

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



**ITEM: 3.34  
(ID # 20207)**

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

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

**SUBJECT:** HUMAN RESOURCES AND RIVERSIDE COUNTY CHILDREN & FAMILY  
COMMISSION, FIRST 5 RIVERSIDE COUNTY: Classification and Compensation  
recommendation to establish a new classification of Regional Manager for Children and  
Families Commission and amend Ordinance No. 440 pursuant to Resolution No. 440-9295  
submitted herewith, All Districts. [Total Cost - \$37,671, with an ongoing cost of \$22,603, 100%  
Proposition 10 - The California Children and Families Act]

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

1. Approve the creation of the Regional Manager for Children and Families Commission job  
classification;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9295.

**ACTION:Policy**

*Michael Bowers*

Michael Bowers, Assistant HR Director

10/3/2022

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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 440-9295 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: October 18, 2022  
xc: First 5, HR

Kecia R. Harper  
Clerk of the Board

By: *Wendy Smith*  
Deputy

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<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>	\$ 15,068	\$ 22,603	\$ 37,671	\$ 22,603
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<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:**

In 2019 First 5 Riverside, Children and Families Commission (First 5 Riverside) became a stand-alone department and was no longer an operating department under the Department of Public Social Services (DPSS). Since the transition, First 5 Riverside has seen an increase in funding and an expansion of existing programs, in addition to acquiring several Family Resource Centers (FRC's) responsible for providing critical services to the community. In response to the transition of First 5 Riverside separating from DPSS and increasing its programs and funding, First 5 Riverside initiated a study of the various management level classifications to ensure internal and external parity. The results yielded that the department utilizes two different administrative management-level classifications with primary responsibility for the overall regional/ program management functions. As such, it is recommended to create a new Regional Manager for Children and Families Commission. The creation of this class will establish consistency and enable internal equity for this management group.

**CLASSIFICATION ADDITIONS**

Regional Manager for Children and Families Commission: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 311 (\$80,513 - \$124,602). Upon creation of the classification there are two incumbents identified that will be reclassified accordingly. Additionally, the department is also requesting to exchange (1) one vacancy to immediately add (1) one position.

**ADDITIONAL FISCAL INFORMATION**

The figure in the current fiscal year column represents the cost to reclassify the existing incumbents for the current fiscal year. The figure in the next fiscal year column represents the cost to reclassify both incumbents for the entire following fiscal year. The ongoing cost is the total ongoing costs the department is subject to incur through this action. This is not inclusive of the salary savings of approximately \$5,000 per year to exchange the vacant position. 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 qualified top leadership candidates to fill these roles and continue to provide critical services to residents. There is no immediate impact to businesses.

**ATTACHMENTS:**

Attachment A: Resolution No. 440-9295

Attachment B: Regional Manager for CFC Job Description

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

RESOLUTION NO. 440-9295

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:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73566	+	Regional Manager for Children & Families Commission	MRP 311

BE IT FURTHER 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 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:

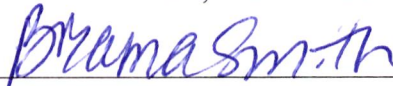
<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
73566	+1	938001	Regional Manager for Children & Families Commission
74113	-1	938001	Administrative Services Manager II

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:   
Deputy

/mh  
09/29/2022  
440 Resolutions\MH



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

## **REGIONAL MANAGER FOR CHILDREN AND FAMILIES COMMISSION**

Class Code:  
73566

Bargaining Unit: Management Resolution -  
Management

### **SALARY RANGE**

\$38.71 - \$59.91 Hourly  
\$6,709.47 - \$10,383.55 Monthly  
\$80,513.68 - \$124,602.61 Annually

### **CLASS CONCEPT:**

Under general direction, plans, coordinates, leads and manages through subordinate supervisors, the work of a group of family resource center staff, First 5 staff, and coordinates more than a dozen community-based organizations and performs other duties as required. .

The Regional Manager for Children and Families Commission is an advanced management level classification and reports to an appropriate executive level management classification. Incumbents have full responsibility and accountability for managing one or multiple Family Resource Centers (FRCs) and First 5 staff within specific geographical regions within the County where program size and complexity necessitate a second level of management.

The Regional Manager for Children and Families Commission is distinguished from the class of Deputy Director for Children and Families Commission in that the latter class assists in the overall planning, directing, and organizing of department-wide activities and services in both administration and programs.

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)

- Plan, coordinate, and manage, through subordinate supervisors, family resource centers or

First 5 Programs within F5RC Administration or a specific geographical region.

- Review and analyze legislative changes to determine impact; develop new policies or approve the revisions of existing policies and procedures and disseminate this information.
- Review and evaluate program operations and recommend modifications to develop a more efficient operation; review the work of subordinate staff to assure the accomplishment of program goals, efficient staff performance, and program compliance; confer with subordinate supervisory personnel and other staff on policy, program, and procedure modifications.
- Provide direction and guidance on the most difficult program problems.
- Write and manage grants; prepare a variety of narrative and statistical reports for administrative staff concerning performance standards; prepare correspondence and other reports as required; monitor workload and staffing needs and reallocate staff between units to ensure coverage; monitor and control expenditures of subordinate units.
- Oversee, review, and approve all staffing and personnel management issues; take appropriate action to assist subordinate supervisors in resolving personnel problems; participate in the selection of subordinates by making hiring recommendations; prepare performance evaluations for direct reports and review performance evaluations of subordinate staff.
- May represent the Department before public and community agencies or organizations in matters relating to areas of responsibility.
- Prepare written justification for budget proposals; explain and defend proposals and alternatives to Directors, First 5 Riverside County Commission, or advisory boards and subcommittees; recommend transfer of funds within an organization at times of budget short fall; authorize payment vouchers, requisitions and a variety of fiscal reports and expenditures; recommend actions to balance the budget; produce various fiscal and financial reports.
- Monitor progress of legislation on departmental programs, finances, and operations; may lobby for legislative changes.

### **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 years in an administrative, supervisory or staff capacity, which included program analysis, planning, and coordinating assignments within a public health, first 5, or social services program. This experience must include two years of full scope supervision or management experience and two years of experience working in public health, social services and/or First 5 programs.

**Knowledge of:** The functions of public social service agencies; the principles of supervision, including training, instructional methods, and techniques.

**Ability to:** Plan, coordinate, and manage the work of a group of family resource centers and First 5 program units; analyze and evaluate systems and procedures to resolve problems or to recommend appropriate courses of action; evaluate staff performance; develop and implement on the job training of subordinate staff; prepare and present concise and logical oral and written

reports; establish and maintain effective working relationships with those contacted in the course of work.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License is 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.