

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



ITEM: 3.29  
(ID # 20209)

**MEETING DATE:**  
Tuesday, October 18, 2022

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salaries of various Secretarial related classifications, and establish a new Executive Assistant I, Executive Assistant I-CN, Executive Assistant II, Executive Assistant II-CN, Executive Assistant III, Executive Assistant III-At Will, Executive Assistant IV, and Executive Assistant IV- At Will classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9299, All Districts. [Total Cost \$145,000, with an ongoing cost of \$87,000, 100% Department Budgets]

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

1. Approve the salary adjustments to the various Secretarial related classifications.
2. Approve the creation of the Executive Assistant I classification.
3. Approve the creation of the Executive Assistant I-CN classification.
4. Approve the creation of the Executive Assistant II classification.
5. Approve the creation of the Executive Assistant II-CN classification.
6. Approve the creation of the Executive Assistant III classification.
7. Approve the creation of the Executive Assistant III-At Will classification.
8. Approve the creation of the Executive Assistant IV classification.
9. Approve the creation of the Executive Assistant IV-At Will classification.
10. Amend Ordinance No. 440 pursuant to Resolution No. 440-9299.

**ACTION:Policy**

*Michael Bowers*

Michael Bowers, Assistant HR Director

10/5/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9299 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: October 18, 2022  
xc: HR

Kecia R. Harper  
Clerk of the Board

By: *Bruna Smith*  
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>	\$58,000	\$87,000	\$145,000	\$87,000
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Departmental Budgets</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 22/23</b>	

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

**BACKGROUND:**

**Summary**

The Human Resources Classification and Compensation Division conducted a County-wide review of existing secretarial related classifications and as a result, are recommending salary adjustments for various classifications. The recommended salary adjustments are to ensure that the County's secretarial classifications are market-competitive, while also taking into consideration internal parity among related classifications, prior class creation/salary agreements, and proper career/salary structure.

Additionally, upon reviewing all secretarial related classifications in the county, it was identified that there are roughly 26 different existing classifications responsible for providing some level of secretarial support to the various leadership roles throughout the county. A deeper review of the classification concepts of each yielded that there is overlap among these roles, in addition to salary inequities between the various levels. As such, it is recommended to create a new four level series where each level is clearly distinguished by the level of management to which incumbents provide support, in addition to department size where warranted.

**Salary Adjustments:**

Incumbents below the new minimum will be adjusted accordingly. Additionally, all impacted departments have indicated that they would like to grant an immediate 4% (or up to the new max if less than 4%) increase to their existing incumbents who have been at the maximum base salary for over 1 year (with retention of their current anniversary date).

**District Attorney Secretary:** It is recommended to adjust the salary plan/grade LIU 459 (\$48,699 - \$70,746/year). to salary plan/grade LIU 549 (\$54,522 - \$75,804/year). There are currently 12 budgeted/filled positions in this classification; 4 incumbents are currently at the maximum salary for over 1 year.

**Executive Secretary:** It is recommended to adjust the salary plan/grade LIU 459 (\$48,699 - \$70,746/year). to salary plan/grade LIU 549 (\$54,522 -

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

\$75,804/year). There are currently 6 budgeted/filled positions in this classification however, none of them have been at maximum salary for over 1 year.

**Executive Secretary-CN:** It is recommended to adjust the salary plan/grade MCO 263 (\$44,418-\$70,746/year). to salary plan/grade MCO 389 (\$54,522 - \$75,804/year). There are currently 2 budgeted/filled positions in this classification; 1 incumbent is currently at maximum salary for over 1 year.

**Elected Official Executive Assistant:** It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 3 budgeted/filled positions in this classification; 1 incumbent is currently below the new minimum

**CEO Executive Assistant:** It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 1 budgeted/filled position in this classification; This incumbent is currently at maximum salary for over 1 year.

**Assistant CEO Executive Assistant:** It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 5 budgeted/filled positions in this classification; 3 incumbents are currently below the new minimum.

**Clerk of the Board Executive Assistant:** It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 1 budgeted/filled position in this classification; This incumbent is currently at maximum salary for over 1 year.

**Classification Additions:**

**Executive Assistant I:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 338 (\$41,545 - \$60,310/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Executive Assistant I-CN:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 226 (\$41,545 - \$60,310/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

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

**Executive Assistant II:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 436 (\$47,104 - \$68,425/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Executive Assistant II-CN:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 298 (\$47,104 - \$68,425/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Executive Assistant III:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 389 (\$54,522 - \$75,804/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Executive Assistant III-AT WILL:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 423 (\$57,521 - \$79,973/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Executive Assistant IV:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 441(\$60,848 - \$80,146/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Executive Assistant IV-AT WILL:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 475 (\$64,195 - \$84,544/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Additional Fiscal Information**

The cost above is strictly related to the classifications receiving a salary adjustment which includes bringing incumbents up to the new minimum or granting all existing incumbents who have been at the maximum base salary for over 1 year a 4% increase in pay (or up to the new max if less than 4%). All departments with incumbents in the impacted classifications have approved the recommended salary adjustments and any associated salary increases, which will be absorbed through their respective budgets. Budget adjustments are not required.



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

The creation of the new Executive Assistant series job classifications will have no immediate upfront costs to the Department(s). Impacted incumbents will be reclassified, and Department(s) will add the appropriate at-will position(s) to their budget via a Classification Transaction Request at a later date and appoint incumbents as appropriate.

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses.

**ATTACHMENTS**

1. Resolution No. 440-9299
2. Executive Assistant Series External Market Review
3. Executive Assistant I Class Specification
4. Executive Assistant I-CN Class Specification
5. Executive Assistant II Class Specification
6. Executive Assistant II-CN Class Specification
7. Executive Assistant III Class Specification
8. Executive Assistant III-AT WILL Class Specification
9. Executive Assistant VI Class Specification
10. Executive Assistant VI-AT WILL Class Specification

  
\_\_\_\_\_  
Meghan Hahn, Senior Management Analyst      10/6/2022

RESOLUTION NO. 440-9299

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 18, 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:

Job Code	+/-	Class Title	Salary Plan/Grade
14005	+	Executive Assistant I	LIU 338
14006	+	Executive Assistant II	LIU 436
14007	+	Executive Assistant III	MCO 389
14008	+	Executive Assistant III – At Will	MCO 423
14009	+	Executive Assistant IV	MCO 441
14010	+	Executive Assistant IV – At Will	MCO 475
14013	+	Executive Assistant I – CN	MCO 226
14014	+	Executive Assistant II – CN	MCO 298

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:

Job Code	+/-	Class Title
14008	+	Executive Assistant III – At Will
14010	+	Executive Assistant IV – At Will

BE IT FURTHER RESOLVED 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:

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<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
13919	District Attorney Secretary	LIU 459	LIU 549
13929	Executive Secretary	LIU 459	LIU 549
13915	Executive Secretary - CN	MCO 263	MCO 389
13950	Elected Official Executive Assistant	MCO 344	MCO 590
13939	CEO Executive Assistant	MCO 344	MCO 590
13938	Assistant CEO Executive Assistant	MCO 344	MCO 590
13949	Clerk of the Board Executive Assistant	MCO 344	MCO 590

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: *Bryana Smith*  
Deputy

10.18.2022 3.29

REVISED

RESOLUTION NO. 440-9299

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 18, 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:

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14005	+	Executive Assistant I	LIU 338
14006	+	Executive Assistant II	LIU 436
14007	+	Executive Assistant III	MCO 389
14008	+	Executive Assistant III – At-Will	MCO 423
14009	+	Executive Assistant IV	MCO 441
14010	+	Executive Assistant IV – At-Will	MCO 475
14013	+	Executive Assistant I – CN	MCO 226
14014	+	Executive Assistant II – CN	MCO 298

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>
14008	+	Executive Assistant III – At-Will
14010	+	Executive Assistant IV – At-Will

1 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of  
2 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at  
3 the beginning of the pay period following the date of approval, as follows:

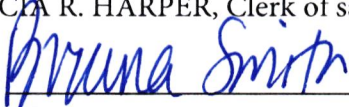
4	5			
	<u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
	<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
6	13919	District Attorney Secretary	LIU 459	LIU 549
7	13929	Executive Secretary	LIU 459	LIU 549
8	13915	Executive Secretary - CN	MCO 263	MCO 389
9	13950	Elected Official Executive Assistant	MCO 344	MCO 590
10	13939	CEO Executive Assistant	MCO 344	<b><u>MRP 108</u></b>
11	13938	Assistant CEO Executive Assistant	MCO 344	<b><u>MRP 108</u></b>
12	13949	Clerk of the Board Executive Assistant	MCO 344	MCO 590

13 ROLL CALL:

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

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

19 KECHA R. HARPER, Clerk of said Board

20 By:  \_\_\_\_\_  
21 Deputy

22  
23 /kc  
24 Revised  
10/27/2022

10.18.2022

25 Item 3.29  
26 10/18/2022

27 /mh  
10/04/2022  
28 440 Resolutions\MH

**3.29**





# MEMORANDUM

**DATE:** October 27, 2022

**TO:** Kecia Harper, Clerk of the Board

**FROM:** Erik Collier, Human Resources Services Manager

**RE:** Correction to Resolution No. 440-9299

RECEIVED RIVERSIDE COUNTY  
CLERK/BOARD OF SUPERVISORS  
2022 OCT 28 AM 9:41

Attached, please find corrected Resolution No. 440-9299, Agenda Item 3.29 submitted and approved by the Board of Supervisors on **October 18, 2022**. Under Section 8(C), the "To Salary Plan/Grade" for the classifications listed below should read as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
13939	CEO Executive Assistant	<b>MRP 108</b>
13938	Assistant CEO Executive Assistant	<b>MRP 108</b>

The corrections listed above within Resolution No. 440-9299 were due to a clerical error and does not affect the salaries of the classifications.

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

*Erik Collier*

Human Resources Division Manager  
(951) 955-1117

Attachment:  
Revised Resolution No. 440-9299



# External Market Survey Data

## Executive Assistant I

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<i>No comparable class</i>				
Orange County	<u>Secretary II</u>	578CL	\$43,014	\$57,346	33.32%
San Bernardino County	<u>Secretary I</u>	19040	\$36,566	\$50,232	37.37%
San Diego County	<u>Administrative Secretary I</u>	2756	\$36,338	\$44,616	22.78%
Ventura County	<u>Management Assistant I</u>	1331	\$36,610	\$51,195	39.84%
	County Mean:		\$38,132	\$50,847	33.34%
	County Median:		\$36,588	\$50,714	38.61%
<b>Riverside County</b>	<b>Executive Assistant I (new)</b>				
	Dollar Difference from Mean:				
	Percentage difference from mean:				
	Dollar difference from median:				
	Percentage difference from median:				

Notes:

Run Date:

Date Prepared/Revised:

By:

# External Market Survey Data

## Executive Assistant II

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Management Secretary II</u>	2108	\$58,560	\$78,913	34.76%
Orange County	<u>Secretary III</u>	580CL	\$47,778	\$63,814	33.78%
San Bernardino County	<u>Secretary II</u>	19045	\$39,354	\$54,080	37.42%
San Diego County	<u>Administrative Secretary II</u>	2757	\$41,974	\$51,542	22.79%
Ventura County	<u>Management Assistant II</u>	01332	\$41,275	\$57,784	40.00%
	County Mean:		\$45,788	\$61,227	33.72%
	County Median:		\$41,974	\$57,784	37.66%
<b>Riverside County</b>	<b>Executive Assistant II (new)</b>				
	Dollar Difference from Mean:				
	Percentage difference from mean:				
	Dollar difference from median:				
	Percentage difference from median:				

Notes:

Run Date:

Date Prepared/Revised:

By:

# External Market Survey Data

## Executive Assistant III

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Executive Secretary II</u>	2121	\$72,750	\$98,032	34.75%
Orange County	<u>Executive Secretary I</u>	595CL	\$53,768	\$72,030	33.97%
San Bernardino County	<u>Executive Secretary II</u>	5305	\$48,984	\$66,269	35.29%
San Diego County	<u>Administrative Secretatary III</u>	2758	\$50,918	\$61,901	21.57%
Ventura County	<u>Managenent Assistant III</u>	1333	\$44,385	\$62,115	39.94%
	County Mean:		\$54,161	\$72,069	33.07%
	County Median:		\$50,918	\$66,269	30.15%
<b>Riverside County</b>	<b>Executive Assistant III (new)</b>				
	Dollar Difference from Mean:				
	Percentage difference from mean:				
	Dollar difference from median:				
	Percentage difference from median:				

Notes:

Run Date:

Date Prepared/Revised:

By:

# External Market Survey Data

## Executive Assistant IV

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Executive Secretary III</u>	2122	\$76,804	\$103,496	34.75%
Orange County	<u>Executive Secretary II</u>	596CL	\$56,827	\$76,024	33.78%
San Bernardino County	<u>Executive Secretary III</u>	5311	\$54,954	\$74,464	35.50%
San Diego County	<u>Administrative Secretary IV</u>	2759	\$54,808	\$66,602	21.52%
Ventura County	<i>No comparable class</i>				
	County Mean:		\$60,848	\$80,146	31.72%
	County Median:		\$55,890	\$75,244	34.63%
<b>Riverside County</b>	<b>Executive Assistant IV (new)</b>				
	Dollar Difference from Mean:				
	Percentage difference from mean:				
	Dollar difference from median:				
	Percentage difference from median:				

Notes:

Run Date:

Date Prepared/Revised:

By:



# External Market Survey Data

## CEO Executive Assistant

Riv Co Class Code: 13939

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Executive Secretary V</u>	2124	\$85,599	\$115,354	34.76%
Orange County	<i>No comparable class</i>				
San Bernardino County	<u>CEO Executive Assistant- Unclassified</u>	5281	\$71,094	\$96,200	35.31%
San Diego County	<i>No comparable class</i>				
Ventura County	<u>Executive Assistant- CEO</u>	189	\$67,768	\$94,845	39.95%
	County Mean:		\$74,821	\$102,133	36.50%
	County Median:		\$71,094	\$96,200	35.31%
<b>Riverside County</b>	<u>CEO Executive Assistant</u>	13939	<b>\$51,440</b>	<b>\$85,700</b>	66.60%
	Dollar Difference from Mean:		<b>-\$23,380</b>	<b>-\$16,433</b>	
	Percentage difference from mean:		<b>-31.25%</b>	<b>-16.09%</b>	
	Dollar difference from median:		<b>-\$19,654</b>	<b>-\$10,500</b>	
	Percentage difference from median:		<b>-27.65%</b>	<b>-10.91%</b>	

Notes:

Run Date:

Date Prepared/Revised:

By:



COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## **EXECUTIVE ASSISTANT I**

Bargaining Unit: LIUNA - Support Services

Class Code:  
14005

### **SALARY RANGE**

\$19.97 - \$29.00 Hourly  
\$3,462.07 - \$5,025.87 Monthly  
\$41,544.88 - \$60,310.43 Annually

### **CLASS CONCEPT:**

Under general supervision, performs a wide variety of secretarial, administrative, and clerical duties in support of a management level position; serves as recording secretary to a small board, commission, committee, or similar entity; and performs other related duties as required.

The Executive Assistant I is the first level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility to perform a variety of secretarial and complex clerical duties for a Program Manager, Section Chief and/or functioning as a recording secretary to a small board, commission, committee, or similar hearing body.

The Executive Assistant I is distinguished of the Executive Assistant II, in that the latter provides secretarial support to an Assistant Director, Deputy Director, or Division Chief, or serves as a recording secretary to a large/complex board, commission, committee or similar hearing body.

The Executive Assistant I is not a natural progression underfill for the class of Executive Assistant II. Advancement to the next level is achieved through the County's standard recruitment process

### **REPRESENTATION UNIT:**

LIUNA - Support Services

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Take and prepare minutes of meetings.

- Type correspondence, memoranda, reports, documents, orders, payrolls, briefs and statistical data such as charts, tables, and graphs.
- Set up and maintains office files, record and index using computer applications that include use of electronic mail, word processing, spreadsheet and special databases.
- Maintain control files to monitor status and expedites the completion of staff assignments.
- Schedule appointments, coordinates time, place, and participant arrangements for meetings.
- Sort, screen, and route incoming mail.
- Provide general information to office and telephone callers and/or refers them to appropriate party.
- Compile and summarize information, data, and figures for reports.
- May lead subordinate staff in routine clerical assignments.
- May serve as secretary to an assigned Commission; arrange meetings and schedule appointments; answers correspondence independently; prepare weekly meeting agenda; assemble data, reports, and material prepared by Department staff for Commissioners and Commission meetings as required.

### **RECRUITING GUIDELINES:**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: Three years of broad and varied clerical experience. (Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education, or a closely related field substitute for one year of nonspecialized clerical experience).

Knowledge of: A wide variety of typing layouts and formats; Business English, including spelling, punctuation, grammar, capitalization, and word usage; Indexing and filing rules and systems; The operation and uses of office equipment including personal computers, calculators and copiers; Modern office and record keeping procedures and practices; Basic arithmetic; County customer service objectives and strategies; Telephone, office, and online etiquette; Current technology and trends in the profession

Ability to: Operate standard and modern office equipment; proofread and review work for accuracy and completeness; input and retrieve data from computerized record keeping systems; prioritize and route telephone calls and mail; monitor staff assignment deadlines; Establish effective working relationships with management, employees, employee representatives.

### **OTHER REQUIREMENTS:**

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.



COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## **EXECUTIVE ASSISTANT I- CN**

Class Code:  
14013

Bargaining Unit: LIUNA - Support Services

### **SALARY RANGE**

\$19.97 - \$29.00 Hourly  
\$3,462.07 - \$5,025.87 Monthly  
\$41,544.88 - \$60,310.43 Annually

### **CLASS CONCEPT:**

Under general supervision, performs a wide variety of secretarial, administrative, and clerical duties in support of a management level position; serves as recording secretary to a small board, commission, committee, or similar entity; and performs other related duties as required.

The Executive Assistant I is the first level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility to perform a variety of secretarial and complex clerical duties for a Program Manager, Section Chief and/or functioning as a recording secretary to a small board, commission, committee, or similar hearing body.

The Executive Assistant I is distinguished of the Executive Assistant II, in that the latter provides secretarial support to an Assistant Director, Deputy Director, or Division Chief, or serves as a recording secretary to a large/complex board, commission, committee or similar hearing body.

The Executive Assistant I is not a natural progression underfill for the class of Executive Assistant II. Advancement to the next level is achieved through the County's standard recruitment process

Employees in a Confidential designated class are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

### **REPRESENTATION UNIT:**

Management Resolution - Unrepresented Confidential

### **EXAMPLES OF ESSENTIAL DUTIES:**

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



- Take and prepare minutes of meetings.
- Type correspondence, memoranda, reports, documents, orders, payrolls, briefs and statistical data such as charts, tables, and graphs.
- Set up and maintains office files, record and index using computer applications that include use of electronic mail, word processing, spreadsheet and special databases.
- Maintain control files to monitor status and expedites the completion of staff assignments.
- Schedule appointments, coordinates time, place, and participant arrangements for meetings.
- Sort, screen, and route incoming mail.
- Provide general information to office and telephone callers and/or refers them to appropriate party.
- Compile and summarize information, data, and figures for reports.
- May lead subordinate staff in routine clerical assignments.
- May serve as secretary to an assigned Commission; arrange meetings and schedule appointments; answers correspondence independently; prepare weekly meeting agenda; assemble data, reports, and material prepared by Department staff for Commissioners and Commission meetings as required.

### **RECRUITING GUIDELINES:**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: Three years of broad and varied clerical experience. (Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education, or a closely related field substitute for one year of nonspecialized clerical experience).

Knowledge of: A wide variety of typing layouts and formats; Business English, including spelling, punctuation, grammar, capitalization, and word usage; Indexing and filing rules and systems; The operation and uses of office equipment including personal computers, calculators and copiers; Modern office and record keeping procedures and practices; Basic arithmetic; County customer service objectives and strategies; Telephone, office, and online etiquette; Current technology and trends in the profession

Ability to: Operate standard and modern office equipment; proofread and review work for accuracy and completeness; input and retrieve data from computerized record keeping systems; prioritize and route telephone calls and mail; monitor staff assignment deadlines; Establish effective working relationships with management, employees, employee representatives.

**OTHER REQUIREMENTS:**

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.



COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## **EXECUTIVE ASSISTANT II**

Bargaining Unit: LIUNA - Support Services

Class Code:  
14006

### **SALARY RANGE**

\$22.65 - \$32.90 Hourly  
\$3,925.32 - \$5,702.06 Monthly  
\$47,103.89 - \$68,424.72 Annually

### **CLASS CONCEPT:**

Under general supervision, performs a wide variety of secretarial, administrative, and clerical duties for an Assistant Department Head, Deputy Director or Division Chief; serves as recording secretary to a large/complex board, commission, committee, or similar entity; and performs other related duties as required.

The Executive Assistant II is the second level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility to perform a variety of secretarial and complex clerical duties for a department manager at the level of Assistant Department Head, Deputy Director, or Division Chief, or functioning as a recording secretary to a large/complex board, commission, committee, or similar entity.

The Executive Assistant II is distinguished of the Executive Assistant III, in that the latter provides secretarial support to an Agency/Department Head in a small department (less than 250 employees)

The Executive Assistant II is not a natural progression underfill for the class of Executive Assistant III. Advancement to the next level is achieved through the County's standard recruitment process

### **REPRESENTATION UNIT:**

LIUNA - Support Services

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Take and prepare minutes of meetings.

- Type correspondence, memoranda, reports, documents, orders, payrolls, briefs and statistical data such as charts, tables, and graphs.
- Set up and maintains office files, record and index using computer applications that include use of electronic mail, word processing, spreadsheet and special databases.
- Maintain control files to monitor status and expedites the completion of staff assignments.
- Schedule appointments, coordinates time, place, and participant arrangements for meetings.
- Sort, screen, and route incoming mail.
- Provide general information to office and telephone callers and/or refers them to appropriate party.
- Compile and summarize information, data, and figures for reports.
- May lead subordinate staff in routine clerical assignments.
- May serve as secretary to an assigned Commission; arrange meetings and schedule appointments; answers correspondence independently; prepare weekly meeting agenda; assemble data, reports, and material prepared by Department staff for Commissioners and Commission meetings as required.

## **RECRUITING GUIDELINES:**

### OPTION I

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: One year in a secretarial capacity performing a wide range of complex clerical and secretarial support duties with Riverside County.

### OPTION II

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: Three years of broad and varied clerical experience, one year of which must have been in a secretarial capacity performing a wide range of complex clerical and secretarial support duties. (Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education, or a closely related field substitute for one year of nonspecialized clerical experience).

ALL OPTIONS:

Knowledge of: A wide variety of typing layouts and formats; Business English, including spelling, punctuation, grammar, capitalization, and word usage; Indexing and filing rules and systems; The operation and uses of office equipment including personal computers, calculators and copiers; Modern office and record keeping procedures and practices; Basic arithmetic; County customer service objectives and strategies; Telephone, office, and online etiquette; Current technology and trends in the profession

Ability to: Operate standard and modern office equipment; proofread and review work for accuracy and completeness; input and retrieve data from computerized record keeping systems; prioritize and route telephone calls and mail; monitor staff assignment deadlines; Establish effective working relationships with management, employees, employee representatives.

**OTHER REQUIREMENTS:**

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.





COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## **EXECUTIVE ASSISTANT II- CN**

Class Code:  
14014

Bargaining Unit: LIUNA - Support Services

### **SALARY RANGE**

\$22.65 - \$32.90 Hourly  
\$3,925.32 - \$5,702.06 Monthly  
\$47,103.89 - \$68,424.72 Annually

### **CLASS CONCEPT:**

Under general supervision, performs a wide variety of secretarial, administrative, and clerical duties for an Assistant Department Head, Deputy Director, or Division Chief; serves as recording secretary to a large/complex board, commission, committee, or similar entity; and performs other related duties as required.

The Executive Assistant II is the second level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility to perform a variety of secretarial and complex clerical duties for a department manager at the level of Assistant Department Head, Deputy Director, or Division Chief, or functioning as a recording secretary to a large/complex board, commission, committee, or similar entity.

The Executive Assistant II is distinguished of the Executive Assistant III, in that the latter provides secretarial support to an Agency/Department Head in a small department (less than 250 employees)

The Executive Assistant II is not a natural progression underfill for the class of Executive Assistant III. Advancement to the next level is achieved through the County's standard recruitment process

Employees in a Confidential designated class are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

### **REPRESENTATION UNIT:**

Management Resolution - Unrepresented Confidential

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Take and prepare minutes of meetings.
- Type correspondence, memoranda, reports, documents, orders, payrolls, briefs and statistical data such as charts, tables, and graphs.
- Set up and maintains office files, record and index using computer applications that include use of electronic mail, word processing, spreadsheet and special databases.
- Maintain control files to monitor status and expedites the completion of staff assignments.
- Schedule appointments, coordinates time, place, and participant arrangements for meetings.
- Sort, screen, and route incoming mail.
- Provide general information to office and telephone callers and/or refers them to appropriate party.
- Compile and summarize information, data, and figures for reports.
- May lead subordinate staff in routine clerical assignments.
- May serve as secretary to an assigned Commission; arrange meetings and schedule appointments; answers correspondence independently; prepare weekly meeting agenda; assemble data, reports, and material prepared by Department staff for Commissioners and Commission meetings as required.

## **RECRUITING GUIDELINES:**

### OPTION I

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: One year in a secretarial capacity performing a wide range of complex clerical and secretarial support duties with Riverside County.

### OPTION II

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: Three years of broad and varied clerical experience, one year of which must have been in a secretarial capacity performing a wide range of complex clerical and secretarial support duties. (Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education, or a closely related field substitute for one year of nonspecialized clerical experience).

ALL OPTIONS:

Knowledge of: A wide variety of typing layouts and formats; Business English, including spelling, punctuation, grammar, capitalization, and word usage; Indexing and filing rules and systems; The operation and uses of office equipment including personal computers, calculators and copiers; Modern office and record keeping procedures and practices; Basic arithmetic; County customer service objectives and strategies; Telephone, office, and online etiquette; Current technology and trends in the profession

Ability to: Operate standard and modern office equipment; proofread and review work for accuracy and completeness; input and retrieve data from computerized record keeping systems; prioritize and route telephone calls and mail; monitor staff assignment deadlines; Establish effective working relationships with management, employees, employee representatives.

**OTHER REQUIREMENTS:**

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.



COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## **EXECUTIVE ASSISTANT III**

Class Code:  
14007

Bargaining Unit: Management Resolution -  
Unrepresented Confidential

### **SALARY RANGE**

\$26.21 - \$36.44 Hourly  
\$4,543- \$6,317 Monthly  
\$54,522 - \$75,804 Annually

### **CLASS CONCEPT:**

Under general direction, performs a wide variety of administrative/secretarial support duties for an agency/department head requiring independent judgment and action; supervises and directs subordinate secretarial and office support staff; and performs other related duties as required.

The Executive Assistant III is the third level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility for providing a variety of secretarial and complex clerical duties to a department head of a small department (less than 250 employees).

The Executive Assistant III is distinguished of the Executive Assistant IV, in that the latter provides secretarial support to an agency/department head in a medium to large department (more than 250 employees).

The Executive Assistant III is not a natural progression underfill for the class of Executive Assistant IV. Advancement to the next level is achieved through the County's standard recruitment process

### **REPRESENTATION UNIT:**

Management Resolution - Unrepresented Confidential

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Research, compile, and summarize information, data and statistics for regular and specialized reports.

- Prepare correspondence and reports independently; prepare itineraries and coordinate meetings/participants' schedules; arrange appointments and maintain manager's calendar; make travel arrangements for manager and staff; and sort, screen, prioritize, and route incoming mail.
- Screen telephone calls and visitors directing them to the appropriate parties; answer questions and assist staff and the public; obtain information about agency/ departmental policies and procedures.
- Establish, maintain, and direct the preservation of a variety of complex and/or confidential records; maintain and distribute agency/departmental procedures and rules; prepare, recommend, and establish office standards and procedures.
- Prioritize correspondence along with supporting materials for manager's review, reply, and disposition.
- Serve as liaison between manager and subordinates, other managers, other county agencies/departmental staff and other governmental agencies and the public.
- Take and transcribes dictation directly, or from notes or recordings.
- Review outgoing correspondence, reports, and material for accuracy, grammar, and consistency with administrative policy.
- May supervise a clerical unit.

## **RECRUITING GUIDELINES:**

### OPTION I

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: One year of experience in a secretarial capacity with Riverside County performing a wide variety of secretarial, administrative, and clerical duties.

### OPTION II

Experience: Three years of clerical experience, one year of which must have been in an administrative support and/or secretarial capacity with responsibility for: screening calls, maintaining an appointment calendar, composing correspondence and researching, compiling, and preparing reports.

Education: Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education or a closely related field may be substituted for up to one year of the general clerical experience.



### ALL OPTIONS

Knowledge of: Organizational operations sufficient to analyze, evaluate, and develop procedures and methods affecting the commitment of agency/departmental resources and administrative and clerical operations of a managerial office; current office methods and practices including automated equipment, filing systems, business correspondence, receptionist techniques, report writing; and correct English usage, grammar, spelling, vocabulary, and punctuation.

Ability to: Manage departmental records; use office equipment for such functions as the Internet, E-mail, and on-line service, and use PC software; research, develop, and prepare data for management presentations; organize meeting plans and schedule appointments; provide effective client service and public relations; display strong interpersonal and communication skills, both verbally and in writing.

### **OTHER REQUIREMENTS:**

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.





COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## **EXECUTIVE ASSISTANT III- AT WILL**

Class Code:  
14008

Bargaining Unit: Management Resolution -  
Unrepresented Confidential

### **SALARY RANGE**

\$27.65 - \$38.45 Hourly  
\$4,793.42 - \$6,664.42 Monthly  
\$57,521 - \$79,973 Annually

### **CLASS CONCEPT:**

Under general direction, performs a wide variety of administrative/secretarial support duties for an agency/department head requiring independent judgment and action; supervises and directs subordinate secretarial and office support staff; and performs other related duties as required.

The Executive Assistant III is the third level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility for providing a variety of secretarial and complex clerical duties to a department head of a small department (less than 250 employees).

The Executive Assistant III is distinguished of the Executive Assistant IV, in that the latter provides secretarial support to an agency/department head in a medium to large department (more than 250 employees).

The Executive Assistant III is not a natural progression underfill for the class of Executive Assistant IV. Advancement to the next level is achieved through the County's standard recruitment process

This class has been designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the County Executive Officer. The application of this provision affects employees hired on or after February 18, 2016.

### **REPRESENTATION UNIT:**

Management Resolution - Unrepresented Confidential

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Research, compile, and summarize information, data and statistics for regular and specialized reports.
- Prepare correspondence and reports independently; prepare itineraries and coordinate meetings/participants' schedules; arrange appointments and maintain manager's calendar; make travel arrangements for manager and staff; and sort, screen, prioritize, and route incoming mail.
- Screen telephone calls and visitors directing them to the appropriate parties; answer questions and assist staff and the public; obtain information about agency/ departmental policies and procedures.
- Establish, maintain, and direct the preservation of a variety of complex and/or confidential records; maintain and distribute agency/departmental procedures and rules; prepare, recommend, and establish office standards and procedures.
- Prioritize correspondence along with supporting materials for manager's review, reply, and disposition.
- Serve as liaison between manager and subordinates, other managers, other county agencies/departmental staff and other governmental agencies and the public.
- Take and transcribes dictation directly, or from notes or recordings.
- Review outgoing correspondence, reports, and material for accuracy, grammar, and consistency with administrative policy.
- May supervise a clerical unit.

## **RECRUITING GUIDELINES:**

### OPTION I

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: One year of experience in a secretarial capacity with Riverside County performing a wide variety of secretarial, administrative, and clerical duties.

### OPTION II

Experience: Three years of clerical experience, one year of which must have been in an administrative support and/or secretarial capacity with responsibility for: screening calls, maintaining an appointment calendar, composing correspondence and researching, compiling, and preparing reports.

Education: Completion of 18 semester or 27 quarter units from a recognized college or 360

hours of training from a recognized occupational training program in secretarial sciences, office practices, business education or a closely related field may be substituted for up to one year of the general clerical experience.

#### ALL OPTIONS

Knowledge of: Organizational operations sufficient to analyze, evaluate, and develop procedures and methods affecting the commitment of agency/departmental resources and administrative and clerical operations of a managerial office; current office methods and practices including automated equipment, filing systems, business correspondence, receptionist techniques, report writing; and correct English usage, grammar, spelling, vocabulary, and punctuation.

Ability to: Manage departmental records; use office equipment for such functions as the Internet, E-mail, and on-line service, and use PC software; research, develop, and prepare data for management presentations; organize meeting plans and schedule appointments; provide effective client service and public relations; display strong interpersonal and communication skills, both verbally and in writing.

#### **OTHER REQUIREMENTS:**

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.



COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

## EXECUTIVE ASSISTANT IV

Class Code:  
14009

Bargaining Unit: Management Resolution -  
Unrepresented Confidential

### SALARY RANGE

\$29.25 - \$38.53 Hourly  
\$5,070.66 - \$6,678.83 Monthly  
\$60,848 - \$80,146 Annually

### CLASS CONCEPT:

Under general direction, performs a wide variety of administrative/secretarial support duties for an agency/department head requiring independent judgment and action; supervises and directs subordinate secretarial and office support staff; and performs other related duties as required.

The Executive Assistant IV is the fourth level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility for providing a variety of secretarial and complex clerical duties to a department head of a medium to large department (more than 250 employees), in addition to special assignments as assigned. Incumbents are responsible for conducting special administrative and research studies affecting agency/department operations, acting as coordinator/liaison between agency/department heads and the Board of Supervisors, Chief Executive Officer, various commissions and committees, as well as public and private entities, which may also include supervisory responsibility for office support staff.

### REPRESENTATION UNIT:

Management Resolution - Unrepresented Confidential

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Research, compile, and summarize information, data and statistics for regular and specialized reports.
- Prepare correspondence and reports independently; prepare itineraries and coordinate meetings/participants' schedules; arrange appointments and maintain manager's calendar; make travel arrangements for manager and staff; and sort, screen, prioritize, and route incoming mail.

- Screen telephone calls and visitors directing them to the appropriate parties; answer questions and assist staff and the public; obtain information about agency/ departmental policies and procedures.
- Establish, maintain, and direct the preservation of a variety of complex and/or confidential records; maintain and distribute agency/departmental procedures and rules; prepare, recommend, and establish office standards and procedures.
- Prioritize correspondence along with supporting materials for manager's review, reply, and disposition.
- Serve as liaison between manager and subordinates, other managers, other county agencies/departmental staff and other governmental agencies and the public.
- Take and transcribes dictation directly, or from notes or recordings.
- Review outgoing correspondence, reports, and material for accuracy, grammar, and consistency with administrative policy.
- May supervise a clerical unit.

## **RECRUITING GUIDELINES:**

### **OPTION I**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: One year with the County of Riverside providing secretarial support to a department head or two years performing secretarial support to a management classification at the level below a department head.

### **OPTION II**

Experience: Three years of clerical experience, two years of which must have been in an administrative support and/or secretarial capacity with responsibilities for screening calls, maintaining an appointment calendar, composing correspondence, and researching, compiling, and preparing reports. (Completion of 18 semester or 27 quarter units from an accredited college or university, or 360 hours of training from an accredited occupational training program in secretarial sciences, office practices, business education, or a related field to the assignment may substitute for up to one year of the general clerical experience.)

### **ALL OPTIONS**

Knowledge of: Organizational operations sufficient to analyze, evaluate, and develop procedures and methods affecting the commitment of agency/departmental resources and administrative and clerical operations of a managerial office; current office methods and practices, including automated equipment, filing systems, business correspondence, receptionist techniques, and report writing; correct English usage, grammar, spelling, vocabulary, and punctuation.



Ability to: Manage departmental records; use office equipment for such functions as the Internet, e-mail, on-line services, and PC software; research, develop, and prepare data for management presentations; organize meeting plans and schedule appointments; provide effective client service and public relations; display strong interpersonal and communication skills, both verbally and in writing..

**OTHER REQUIREMENTS:**

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.





## **EXECUTIVE ASSISTANT IV- AT WILL**

Class Code:  
14010

Bargaining Unit: Management Resolution -  
Unrepresented Confidential

COUNTY OF RIVERSIDE  
Established Date: Oct 20, 2022  
Revision Date: Oct 20, 2022

### **SALARY RANGE**

\$30.86 - \$40.65 Hourly  
\$5,349.58 - \$7,046.16 Monthly  
\$64,195 - \$84,554 Annually

### **CLASS CONCEPT:**

Under general direction, performs a wide variety of administrative/secretarial support duties for an agency/department head requiring independent judgment and action; supervises and directs subordinate secretarial and office support staff; and performs other related duties as required.

The Executive Assistant IV is the fourth level classification in the Executive Assistant series and reports to an appropriate supervisory or management level position. This class is characterized by the primary responsibility for providing a variety of secretarial and complex clerical duties to a department head of a medium to large department (more than 250 employees), in addition to special assignments as assigned. Incumbents are responsible for conducting special administrative and research studies affecting agency/department operations, acting as coordinator/liaison between agency/department heads and the Board of Supervisors, Chief Executive Officer, various commissions and committees, as well as public and private entities, which may also include supervisory responsibility for office support staff.

This class has been designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the County Executive Officer. The application of this provision affects employees hired on or after February 18, 2016.

### **REPRESENTATION UNIT:**

Management Resolution - Unrepresented Confidential

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Research, compile, and summarize information, data and statistics for regular and specialized reports.
- Prepare correspondence and reports independently; prepare itineraries and coordinate meetings/participants' schedules; arrange appointments and maintain manager's calendar; make travel arrangements for manager and staff; and sort, screen, prioritize, and route incoming mail.
- Screen telephone calls and visitors directing them to the appropriate parties; answer questions and assist staff and the public; obtain information about agency/ departmental policies and procedures.
- Establish, maintain, and direct the preservation of a variety of complex and/or confidential records; maintain and distribute agency/departmental procedures and rules; prepare, recommend, and establish office standards and procedures.
- Prioritize correspondence along with supporting materials for manager's review, reply, and disposition.
- Serve as liaison between manager and subordinates, other managers, other county agencies/departmental staff and other governmental agencies and the public.
- Take and transcribes dictation directly, or from notes or recordings.
- Review outgoing correspondence, reports, and material for accuracy, grammar, and consistency with administrative policy.
- May supervise a clerical unit.

## **RECRUITING GUIDELINES:**

### **OPTION I**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination may be required.

Experience: One year with the County of Riverside providing secretarial support to a department head or two years performing secretarial support to a management classification at the level below a department head.

### **OPTION II**

Experience: Three years of clerical experience, two years of which must have been in an administrative support and/or secretarial capacity with responsibilities for screening calls, maintaining an appointment calendar, composing correspondence, and researching, compiling, and preparing reports. (Completion of 18 semester or 27 quarter units from an accredited college or university, or 360 hours of training from an accredited occupational training program in secretarial sciences, office practices, business education, or a related field to the assignment may substitute for up to one year of the general clerical experience.)

**ALL OPTIONS**

Knowledge of: Organizational operations sufficient to analyze, evaluate, and develop procedures and methods affecting the commitment of agency/departmental resources and administrative and clerical operations of a managerial office; current office methods and practices, including automated equipment, filing systems, business correspondence, receptionist techniques, and report writing; correct English usage, grammar, spelling, vocabulary, and punctuation.

Ability to: Manage departmental records; use office equipment for such functions as the Internet, e-mail, on-line services, and PC software; research, develop, and prepare data for management presentations; organize meeting plans and schedule appointments; provide effective client service and public relations; display strong interpersonal and communication skills, both verbally and in writing..

**OTHER REQUIREMENTS:**

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.