

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



ITEM: 3.30
(ID # 20423)

MEETING DATE:

Tuesday, November 29, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salaries of the Urban/Regional Planner job classification series, and Principal Planner job classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9304, All Districts. [Total Cost \$151,141, with an ongoing cost of \$91,388, 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the Urban/Regional Planner job classification series (I/II/III/IV);
2. Approve the salary adjustment to the Principal Planner job classification; and
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9304.

ACTION:Policy

Michael Bowers

Michael Bowers, Assistant HR Director

10/24/2022

Charissa Leach

Charissa Leach, PLMA Director

10/24/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9304 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: November 29, 2022
xc: HR

Kecia R. Harper
Clerk of the Board

By: *Cindy Guarady*
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$59,753	\$ 91,388	\$151,141	\$91,388
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Departmental Budgets			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Transportation and Land Management Agency - Planning Department requested that the Human Resources Classification and Compensation (Class and Comp) Division conduct a market review of the Urban/Regional Planner (URP) job class series (I/II/III/IV) and the Principal Planner job class to ensure that these classifications are market competitive with the surrounding counties. A market review was conducted using the standard 5-county market, which demonstrated that: the URP I is approximately 15% below the market at the minimum and 6% below at the maximum; the URP II is approximately 1% below the market at the minimum; the URP III is approximately 6.8% below the market at the minimum; the URP IV is approximately 8.4% below the market at the minimum and 1.3% below at the maximum; and the Principal Planner is approximately 13.45% below the market at the minimum and 9% below at the maximum (**Attachments 2-6**). It is recommended to adjust both the URP class series and the Principal Planner salary according to the market, while also ensuring proper career/salary growth between classifications.

Adjusting the salaries of the URP class series and Principal Planner to market will greatly assist the County in recruiting qualified applicants and retaining valued staff. The departments that utilize the URP class series and/or Principal Planner is Planning, Transportation, Waste, and Public Health. All the departments have agreed to increase the salaries for the aforementioned classifications.

Salary Adjustments:

With the implementation of the proposed adjustments, cost will be incurred to bring incumbents below the new minimum up to the new minimum. Furthermore, the departments would like to grant all existing incumbents within the salary range an immediate 4% increase to maintain current salary spreads amongst employees. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

Urban/Regional Planner I: It is recommended to adjust the salary plan/grade ESEU 213 (\$53,049 - \$77,965/year) to salary plan/grade ESEU 316 (\$62,383 - \$83,336/year). The salary adjustment is based upon an external market study utilizing the five surrounding county market and ensures that this classification is brought up to market at both the minimum and maximum (**Attachment 2**). There are currently 3 incumbents in this classification. The cost to grant these

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adjustments is approximately \$20,074 in salaries and benefits for FY 22/23.

Urban/Regional Planner II: It is recommended to adjust the salary plan/grade SEU 258 (\$61,007 - \$89,452/year) to salary plan/grade SEU 338 (\$65,814 - \$89,452/year). The salary adjustment is based upon maintaining a 5.5% spread between the I and II level at the minimum (see Figure 1). There is currently 1 incumbent in this classification. The cost to grant this adjustment is approximately \$2,614 in salaries and benefits for FY 22/23.

Figure 1:

Classification	Minimum Salary	Maximum Salary
Urban/Regional Planner II	\$65,814	\$89,452
<i>(% difference)</i>	5.50%	7.34%
Urban/Regional Planner I	\$62,383	\$83,336

Urban/Regional Planner III: It is recommended to adjust the salary plan/grade SEU 409 (\$70,158 - \$102,719/year) to salary plan/grade SEU 485 (\$75,249 - \$102,719/year). The salary adjustment is based upon an external market study utilizing the five surrounding county market and ensures that this classification is brought up to market at the minimum (**Attachment 4**). There are currently 2 incumbents in this classification. The cost to grant these adjustments is approximately \$5,901 in salaries and benefits for FY 22/23.

Urban/Regional Planner IV: It is recommended to adjust the salary plan/grade SEU 526 (\$77,478 - \$114,016/year) to salary plan/grade SEU 600 (\$84,623 - \$115,530/year). The salary adjustment is based upon an external market study utilizing the five surrounding county market and ensures that this classification is brought up to market at the minimum and maximum (**Attachment 5**). There are currently 4 incumbents in this classification. The cost to grant these adjustments is approximately \$12,832 in salaries and benefits for FY 22/23.

Principal Planner: It is recommended to adjust the salary plan/grade SEUS 843 (\$93,341 - \$131,160/year) to salary plan/grade SEUS 894 (\$107,847 - \$144,158/year). The salary adjustment is based upon an external market study utilizing the five surrounding county market and ensures that this classification is brought up to market at the minimum and maximum. (**Attachment 6**). There are currently 4 incumbents in this classification. The cost to grant these adjustments is approximately \$18,332 in salaries and benefits for FY 22/23.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the various job classifications above will position the County to provide a competitive salary that is within market and better equip the County to continue to attract and retain staff in these positions.

Additional Fiscal Information

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The current fiscal year cost to grant all existing incumbents below the current minimum base salary to the new, proposed minimum base salary, as well as grant any existing incumbents a 4% increase in pay (or up to the new max if less than 4%) is approximately \$59,753, which includes benefits.

All departments with current incumbents in the various job classifications above have approved the recommended salary adjustments and any associated salary increases, which will be absorbed through their respective budget. A budget adjustment is not required.

ATTACHMENTS

1. Resolution No. 440-9304
2. Urban/Regional Planner I External Market Review
3. Urban/Regional Planner II External Market Review
4. Urban/Regional Planner III External Market Review
5. Urban/Regional Planner IV External Market Review
6. Principal Planner I External Market Review



Jason Farin, Principal Management Analyst 10/24/2022



Meghan Hahn, Principal Management Analyst 10/27/2022



Juan C. Perez, Chief Operating Officer 11/21/2022

RESOLUTION NO. 440-9304

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 29, 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>
74809	Principal Planner	SEUS 843	SEUS 894
74800	Urban/Regional Planner I	ESEU 213	ESEU 316
74802	Urban/Regional Planner II	SEU 258	SEU 338
74804	Urban/Regional Planner III	SEU 409	SEU 485
74806	Urban/Regional Planner IV	SEU 526	SEU 600

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: Cindy G. Gandy
Deputy

11.29.2022 3.30

REVISED

RESOLUTION NO. 440-9304

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 29, 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:

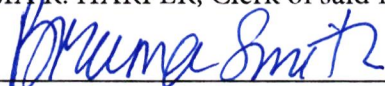
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74809	Principal Planner	SEUS 843	SEUS 894
74800	Urban/Regional Planner I	ESEU 213	ESEU 316
74802	Urban/Regional Planner II	SEU 258	SEU 337
74804	Urban/Regional Planner III	SEU 409	SEU 485
74806	Urban/Regional Planner IV	SEU 526	SEU 600

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

/kc
Revised
11/30/2022

11.29.2022

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/kc
10/24/2022
440 Resolutions\KC

3.30

#11



MEMORANDUM

DATE: November 30, 2022
TO: Kecia Harper, Clerk of the Board
FROM: Erik Collier, Human Resources Services Manager
RE: Correction to Resolution No. 440-9304

RECEIVED RIVERSIDE COUNTY
CLERK/BOARD OF SUPERVISORS
2022 DEC -5 AM 10:43

Attached, please find corrected Resolution No. 440-9304, Agenda Item 3.30 submitted and approved by the Board of Supervisors on November 29, 2022. Under Section 8(C), the "To Salary Plan/Grade" for the classification listed below should read as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74802	Urban/Regional Planner II	SEU 337

The correction listed above within Resolution No. 440-9304 was due to a clerical error and does not affect the salary of the classification.

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. 440-9304

