior Probation Officer	RSP 151	RSP 170
79534	Supervising Probation Officer	RSP 184	RSP 215

ROLL CALL:

Ayes: Spiegel, Jeffries, Washington, Perez and Hewitt

Nays: None

Absent: None

Abstained:

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

/kc

08/04/2022

440 Resolutions\KC

