

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



ITEM: 3.40  
(ID # 19806)

**MEETING DATE:**  
Tuesday, August 30, 2022

**FROM :** HUMAN RESOURCES AND RIVERSIDE COUNTY CHILDREN & FAMILIES  
COMMISSION, FIRST 5 RIVERSIDE COUNTY :

**SUBJECT:** HUMAN RESOURCES AND RIVERSIDE COUNTY CHILDREN & FAMILIES  
COMMISSION, FIRST 5 RIVERSIDE COUNTY: Classification and Compensation  
recommendation to establish a new classification of Deputy Director for Children and Families  
Commission and amend Ordinance No. 440 pursuant to Resolution No. 440-9286 submitted  
herewith, All Districts. [\$299,227, with an ongoing cost of \$155,425, 100% California Children  
and Families Act Funds]

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

1. Approve the creation of the Deputy Director for Children and Families Commission job  
classification;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9286.

**ACTION:**Policy

*Michael Bowers*  
Michael Bowers, Assistant HR Director

8/15/2022

*Tammi Graham*  
Tammi Graham, EXECUTIVE DIR FOR CFC, FIRST FIVE

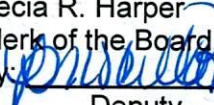
8/18/2022

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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 440-9286 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: August 30, 2022  
xc: HR, First 5

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>	\$ 136,012	\$ 163,215	\$ 299,227	\$ 155,425
<b>NET COUNTY COST</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>SOURCE OF FUNDS:</b> 100% Proposition 10 – The California Children and Families Act			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 22/23	

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

**BACKGROUND:**

On October 1, 2019, the Riverside County Board of Supervisors amended Riverside County Ordinance No. 784 to change the Riverside County Children and Families Commission (First 5 Riverside) from an operating division of the Department of Public Social Services (DPSS) to be a standalone department. To support the transition and logistics of First 5 Riverside separating from DPSS, First 5 Riverside initiated a study of the Deputy Director for Children and Families Commission job class to ensure internal and external parity as the position is now the deputy of a standalone department. The results of the review yielded a need to create a new Deputy Director for Children and Families Commission set to the appropriate salary and in alignment with internal parity, in addition to designating the class At-Will in accordance with section Article 6, Section 601.E (2) of the Management Resolution.

**CLASSIFICATION ADDITIONS**

Deputy Director for Children and Families Commission: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMB 209 (\$97,915 - \$155,425). The request is to exchange (1) one vacancy in order to immediately add (2) two positions.

**ADDITIONAL FISCAL INFORMATION**

The figure in the current fiscal year column represents the combined total to add (2) two positions in exchange for (1) one vacancy for the current fiscal year. The figure in the next fiscal year column represents the cost for one position for the entire following fiscal year. The ongoing cost is the total ongoing costs the department is subject to incur through this action. The costs are estimated and subject to change.

**IMPACT OF RESIDENTS AND BUSINESSES**



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

Approval of the proposed will allow First 5 to continue to attract and retain top leadership candidates in order to continue to provide critical services to residents. There is no immediate impact to businesses.

**ATTACHMENTS:**

Attachment A: Resolution No. 440-9286

Attachment F: Deputy Director for CFC Job Description

  
Meghan Hahn, Senior Management Analyst 8/18/2022

RESOLUTION NO. 440-9286

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 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>
73558	+	Deputy Director for Children and Families Commission	XMB 209

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
73558	+	Deputy Director for Children and Families Commission

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>
74286	- 1	938001	Deputy Director for CFC
73558	+2	938001	Deputy Director for Children and Families Commission

/kc  
08/11/2022  
440 Resolutions\KC

2 **RESOLUTION NO. 440-9286**

3 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF**  
4 **RIVERSIDE AMENDING ORDINANCE NO. 440**

5 ADOPTED by Riverside County Board of Supervisors on August 30, 2022.

6 **ROLL CALL:**

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

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

13 KECIA R. HARPER, Clerk of said Board

14 By:   
15 Deputy

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22 08.30.2022 3.40  
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**DEPUTY DIRECTOR FOR CHILDREN  
AND FAMILIES COMMISSION**

Class Code: 73588

COUNTY OF RIVERSIDE  
Established Date: Sep 8, 2022  
Revision Date: Sep 8, 2022

**SALARY RANGE**

\$47.07 - \$74.72 Hourly  
\$8,159.60 - \$12,952.08 Monthly  
\$97,915.17 - \$155,425 Annually

**CLASS CONCEPT:**

Under general direction, assists in managing, coordinating, planning, and directing the operations of the Children and Families Commission; assists in developing and implementing administrative policies and procedures; acts in the Executive Director's absence as assigned; performs other related duties as assigned.

The Deputy Director for Children and Families Commission reports to the Executive Director, Children and Families Commission. Incumbents have primary responsibility to exercise direct supervision over management, professional, technical, and clerical staff. This class is further characterized by the department's highest level of management responsibility for administration and direction of diverse operations and functions which may include facility acquisition, operations and services, and development and maintenance of a multiple-funded department budget. The Deputy Director for Children and Families Commission directs functions or programs such as community engagement, commission coordination and outreach, public information and event coordination, human resource management, grant application, contract negotiations, and procurement administration.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Agency/Department Head.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

**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)

- Assist the Executive Director in establishing and implementing policies and procedures; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.



- Assist with the coordination of fiscal and analytical operations, which may include, but are not limited to, the functions of fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, and capital improvements.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise the Executive Director and/or Commission on findings and methods of effective solution.
- Under the direction of the Executive Director, prepare or supervise the preparation of the budget; review and analyze the budget of various programs or sections; review and make recommendations on expenditure requests and budget variances; ensure compliance with local, state and federal laws, rules and regulations.
- Prepare or supervise the preparation of and review grant proposals for various programs and projects; interface with appropriate personnel regarding requirements for obtaining funds and monitoring procedures; present proposals to commissions, advisory committees and work groups to gain support/ approval for programs and projects.
- May direct and implement the purchase, lease, construction, and/or renovation of facilities with multi-county and/or state jurisdictions through negotiated contract agreements.
- Draft, review, interpret, and analyze new and proposed administrative legislation relative to organization functions and operations; takes appropriate action to ensure compliance with existing rules and regulations.
- Coordinate management information systems to include the non-technical aspects of automation, feasibility studies, equipment and software acquisition, and service contracting.
- Review, coordinate, monitor, and supervise the performance of administrative functions to ensure effective and efficient operations.
- Prepare response to lawsuits, respond to media and general requests for information, and represent the Executive Director and Commission in various meetings.
- Attend and represent the department at various governmental and citizen group meetings; make presentation on various programs and services provided.
- Manage and direct personnel actions; interview and recommend candidates for employment; assign, train and evaluate subordinate supervisors and other personnel; define and resolve complex work problems; establish work standards and operational objectives.

**RECRUITING GUIDELINES:**

**Education:** Possession of a bachelor's degree from an accredited college or university in public or business administration, finance, early childhood development, education, or a closely related field.

**Experience:** Four (4) years of administrative experience in the five administrative functions cited below. Two (2) years of the required experience must have included supervision of administrative professionals. An extensive staff or line experience in public/private agency is highly preferred.

1. Budget Preparation - line item and program budget preparation including writing program budget narratives, developing performance indicators, projecting revenues, justify and explaining budget to Board of Commissioners, and/or County Board of Supervisors.

2. Personnel Administration - preparing forecasts of departmental personnel needs; providing guidance and recommendations to appointing authorities and top managers on the selection, recruiting and management of employees; managing grievances and disciplinary matters; and payroll supervision.

3. Fiscal Management - budget maintenance including reviewing and monitoring budget updates, making suggestions to management of actions necessary to balance budget, anticipating revenue changes, and conducting cost benefit studies.

4. Facilities Management - coordinating personnel moves and space studies, performing equipment acquisitions and repairs, coordinating facility maintenance and security and managing environmental health.

5. Development of comprehensive organization information processing systems.

Knowledge of: Organizational structures and relationships of public administration and government entities (County, state, federal, and local jurisdictions); federal, state and local ordinances and laws governing organization; management principles including financial, budgetary, cost/benefit analysis, payroll administration, management information systems, supervision, and performance evaluation.

Ability to: Analyze, plan and direct budget preparation; develop, monitor and direct a fiscal system which complies with various local, state and federal laws, rules and regulations; analyze organization, administration and budgetary matters and recommend effective courses of action; establish and maintain effective working relationships within the County and state and with representatives of other entities; communicate clearly and concisely, both orally and in writing and make effective presentations of information, findings and recommendations.

**OTHER REQUIREMENTS:**

License: Possession of, or ability to obtain, an appropriate valid California Driver's License.

**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.