

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



**ITEM: 3.13
(ID # 20619)**

MEETING DATE:
Tuesday, December 06, 2022

FROM : HUMAN RESOURCES AND Sheriff :

SUBJECT: HUMAN RESOURCES AND SHERIFF: Classification & Compensation Recommendation to adjust the salary of the Sheriff Communications Manager classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9314 submitted herewith, All Districts. [\$19,383, with an ongoing cost of \$11,999, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Sheriff Communications Manager classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9314.

ACTION:Policy

Joseph Belli
Joseph Belli

11/17/2022

Michael Bowers
Michael Bowers, Assistant HR Director

11/17/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9314 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: December 6, 2022
xc: HR, Sheriff

Kecia R. Harper
Clerk of the Board

By: *Cindy Jandy*
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$7,384	\$11,999	\$19,383	\$11,999
NET COUNTY COST	\$2,215	\$3,600	\$5,815	\$3,600
SOURCE OF FUNDS: Department Budget			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside County Sheriff's Department is to serve the public by suppressing and preventing crime through the reduction of criminal recidivism. The Department employs over 3,600 dedicated men and women who provide core services throughout the County of Riverside and are dedicated to serving the citizens of its communities with integrity, professionalism, leadership, and loyalty.

The Sheriff Department's Communications Bureau includes three communication centers located in the City of Riverside, Palm Desert, and Blythe; all of which operate 24-hours a day, 7 days a week. The Communication Centers are staffed with Sheriff 911 Communications Officers of all levels (I/II/Senior/Supervisor), including P.O.S.T. Certificate Levels (A - Intermediate POST, and B - Advanced POST). Managerial oversight of the Communication Centers are fulfilled by the classification of Sheriff Communications Manager, which is described as having primary responsibility to "plan, organize, and direct through subordinate supervisors the work of personnel at the Sheriff Department's 24-hour computer assisted radio dispatch Communications Center" (**Attachment 2**).

The Human Resource's Classification and Compensation Division (Class and Comp) received a request from the Sheriff Department's Communications Bureau which involved two aspects of research. The first was to examine the classification's salary in relation to the five-county market and select southern California cities. The second line of research included examining the Sheriff Communications Manager's salary in relation to the subordinate supervisory and lead level classifications of Sheriff's Communications Supervisor A/B and Senior Sheriff's 911 Communications Officer A/B to address any potential compaction issues. Furthermore, the Department requested that the POST Pay differentials of each classification be taken into consideration for proper salary alignment with the overall class series.

The results of the market review indicated that the Sheriff Communications Manager classification is approximately 4% above the maximum base salary and 12% below the minimum base salary (**Attachment 3**). Based on the market findings, support for a salary adjustment was found only at the minimum. In addition to the market research, internal equity among the series was reviewed with a focus on the maximum salaries of the supervisory classifications in relation to the Sheriff Communications Manager as these classifications have the highest earning potentials within the series.

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Upon review of the maximum base salary of each classification, it was found that there is currently compaction between the Sheriff Communications Manager and the Sheriff's Communications Supervisor B (D) classification, as there is only a 5.47% spread between the between the two levels (see Figure 1 below). The other subordinate classes have adequate spreads (over 5.5%) with the manager level classification.

Figure 1:

Class Title	Max Salary
Sheriff Communications Manager	\$126,846
% Difference	5.47%
Sheriff's Communications Supv B (D)	\$120,265
% Difference	10.45%
Sheriff's Communications Supv A (D)	\$114,848
% Difference	17.07%
Sheriff Communications Supv	\$108,347

Salary Adjustment:

Sheriff Communications Manager: It is recommended to adjust the salary plan/grade from MRP 326 (\$81,942 - \$126,846) to salary plan/grade MRP 450 (\$93,276 - \$131,350). There are currently 3 incumbents in this classification.

The Department would like to grant their existing incumbents who have been at the maximum base salary for over 1 year a 4% increase in pay (or up to the new max if less than 4%) and retain their current anniversary date. A pay increase granted to the two eligible incumbents earning the maximum salary for over 1 year will cost approximately \$7,384 in salaries and benefits for FY 22/23.

Additional Fiscal Information

Sheriff Communications Manager:

The total fiscal year cost to grant all existing incumbents who have been at the maximum base salary for over 1 year a 4% increase in pay (or up to the new max is less than 4%) is \$11,999, which includes benefits. The Department has indicated the cost associated with adjusting the salary range of this position is included in their existing budget and will not require a budget adjustment.

Impact on Residents and Businesses

Adjusting the salary of the Sheriff Communications Manager will provide the Communications Bureau the necessary resources to continue providing critical services for the County of Riverside.

Attachments:

- 1) Resolution No. 440-9314

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- 2) Sheriff Communications Manager Job Description
- 3) Sheriff Communications Manager Market Data
- 4) Current Series Salary Progression with Negotiated Increases

Rebecca S Cortez
Rebecca S Cortez, Principal Management Analyst

11/17/2022

Meghan Hahn
Meghan Hahn, Principal Management Analyst

11/23/2022

Dave Rogers
Dave Rogers, Chief Administrative Officer

12/1/2022

RESOLUTION NO. 440-9314

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 6, 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>
13473	Sheriff Communications Manager	MRP 326	MRP 450

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

12.06.2022 3.13



SHERIFF COMMUNICATIONS MANAGER

Class Code:
13473

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: May 1, 1984
Revision Date: Jul 28, 2008

SALARY RANGE

\$39.40 - \$60.98 Hourly
\$6,828.52 - \$10,570.47 Monthly
\$81,942.22 - \$126,845.68 Annually

CLASS CONCEPT:

Under direction, to manage and supervise the operation of the Sheriff's Communications Center; and to do other work as required.

This class reports to the commander of the Sheriff's Information Services Bureau and the responsibilities of this class are primarily administrative and supervisory in nature. The incumbent plans, organizes and directs through subordinate supervisors the work of personnel at the Sheriff Department's 24 hour computer-assisted radio dispatch Communications Center. Administrative responsibilities include reviewing, evaluating, modifying existing and developing new methods and procedures to ensure the standardization of all aspects of the communication function.

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)

- Plans, organizes, and directs the work of personnel at the Sheriff's Communications Center on all shifts; trains and directs the training of staff through formal sessions and continuous on-the-job training.
- Reviews and evaluates the performance of subordinate staff; participates in the selection of employees; ensures standardization of methods and procedures utilized in all aspects of the communications function; modifies procedures to improve effectiveness.
- Evaluates the need for changes in work procedures resulting from new County, State, or

federal laws and regulations.

- Monitors the speed, quality, and utility of the computer, peripheral, and communications equipment, and arranges for maintenance as needed.
- Confers with the commanders of all stations, bureaus, and departments served regarding dispatch communications and the use of statistical information relating to their operations.
- Monitors the accuracy of information entered into computer files; prepares written and computer-generated reports for the Sheriff's administrative and management staff.
- Ensures that the use of communications frequencies by station and mobile units is in compliance with the law and department policy, and provides for corrective action, documentation, and reporting of any infractions.
- Prepares the preliminary annual budget for the Sheriff's Communications Center by projecting costs and writing justifications; writes requests for budget adjustments.
- Reviews and approves payroll time reports of subordinate staff; prepares or directs the preparation of requisitions for supplies and equipment.

RECRUITING GUIDELINES:

Education: Completion of 30 semester or 45 quarter units from an accredited college or university, preferably with a specialization in administration, criminal justice or a related field. (Additional qualifying experience may substitute for the required education on the basis of one year of full time experience equaling 30 semester or 45 quarter units of coursework.)

AND EITHER I

Experience: Four years of experience in the operation of radio dispatch equipment, which must have included a minimum of one year of first line supervisory experience.

OR II

Experience: One year of experience in a responsible administrative, management, or staff capacity which provided full understanding of radio dispatch operations.

Knowledge of: The principles and practices of radio communications, including County, State, and federal laws governing radio transmission; dispatch operations; the principles of supervision and office management; computer information management; functions, authority, and jurisdiction of the Sheriff's Department.

Ability to: Organize and direct the work of others; train personnel in communications activities; exercise sound judgment in emergency situations; develop and evaluate communications and record keeping procedures; understand and interpret statistical reports; speak and write effectively; perform basic arithmetical calculations; maintain effective working relationships with others.

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.

External Market Survey Data

Sheriff's Communications Coordinator

Riv Co Class Code: 13473

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	No Comparable Class				
Orange County	No Comparable Class				
San Bernardino County	<u>Sheriff Communications Manager</u>	19473	\$72,259	\$99,403	37.56%
San Diego County	<u>Sheriff's Communications Coordinator</u>	5774	\$93,746	\$116,771	24.56%
Ventura County	<u>Assistant Emergency Communications Manager</u>	1035	\$96,043	\$134,461	40.00%
City of Murrieta	<u>Public Safety Communications Manager</u>	MPD26	\$115,423	\$140,298	21.55%
City of Riverside	<u>Public Safety Communications Manager</u>	2520	\$88,908	\$119,148	34.01%
City of Menifee	No Comparable Class				
City of Palm Springs	No Comparable Class				
	County Mean:		\$93,276	\$122,016	30.81%
	County Median:		\$93,746	\$119,148	27.10%
Riverside County	<u>Sheriff Communications Manager</u>	13473	\$81,942	\$126,846	54.80%
	Dollar difference from Mean:		-\$11,334	\$4,829	
	Percentage difference from mean:		-12.15%	3.96%	
	Dollar difference from median:		-\$11,803	\$7,698	
	Percentage difference from median:		-12.59%	6.46%	

Notes:

Run Date:

Date Prepared/Revised: 10/5/2022

By: DF

Proposed Salary	Class Structure Breakdown as of 10/24/2022 Includes MGT Salary Adj 2%					
	All POST Pay below is calculated based upon an incumbent receiving 2080/hrs of eligible differential pay.					
	Classification	Current Base Salary		Salary w/ Int POST		Salary w/.
Max		Min	Max	Min	Max	Min
\$140,799	<u>Sheriff Communications Manager</u>	\$81,942	\$126,846	\$86,859	\$134,456	\$90,956
	% Difference	-1.54%	4.43%	4.37%	10.69%	9.29%
\$121,468	<u>Sheriff Communications Supv B (D)</u>	\$83,225	\$121,468	\$83,225	\$121,468	\$83,225
	% Difference	3.10%	9.35%	9.29%	15.91%	14.44%
\$115,997	<u>Sheriff Communications Supv A (D)</u>	\$79,476	\$115,997	\$79,476	\$115,997	\$79,476
	% Difference	10.38%	17.07%	9.35%	15.98%	9.40%
\$121,349	<u>Sheriff Communications Supv</u>	\$74,235	\$108,347	\$79,431	\$115,931	\$83,143
	% Difference	16.22%	22.34%	23.19%	29.68%	29.00%
\$103,680	<u>Senior Sheriff's 911 Com Officer B (D)</u>	\$70,508	\$103,680	\$70,508	\$103,680	\$70,508
	% Difference	21.70%	28.12%	29.00%	35.80%	35.09%
\$99,009	<u>Senior Sheriff's 911 Com Officer A (D)</u>	\$67,332	\$99,009	\$67,332	\$99,009	\$67,332
	% Difference	30.29%	37.16%	29.07%	35.88%	29.13%
\$103,579	<u>Senior Sheriff's 911 Com Officer</u>	\$62,892	\$92,481	\$67,294	\$98,955	\$70,439

Class Structure Breakdown as of 5/4/2023 SEIU Salary Adj 2.5%						
All POST Pay below is calculated based upon an incumbent receiving 2080/hrs of eligible differential pay.						
	Classification	Current Base Salary		Salary w/ Int POST		Salary w/.
		Min	Max	Min	Max	Min
	<u>Sheriff Communications Manager</u>	\$81,942	\$126,846	\$86,859	\$134,456	\$90,956
	% Difference	-1.54%	1.88%	4.37%	7.99%	9.29%
	<u>Sheriff Communications Supv B (D)</u>	\$83,225	\$124,504	\$83,225	\$124,504	\$83,225
	% Difference	3.10%	6.69%	9.29%	13.09%	14.44%
	<u>Sheriff Communications Supv A (D)</u>	\$79,476	\$118,896	\$79,476	\$118,896	\$79,476
	% Difference	10.38%	14.22%	9.35%	13.15%	9.40%
	<u>Sheriff Communications Supv</u>	\$74,235	\$111,056	\$79,431	\$118,830	\$83,143
	% Difference	16.22%	19.36%	23.19%	26.52%	29.00%
	<u>Senior Sheriff's 911 Com Officer B (D)</u>	\$70,508	\$106,272	\$70,508	\$106,272	\$70,508
	% Difference	21.70%	24.99%	29.00%	32.49%	35.09%
	<u>Senior Sheriff's 911 Com Officer A (D)</u>	\$67,332	\$101,484	\$67,332	\$101,484	\$67,332
	% Difference	30.29%	33.81%	29.07%	32.56%	29.13%
	<u>Senior Sheriff's 911 Com Officer</u>	\$62,892	\$94,793	\$67,294	\$101,428	\$70,439

Class Structure Breakdown as of 7/13/2023 MGT Salary Adj 2.5%						
All POST Pay below is calculated based upon an incumbent receiving 2080/hrs of eligible differential pay.						
	Classification	Current Base Salary		Salary w/ Int POST		Salary w/.
		Min	Max	Min	Max	Min
	<u>Sheriff Communications Manager</u>	\$81,942	\$130,017	\$86,859	\$137,818	\$90,956
	% Difference	-1.54%	4.43%	4.37%	10.69%	9.29%
	<u>Sheriff Communications Supv B (D)</u>	\$83,225	\$124,504	\$83,225	\$124,504	\$83,225
	% Difference	17.36%	10.47%	24.41%	17.10%	30.27%
	<u>Sheriff Communications Supv A (D)</u>	\$79,476	\$118,896	\$79,476	\$118,896	\$79,476
	% Difference	25.65%	18.27%	24.48%	17.17%	24.53%
	<u>Sheriff Communications Supv</u>	\$74,235	\$111,056	\$79,431	\$118,830	\$83,143

% Difference	32.29%	23.60%	40.23%	31.01%	46.84%
Senior Sheriff's 911 Com Officer B (D)	\$70,508	\$106,272	\$70,508	\$106,272	\$70,508
% Difference	38.53%	29.43%	46.84%	37.19%	53.77%
Senior Sheriff's 911 Com Officer A (D)	\$67,332	\$101,484	\$67,332	\$101,484	\$67,332
% Difference	48.31%	38.57%	46.93%	37.27%	46.99%
Senior Sheriff's 911 Com Officer	\$62,892	\$94,793	\$67,294	\$101,428	\$70,439

Adv POST
Max
\$140,799
15.91%
\$121,468
21.38%
\$115,997
16.03%
\$121,349
35.80%
\$103,680
42.21%
\$99,009
35.93%
\$103,579

Adv POST
Max
\$140,799
13.09%
\$124,504
18.42%
\$118,896
13.20%
\$124,382
32.49%
\$106,272
38.74%
\$101,484
32.62%
\$106,168

Adv POST
Max
\$144,319
15.91%
\$124,504
22.63%
\$118,896
17.22%
\$124,382

37.19%
\$106,272
43.67%
\$101,484
37.33%
\$106,168

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