

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



ITEM: 3.32  
(ID # 19978)

MEETING DATE:  
Tuesday, October 18, 2022

FROM : HUMAN RESOURCES AND Sheriff's Department :

SUBJECT: HUMAN RESOURCES & SHERIFF-CORONER-PA: Classification & Compensation Recommendation to create a new Sheriff's Records Clerk class series; and amend Ordinance No. 440 pursuant to Resolution No. 440-9298 submitted herewith, All Districts. [Total Cost \$1,121,600 with an ongoing cost of \$512,025, 100% NCC- Sheriff Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to create a new Sheriff's Records Clerk classification series and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9298.

ACTION:Policy

  
Donald Sharp, Undersheriff

10/4/2022

  
Michael Bowers, Assistant HR Director

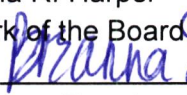
10/6/2022

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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 440-9298 is adopted as recommended.

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

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>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 609,575	\$ 512,025	\$ 1,121,600	\$ 512,025
<b>SOURCE OF FUNDS: 100% NCC - Sheriff's Dept. Budget</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 22/23</b>	

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

**BACKGROUND:**

**Summary**

The Riverside County Sheriff's Department Information Services Bureau (ISB) is a support division that handles various records processing and retention functions. ISB is responsible for responding to California Public Records Act requests, processing subpoenas duces tecum (criminal and civil), extraditions, records sealing, clearance letters, and local criminal records reviews. In addition to serving as the Warrant Repository Bank for the County, ISB also maintains local summary criminal searches for authorized law enforcement and criminal justice agencies, provides applicant fingerprinting, releases crime reports to authorized individuals and agencies, and fulfills the Department's mandated Uniform Crime Reporting to the Department of Justice each month.

Human Resources received a request from ISB to create a new, specialized Records Clerk class series (I/II/Senior/Supervising) to promote and maintain the uniform standard for handling records within the Sheriff's Department at the station level. This new class series will require incumbents to thoroughly understand specific law enforcement codes, policies, and procedures and provide support similar to the Sheriff's Records/Warrants Assistant series, but to a lesser degree.

An external market survey of the five surrounding counties was conducted on the journey-level Sheriff's Records Clerk II classification (Attachment II). Based upon an analysis of the market survey conducted by Human Resources, the proposed Sheriff's Records Clerk II salary is \$37,877 - \$53,768/year. Furthermore, the salaries of the remaining classifications (I/Senior/Supervising) in the series were generated using the salary of the journey level class.

Human Resources recommends creating the Sheriff's Records Clerk series with a salary that maintains internal parity with similar administrative classes currently used by the Sheriff's Department (Attachment III).

**Classification Additions:**

**Sheriff's Records Clerk I:** It is recommended to add this classification to the Class and Salary listing at salary plan/grade LIU 242 (\$35,901 - \$46,842).

**Sheriff's Records Clerk II:** It is recommended to add this classification to the Class and Salary listing at salary plan/grade LIU 274 (\$37,877 - \$53,768). This request is also to add (77)

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positions to recruit and fill.

**Senior Sheriff's Records Clerk:** It is recommended to add this classification to the Class and Salary listing at salary plan/grade LIU 313 (\$39,978 - \$58,656). This request is also to add (55) positions to recruit and fill.

**Supervising Sheriff's Records Clerk:** It is recommended to add this classification to the Class and Salary listing at a salary plan/grade SEUS 209 (\$44,658 - \$62,442). This request is also to add (19) positions to recruit and fill.

**Additional Fiscal Information**

The fiscal year 22/23 cost is approximately \$609,575 (includes salaries and benefits) to exchange currently funded Office Assistant positions to the corresponding class in the Sheriff's Records Clerk series, as illustrated below:

Office Assistant II to Sheriff's Records Clerk II  
Office Assistant III to Senior Sheriff's Records Clerk  
Supervising Office Assistant I/II to Supervising Sheriff's Records Clerk

The fiscal year 23/24 cost is approximately \$512,025 (includes salaries and benefits) for Sheriff's Records Clerks to receive their scheduled salary increases.

**Impact on Residents and Businesses**

Approval of these recommendations allows the Department to better serve the public by streamlining processing public record requests at the station level and improving overall operational efficiency.

**Attachments**

- I. Resolution 440-9298
- II. Sheriff's Records Clerk II Market Survey Data
- III. Internal Class Parity Review

*Rebecca S Cortez*  
Rebecca S Cortez, Principal Management Analyst

10/6/2022

*Meghan Hahn*  
Meghan Hahn, Senior Management Analyst

10/6/2022

RESOLUTION NO. 440-9298

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
13780	+	Sheriff's Records Clerk I	LIU 242
13781	+	Sheriff's Records Clerk II	LIU 274
13782	+	Senior Sheriff's Records Clerk	LIU 313
13783	+	Supervising Sheriff's Records Clerk	SEUS 209

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:

Job Code	+/-	Department ID	Class Title
13781	+ 77	2500	Sheriff's Records Clerk II
13782	+ 55	2500	Senior Sheriff's Records Clerk
13783	+ 19	2500	Supervising Sheriff's Records Clerk

/mh  
10/04/2022  
440 Resolutions\MH

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3 RESOLUTION NO. 440-9298

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6 ROLL CALL:

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8 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt

9 Nays: None

10 Absent: None

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

15  
16 KECIA R. HARPER, Clerk of said Board

17  
18 By: Breanna Smith

19 Deputy

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# External Market Survey Data

## Sheriff's Records Clerk II

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread	Salary w/Projected Inc.
Los Angeles County	Court Records System Clerk II, Sheriff	2239	MOU	\$44,138	\$61,065	38.35%	
Los Angeles County	Records System Clerk II, Sheriff	2241	MOU	\$42,981	\$59,428	38.27%	
San Bernardino County	Sheriff's Records Clerk	19530	MOU	\$33,613	\$46,155	37.31%	
Orange	Sheriff's Records Technician	494	MOU	\$40,581	\$53,768	32.50%	
San Diego County	Sheriff's Records & Identification Clerk II	2798	MOU	\$39,624	\$48,714	22.94%	
Ventura County	Sheriff's Records Technician II	545	MOU	\$41,396	\$57,954	40.00%	
	County Mean:			\$40,389	\$54,514	34.97%	
	County Median:			\$40,989	\$55,861	36.28%	
Riverside County	Sheriff's Record Clerk II		XXXXX	\$32,490	\$53,768	65.49%	
	Dollar difference from Mean:			-\$7,899	-\$746		
	Percentage difference from mean:			-19.56%	-1.37%		
	Dollar difference from median:			-\$8,499	-\$2,093		
	Percentage difference from median:			-20.73%	-3.75%		

Notes: Riverside: Salary of Sheriff's Records Clerk II was set using internal comparables at the journey-level which was then compared against the five surrounding county comparables.

Run Date: 6/14/2022

Date Prepared/Revised: 6/14/2022

By: DP

Job Classification	Class Code	Union	Min Salary Hrly	MOU Inc to Min	Min Salary Yrly	Max Salary Hrly	Max Salary Yrly	Salary Spread	Diff @ Min	Diff @ Max
SUPERVISOR										
Sheriff's Records/Warrants Supervisor	13476	SEIU	\$20.91	\$22.65	\$47,102.70	\$31.38	\$65,270.40	38.57%	5.50%	9.07%
Supervising Sheriff's Records Clerk	XXXXX		\$19.82	\$21.47	\$44,647.32	\$28.77	\$59,841.60	34.03%	12.29%	2.49%
Supervising Office Assistant II	13868	SEIU	\$17.65	\$21.46	\$44,641.79	\$28.07	\$58,385.60	30.79%		
ADVANCED-JOURNEY										
Senior Sheriff's Records/Warrants Assistant	13789	LIUNA	\$18.51	\$20.31	\$38,500.80	\$29.49	\$61,339.20	59.32%	5.53%	8.14%
Senior Sheriff's Records Clerk	XXXXX		\$17.54	\$19.24	\$36,483.20	\$27.27	\$56,721.60	55.47%	13.75%	11.03%
Office Assistant III	13866	LIUNA	\$15.42	\$16.92	\$32,073.60	\$24.56	\$51,084.80	59.27%		
JOURNEY										
Sheriff's Corrections Assistant I	13818	LIUNA	\$19.16	\$21.02	\$39,852.80	\$26.84	\$55,827.20	40.08%	22.66%	3.83%
Sheriff's Records Clerk II	XXXXX		\$15.62	\$17.14	\$32,489.60	\$25.85	\$53,768.00	65.49%	4.13%	16.92%
Office Assistant II	13865	LIUNA	\$15.00	\$16.46	\$31,200.00	\$22.11	\$45,988.80	47.40%		
ENTRY										
Sheriff's Records/Warrants Assistant I	13790	LIUNA	\$15.00	\$16.46	\$31,200.00	\$23.61	\$49,108.80	57.40%	0.00%	4.84%
Sheriff's Records Clerk I	XXXXX		\$15.00	\$16.46	\$31,200.00	\$22.52	\$46,841.60	50.13%	0.00%	13.11%
Office Assistant I	13864	LIUNA	\$15.00	\$16.46	\$31,200.00	\$19.91	\$41,412.80	32.73%		

Notes:

-The maximum salary of the journey-level Sheriff's Corrections Assistant I and Sheriff's Records/Warrants Assistant II classifications are out of alignment with the rest of the series when compared against each other.

-Proposed new Sheriff's Records Clerk classification series.

-Minimum salaries of do not reflect the addition of the Difficult to Recruit salary differential.