

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



ITEM: 3.30
(ID # 20226)

MEETING DATE:
Tuesday, October 18, 2022

FROM : HUMAN RESOURCES AND Purchasing and Fleet Services Department :

SUBJECT: HUMAN RESOURCES DEPARTMENT AND PURCHASING AND FLEET SERVICES DEPARTMENT: Classification and Compensation recommendation to adjust the salary of the Procurement Compliance Officer; and amend Ordinance No. 440 pursuant to Resolution No. 440-9297 submitted herewith, All Districts. [Total Cost \$276,488, with an ongoing cost of \$163,379, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Procurement Compliance Officer.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9297.

ACTION:Policy

Sarah Franco 10/4/2022 *Michael Bowers* 10/5/2022
Sarah Franco, Director of Procurement & Fleet Michael Bowers, Assistant HR Director

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 440-9297 is adopted as recommended.

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

Kecia R. Harper
Clerk of the Board
By: *Brandi Smith*
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$113,109	\$163,379	\$276,488	\$163,379
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Purchasing and Fleet Services Department manages the divisions of Purchasing, Central Mail, Fleet Services, and Surplus Operations. These divisions provide materials, vehicles, and support services to County departments and agencies. The Department also establishes procurement policies and procedures to comply with state regulations and implements best practices. Dedicated staff members support County departments and agencies who are internal service and enterprise funded.

The Human Resource’s Classification and Compensation (Class and Comp) Division received a request from the Purchasing and Fleet Services Department to conduct an external market review on the Procurement Compliance Officer (PCO) job classification to assess market competitiveness within the five-surrounding county market. Due to the Department’s current reorganization efforts, it was also requested that Class and Comp assess and ensure a proper internal salary growth structure for the PCO with its natural feeder classifications. The results of the market review highlighted that the PCO job classification is below the market mean at both the minimum and maximum base salary (**Attachment 2**). To incentivize promotion from the natural feeder classifications to the Procurement Compliance Officer, it is recommended that the salary range for the Procurement Compliance Officer be \$80,338 - \$124,261/year. This will ensure an 8% difference at the minimum and maximum between the PCO and the next level.

Salary Adjustment:

Procurement Compliance Officer: It is recommended to adjust the salary plan/grade from MRP 190 (\$68,692 - \$103,444/year) to salary plan/grade MRP 306 (\$80,338 - \$124,261/year). There are currently 0 incumbents in this classification. This request is to also add 1 position within the Purchasing and Fleet Department to recruit and fill.

Additional Fiscal Information

The cost to add 1 Procurement Compliance Officer position to the Purchasing and Fleet Department is approximately \$113,109 for FY 22/23, which includes benefits. The cost for the next FY 23/24 will be approximately \$163,379 and includes benefits. The Department has stated the cost to add 1 position will be absorbed through the Department’s budget and does not require a budget adjustment.

Impact on Residents and Businesses

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This request does not have a direct impact on residents and businesses. Adjusting the salary of the Procurement Compliance Officer will provide the Department the resources it requires to continue offering critical services for the County of Riverside.

Attachments:

1. Resolution No. 440-9297
2. Procurement Compliance Officer Market Data

	
Meghan Hahn, Senior Management Analyst	Dave Rogers, Chief Administrative Officer
10/6/2022	10/12/2022

RESOLUTION NO. 440-9297

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 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>
74710	Procurement Compliance Officer	MRP 190	MRP 306

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 on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
74710	+ 1	7300	Procurement Compliance Officer

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: Breanna Smith
Deputy

/mh
10/03/2022
440 Resolutions\MH

External Market Survey Data

Procurement Compliance Officer

Riv Co Class Code: 74710

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	No Comparable Class				
Orange County	<u>Supv Procurement Contracts Specialist</u>	9111	\$81,120	\$109,325	34.77%
San Bernardino County	No Comparable Class				
San Diego County	<u>Senior Procurement Contracting Officer</u>	2618	\$98,509	\$121,118	22.95%
Ventura County	No Comparable Class				
	County Mean:		\$89,814	\$115,222	28.29%
	County Median:		\$89,814	\$115,222	28.29%
Riverside County	<u>Procurement Compliance Officer</u>	74710	\$68,692	\$103,444	50.59%
	Dollar difference from Mean:		-\$21,123	-\$11,778	
	Percentage difference from mean:		-23.52%	-10.22%	
	Dollar difference from median:		-\$21,123	-\$11,778	
	Percentage difference from median:		-23.52%	-10.22%	

Notes:

Run Date:

Date Prepared/Revised: 9/27/2022

By: DF

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KECIA R. HARPER, Clerk of said Board

By: _____
Deputy

/mh
10/03/2022
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