

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



ITEM: 3.36  
(ID # 20541)

**MEETING DATE:**  
Tuesday, November 29, 2022

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Classification and Compensation recommendation to establish a new Senior Emergency Services Coordinator classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440, All Districts. [\$0]

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

1. Approve the creation of a new Senior Emergency Services Coordinator classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9307.

**ACTION:**Policy

*Michael Bowers*

Michael Bowers, Assistant HR Director

11/14/2022

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**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 440-9307 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 Kennedy*  
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>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 22/23</b>	

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

**BACKGROUND:**

**Summary**

The Riverside County Emergency Management Department (EMD) works to implement a custom, all-hazards approach to emergency management with integrated programs for Riverside County Operational Area stakeholders. EMD addresses the four phases of emergency management (mitigation, preparation, response, and recovery) through unified leadership in emergency management and emergency medical services.

The Classification & Compensation Division received a Classification Study Request to explore the feasibility of creating a Senior Emergency Services Coordinator (ESC) job classification. The County does not possess a job classification that journey level ESC's can grow into and gain experience mentoring/leading staff. With over 20 current ESC's reporting to Emergency Management Program Supervisors, it is recommended to create an advanced journey and lead level Senior ESC classification to prepare and reward employees seeking further growth and opportunities in their profession.

Due to limited market data for the Senior ESC, the proposed salary range for this classification is established based upon a 5.5% difference between the minimum and maximum salaries of the ESC and Senior ESC job classification (see Figure 1). Furthermore, the proposed salary for the Senior ESC will maintain over a 5.5% spread with the Emergency Management Program Supervisor's current salary range and thus, negating any potential salary compaction issues between these classifications (see Figure 1).

**Figure 1:**

<b>Classification</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Emergency Management Program Supervisor	\$74,737	\$102,508
<i>(% difference)</i>	<i>8.78%</i>	<i>7.49%</i>
Senior Emergency Services Coordinator	\$68,707	\$95,362
<i>(% difference)</i>	<i>5.50%</i>	<i>5.50%</i>
Emergency Services Coordinator	\$65,125	\$90,390

**Classification Addition:**

**Senior Emergency Services Coordinator:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 400 (\$68,707 - \$95,362/year). The new class specification is attached (**Attachment 2**).

**Impact on Residents and Businesses**

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

There is no impact on Residents or Businesses. Approval of the proposed Senior Emergency Services Coordinator classification will result in a more coordinated and proper career growth series.

**Additional Fiscal Information**

The creation of a Senior ESC job classification will have no immediate costs to the Department. EMD will add the position(s) to their budget at a later date. The cost to add one Senior ESC is approximately \$138,275/year, which includes benefits. The Department has indicated that any future costs will be absorbed through the Department's budget and will not require a budget adjustment.

**ATTACHMENTS**

1. Resolution No. 440-9307
2. Senior Emergency Services Coordinator Class Specification

  
\_\_\_\_\_  
Meghan Hahn, Principal Management Analyst      11/16/2022

1 RESOLUTION NO. 440-9307

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on November 29, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440,  
5 the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No.  
6 440, operative the beginning of the pay period following approval, as follows:

7  
8

<u>Job</u>			<u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
37862	+	Senior Emergency Services Coordinator	SEU 400


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10

11 ROLL CALL:

12  
13 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
14 Nays: None  
15 Absent: None

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

18 KECIA R. HARPER, Clerk of said Board

19 By:   
20 Deputy

21 11.29.2022 3.36



# MEMORANDUM

**DATE:** December 7, 2022  
**TO:** Kecia Harper, Clerk of the Board  
**FROM:** Erik Collier, Human Resources Services Manager  
**RE:** Resolution No. 440-9307

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Attached, please find Resolution No. 440-9307, Agenda Item 3.36 that was inadvertently left off the Form 11 (MT# 20541) submitted and approved by the Board of Supervisors on November 29, 2022.

The omission of Resolution No. 440-9307 from the approved action was due to a clerical oversight and does not affect the approved action.

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. 440-9307



951-955-3510



4080 Lemon St. 7th Floor, Riverside, CA 92501



[www.RC-HR.com](http://www.RC-HR.com)

# Attachment 1

**(INSERT completed Resolution No. 440-XXX)**

# Attachment 2



# SENIOR EMERGENCY SERVICES COORDINATOR

Class Code:  
37862

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE  
Established Date: December 1, 2022  
Revision Date: December 1, 2022

## **SALARY RANGE**

\$33.03 - \$45.84 Hourly  
\$5,725.55 - \$7,946.81 Monthly  
\$68,706.66 - \$95,361.82 Annually

## **CLASS CONCEPT:**

Under general supervision, plans, develops, and coordinates multi-hazard emergency response and recovery activities in support of Riverside County's emergency management operations, plans and programs, state and federal emergency response programs, and multi-agency and multi-jurisdictional emergency response service agreements; provides specialized training and work direction to other analysts; and performs other related duties as required.

The Senior Emergency Services Coordinator is the advanced journey level classification in the Emergency Services Coordinator series and reports to an appropriate supervisory or manager level position. Incumbents perform a variety of complex functions related to emergency services planning and development, resource identification, interagency response coordination, incident assessment, and public education, and typically serve in a lead capacity. Position in this class are distinguished from the lower level class of Emergency Services Coordinator by the level of technical specialization and level of responsibility over these technical areas.

The Senior Emergency Services Coordinator class is distinguished from the Emergency Management Program Supervisor in that the latter provides full supervisory oversight.

## **REPRESENTATION UNIT:**

SEIU - Professional

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Plan, develop, and coordinate response to multi-hazard emergency or disaster conditions involving earthquakes, major fire/wildfires, hazardous materials, nuclear incidents, imminent/actual flooding, imminent/actual dam failures, and transportation networks.
- Develop, implement, and maintain County emergency management plans in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management Systems (NIMS); review and evaluate local, state, and federal laws and regulations as they relate to disaster and emergency response program elements.
- Research, analyze, develop, and coordinate emergency preparedness procedures, response and recover plans and resources for all County unincorporated areas, individual cities on a contract basis or assigned division of responsibility; confer with various public, private and nonprofit agencies and officials to identify human and material resource needs and to formulate plans for resource mobilization during an emergency, including considerations for special accommodations (e.g., English language proficiency, individuals with disabilities, children, and the elderly, etc.)
- Plan, maintain, and coordinate the activation of Emergency Operations Center facilities, equipment and associated functional annexes in accordance with state and federal requirements; coordinate and provide support to fire and hazardous materials response teams; provide technical supervision over emergency response volunteers.
- Design and conduct emergency management exercises; provide instruction and guidance at emergency management exercise and assist event participants; evaluate effectiveness and efficiency of exercise and event responses; conduct tests of telecommunications, radiological, and other emergency operations equipment.
- Develop and conduct in-service programs for emergency response personnel; present public education demonstrations in areas of expertise and/or certification; compile, develop, and prepare instructional materials for emergency response training and public education and coordinate ongoing public education programs; receive training in specialized technical fields.
- Interprets and maintains up-to-date data and knowledge of federal, state and local laws and regulations related to emergency management.
- Compile documentation necessary to prepare detailed reports for applications to state and federal emergency management agencies for reimbursement and financial assistance needed to recover from declared disasters.
- Assist in providing information and recommendations in the development, administration and monitoring of the emergency services budget; oversee expenditures and maintain emergency services inventory control; coordinate fixed asset design, purchase and installation in support of emergency management services and programs.
- Prepare after-action reports and provide necessary documentation required at the conclusion of exercises and actual emergencies.

- Assist in the preparation of emergency and disaster management related grant applications and related requests for proposals and contracts.

## **RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a bachelor's degree, preferably with major coursework in emergency management, public or business administration, environmental sciences, communications, urban studies, or a related field to the assignment. (Additional qualifying experience may be substituted for the required education on a basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

**Experience:** Three years of professional emergency management experience, at least two years of which are at the journey level equivalent to the County of Riverside Emergency Services Coordinator, which included primary responsibility for program coordination, project management or planning, analyzing, and recommending solutions for emergency and disaster preparedness, response and recovery.

**Knowledge of:** Logistics and operations planning techniques to coordinate and evaluate methods of service delivery of emergency personnel and materials; principles of planning, developing, and coordinating emergency management services; techniques of emergency response and recovery; interrelationships, responsibilities, goals, and functions of local, state, and federal government in planning and implementing emergency management services; emergency communications and computer systems/applications; training techniques for development of emergency service personnel and public speaking; geographic and demographic characteristics of Southern California;

**Ability to:** Coordinate and administer complex and technical emergency programs; direct and lead others; anticipate, analyze, and evaluate potential disaster problems; understand and apply local, state, and federal rules, regulations, and directives governing disaster/emergency preparedness; establish and maintain effective working relationships with a variety of agencies, organizations, and individuals; elicit the cooperation and support of County and city personnel and volunteers; prepare and edit comprehensive reports and plans involving detail and coordination; communicate effectively in verbal and written form.

## **OTHER REQUIREMENTS:**

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

## **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.