

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



ITEM: 3.23
(ID # 20671)

MEETING DATE:

Tuesday, January 10, 2023

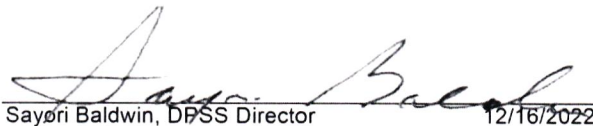
FROM : HUMAN RESOURCES AND DEPARTMENT OF PUBLIC SOCIAL SERVICES :

SUBJECT: HUMAN RESOURCES and DEPARTMENT OF PUBLIC SOCIAL SERVICES:
Classification and Compensation recommendation to adjust the salary of the Appeals Specialist classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9317 submitted herewith, All Districts. [Total Cost \$40,599, with an ongoing cost of \$27,726, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Appeals Specialist classification; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9317.

ACTION:Policy

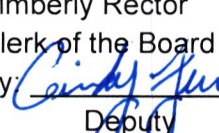

Sayori Baldwin, DPSS Director 12/16/2022


Michael Bowers, Assistant HR Director 12/19/2022

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 440-9317 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 10, 2023
xc: H.R., DPSS

Kimberly Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$12,873	\$27,726	\$40,599	\$27,726
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Department of Public Social Services is dedicated to supporting and improving the health, safety, independence and well-being of individuals and families.

The Human Resource's Classification and Compensation (Class and Comp) Division received a request from the Department of Public Social Services (DPSS) to conduct an external market review on the Appeals Specialist job classification to assess market competitiveness within the five-surrounding counties as well as conduct a parity review of the Eligibility Supervisor classification. DPSS has been experiencing a recruiting and retention issue with the Appeals Specialist classification.

Historically, the Appeals Specialist has been a promotion from the Eligibility Supervisor classification. Over the last few years there have been various union salary adjustments that have disrupted the salaries of the Eligibility Supervisor and Appeals Specialist. As a result, movement from the Eligibility Supervisor classification to Appeals Specialist has been a demotion instead of a promotion. An Appeals Specialist needs a higher level of skill to effectively perform at Administrative Hearings compared to the Eligibility Supervisor. To attract and maintain highly skilled individuals in the Appeals Specialist classification, a market review was conducted utilizing the surrounding five counties of Los Angeles, Orange, San Bernardino, San Diego and Ventura. The results of the market review highlighted that the Appeals Specialist job classification is below the market mean at both the minimum and maximum base salary (**Attachment 2**). It is recommended to increase the salary of the Appeals Specialist at the minimum of the range by 4.84% to \$59,732 and the maximum of the range by 18.29% to \$80,782. This adjustment will ensure the classification is competitive with the surrounding market and maintain a healthy spread between the Eligibility Supervisor and the Appeals Specialist.

Salary Adjustment:

Appeals Specialist: It is recommended to adjust the salary plan/grade from SEU9 314 (\$56,975 - \$68,290/year) to salary plan/grade SEU9 330 (\$59,732 - \$80,782/year). There are currently 16 incumbents in this classification.

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Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary of the Appeals Specialist will provide the Department the resources it requires to continue offering critical services for the County of Riverside.

Attachments:

1. Resolution No. 440-9317
2. Appeals Specialist Market Data



Meghan Hahn, Principal Management Analyst 12/28/2022

RESOLUTION NO. 440-9317

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 10, 2023, 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>
79821	Appeals Specialist	SEU9 314	SEU9 330

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
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.

KIMBERLY RECTOR, Clerk of said Board

By: 

Deputy

01.10.2023 3.23

/kc

11/22/2022

440 Resolutions\KC