

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



ITEM: 3.37  
(ID # 20660)

MEETING DATE:

Tuesday, January 24, 2023

FROM : HUMAN RESOURCES AND SHERIFF-CORONER-PA :

SUBJECT: HUMAN RESOURCES DEPARTMENT AND SHERIFF-CORONER-PA:  
Classification and Compensation recommendation to establish a new Printing Technology Specialist II – Adult Detention, and a new Printing Production Supervisor – Adult Detention classifications; and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9320 submitted herewith, All Districts. [Total cost \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of a new Printing Technology Specialist II – Adult Detention class, and a new Printing Production Supervisor – Adult Detention class;
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9320.

ACTION: Policy

*Joseph Belli*  
Joseph Belli

11/22/2022

*Donald Sharp*  
Donald Sharp, Undersheriff

11/22/2022

*Michael Bowers*  
Michael Bowers, Assistant HR Director

12/1/2022

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9320 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: January 24, 2023  
xc: HR, Sheriff

Kimberly Rector  
Clerk of the Board  
By: *Kimberly Rector*

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>             | \$ 0                        | \$ 0                     | \$ 0                      | \$ 0                |
| <b>NET COUNTY COST</b>  | \$                          | \$ 0                     | \$ 0                      | \$ 0                |
| <b>SOURCE OF FUNDS:</b> |                             |                          | <b>Budget Adjustment:</b> | No                  |
|                         |                             |                          | <b>For Fiscal Year:</b>   | 22/23               |

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

**BACKGROUND:**

**Summary**

The Riverside County Sheriff Department's mission is to protect the public by the prevention and suppression of crime and the reduction of criminal recidivism. The Corrections Division operates the Sheriff's Inmate Training and Education Bureau (SITE-B) which offers programs and services that target individualized reentry and transition needs, career technical education, job readiness, vocational and occupational skills training. SITE-B operates Greybar Print Shop (Greybar), established in 2000, providing vocational training on state-of-the-art digital printers for participants completing the Print Graphics coursework. Greybar is both a training facility and commercial print shop for incarcerated individuals to develop marketable skills for today's workforce while learning fundamental job skills. In conjunction with the Riverside County Office of Education (RCOE), instructors from RCOE work with Printshop employees to train inmates on graphic design software programs, digital operating systems, and print production. Greybar is known for delivering high quality printing to the Sheriff's Department, other County agencies, and non-profit organizations.

Currently, the Sheriff's Department is utilizing a Printing Technology Specialist II and a Printing Production Supervisor in the Printshop within SITE-B. However, the current job specifications for both classes do not fully capture the scope and responsibilities of the incumbents, nor do they denote the correct work location as within the detention facility. A market study of comparable positions within the surrounding five counties yielded no useful information; therefore, various County classifications and their correctional counterparts were reviewed to determine the appropriate premium for the additional aspects of inmates training, and the work environment. Classifications reviewed were those where incumbents work in a detention facility, and have the responsibility to train and instruct inmates/juveniles in the work assigned. Correctional classifications with no incumbents were not part of the review. The results varied significantly, thus a practical approach of using the averages of these results was determined to be the most reasonable way to derive an appropriate premium for the proposed classifications.

It is recommended to create two new classifications: Printing Technology Specialist II – Adult Detention (**Attachment 2**), and Printing Production Supervisor – Adult Detention (**Attachment 3**) with a 20.6% and 32.3% premium respectively over the current minimum and maximum base salary of the corresponding classes.

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**Classification Addition:**

**Printing Technology Specialist II – Adult Detention:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 449 (\$47,944 - \$76,376).

**Printing Production Supervisor – Adult Detention:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEUS 343 (\$55,627 – \$91,944).

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses. Adding these two new classifications will ensure the Sheriff's Department can continue to assist incarcerated individuals with marketable skills for reentry and transition back into society.

**Additional Fiscal Information**

The creation of the new Printing Technology Specialist II – Adult Detention and Printing Production Supervisor – Adult Detention classifications will have no immediate upfront costs to the Department.

**Attachments:**

1. Resolution No. 440-9320
2. Printing Technology Specialist II – Adult Detention Class Specification
3. Printing Production Supervisor – Adult Detention Class Specification

  
\_\_\_\_\_  
Meghan Hahn, Principal Management Analyst      12/1/2022

1 RESOLUTION NO. 440-9320

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on January 24, 2023, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the  
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,  
6 operative the beginning of the pay period following approval, as follows:

7

| 8 <u>Job</u> |            |   | 9 <u>Salary</u>   |
|--------------|------------|---|-------------------|
| <u>Code</u>  | <u>+/-</u> | <u>Class Title</u>                                  | <u>Plan/Grade</u> |
| 9 62426      | +          | Printing Technology Specialist II - Adult Detention | SEU 449           |
| 10 62436     | +          | Printing Production Supervisor - Adult Detention    | SEUS 343          |

11  
12 ROLL CALL:

13 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
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 KIMBERLY A. RECTOR, Clerk of said Board

19 By:   
20 Deputy

21 01.24.2023 3.37



# **PRINTING PRODUCTION SUPERVISOR – ADULT DETENTION**

Class Code:  
62436

Bargaining Unit: SEIU - Supervisory

COUNTY OF RIVERSIDE  
Established Date: XXXX  
Revision Date: XXXX

## **SALARY RANGE**

\$26.74 - \$44.20 Hourly  
\$4,635.58 - \$7,662 Monthly  
\$55,627 - \$91,944 Annually

## **CLASS CONCEPT:**

Under general direction, assigns and supervises the day-to-day activities of staff engaged in the production of printing, graphic design layout, photographic laboratory, and bindery operations at the Riverside County Sheriff's Inmate Training and Education Bureau (SITE-B), Greybar Print Shop; supervises the repair and maintenance of all printing and allied equipment; and performs other job-related duties as required.

The Printing Production Supervisor is a single-position class reporting to a classified manager or Correctional Commander, and exercises supervision over production personnel and inmates. This class is responsible for production services and quality control of all work processed within the Print Shop, and the training and mentoring of inmates in Print Graphics coursework.

## **REPRESENTATION UNIT:**

SEIU - Supervisory

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Plan, coordinate, and supervise the work of staff and training of inmates engaged in graphic design layout, photographic laboratory, printing, and bindery operations.
- Review work orders for printing service for type, size, and priority of each job; prepare time and job cost estimates.
- Assign and coordinate work to meet established priorities and deadlines, minimize press down time and maximize production outcomes.
- Train and mentor staff and inmates in all areas of graphic/printing production including, but not limited to, preparation, reproduction, and finish using all digital printing equipment, bindery/finishing equipment, and software.
- Review, assess, and evaluate the performance of inmates as part of inmate training.
- Transfer client's electronic orders to hard copy form for central mailing system.
- Advise graphic design artists on printing project layout guidelines.
- Operate digital and flatbed machinery for printing production.
- Review, proof, and approve work upon completion for conformance of standards and special instructions.
- Evaluate the amount and quality of employee work completed; provide constructive and corrective feedback to employees, and document as appropriate; prepare and sign employee evaluations; make recommendations on employee step increases and disciplinary actions.
- Consult with supervisor as to possible alternative methods of reproduction, particularly upon receipt of orders that require costly reproduction procedures or substantial change in design or make up; determine advisability of performing work in print shop or contracting out the job to other vendors.
- Order, receive, and maintain inventory of a wide variety of paper and other supplies necessary for printing and allied operations.
- Supervise the maintenance and repair of printing and bindery equipment; contract and work with outside vendors in order to fulfill services and products as needed (e.g., maintenance of equipment, special projects, or supplies).
- Maintain records, including production records and records on Material Safety Data Sheets (MSDS) and Hazardous Disposal Materials.

## **RECRUITING GUIDELINES:**

### **OPTION I**

Education: Graduation from a recognized college with an Associate's Degree in Graphic Communications/Production, Visual Communications or related printing technology course work;

AND

Experience: Two years of full time advanced journey level experience, at least one of which is in a lead capacity, employed in a printing or graphics technology position with duties equivalent to those of a Riverside County Printing Technology Specialist II – Adult Detention or the Senior Printing Technology Specialist with assigned duties that included complex work in both developing or configuring originals to be printed, and duplication or printing of original items.

## **OPTION II**

Education: Completion of a career certificate program in Graphic or Visual Communications/Productions or closely related printing technology field consisting of at least 18 semester or 27 quarter units from an approved college.

Experience: Four years of full time advanced journey level experience, at least one of which is in a lead capacity, in one or more of the following areas: developing or configuring originals to be printed; duplication or printing of original items; or printing cost estimating, process planning, and production control work. (Additional related course work beyond 18 semester or 27 quarter units may substitute for up to 1 year of the required general experience on the basis of 9 semester or 14 quarter units equaling 6 months.)

## **ALL OPTIONS**

Knowledge of: Digital printing production process; the operation, maintenance, repair, and capabilities of digital printing equipment; the types, qualities, weights, and uses of papers, inks, solvents, and various products made for use in digital printing process; methods, and equipment used in photographic darkrooms; bindery and finishing equipment and operations; inventory control; digital printing software such as vector-based graphic software, graphic editor software, photo management and editing software, general Personal Computer (PC) based programs and functions (i.e., spreadsheets, word processing, and e-mail); principles and techniques of supervision.

Ability to: Plan, organize, and supervise the work of others; guide and train subordinates to meet work standards; estimate time and job costs based on job specifications and knowledge of machine and operator capabilities; operate, repair, and maintain digital printing, bindery, and finishing equipment; order, receive, and maintain required inventory; learn specific printing computer applications.

## **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.





# **PRINTING TECHNOLOGY SPECIALIST II – ADULT DETENTION**

Class Code:  
62426

Bargaining Unit: LIUNA - Trades, Crafts &  
Labor

COUNTY OF RIVERSIDE  
Established Date: xxxx  
Revision Date: xxxx

## **SALARY RANGE**

\$23.05 - \$36.72 Hourly  
\$3,995.33 - \$6,364.67 Monthly  
\$47,944 - \$76,376 Annually

## **CLASS CONCEPT:**

Under general supervision, to perform skilled visual and graphic communication production duties at the Riverside County Sheriff's Inmate Training and Education Bureau (SITE-B), Greybar Print Shop which include the full range of responsibilities in multiple areas of graphic/print technology, as follows:

Preparation - developing original items to be printed, or configuring them in a form that may be reproduced; or

Reproduction - duplicating or printing original items, which may involving all or part of the configuration needed to enable reproduction; and

Finish - rendering the printing product ready for use, shipment or storage; and to do other related work as required.

The Printing Technology Specialist II – Adult Detention class is the full working level in the Printing Technology Specialist – Adult Detention series, and is characterized by the assignment of a variety of digital printing, or graphic design production work, and the training and mentoring of inmates in Print Graphics coursework. Incumbents in this class have a broad understanding of printing technology through their training and experience, with enough knowledge of their assigned duties to solve unusual as well as commonplace work problems. At this level personnel

may have significant expertise in one or more aspects of the work, but are required to perform journey level duties in all areas of graphic/print technology.

## **REPRESENTATION UNIT:**

LIUNA - Trades, Crafts & Labor

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

(Incumbents in this series are expected to perform work in multiple areas of printing production, which generally includes, but is not limited to the following.)

- Utilize various printing and graphic software to design and create documents, artwork, die cuts; edit photos from R.A.W. photos.
- Operate equipment and printers used in printing production including, but not limited to, high volume digital black & white and color printers, embellishers, duplicators, wide-format printers, dye sublimation printers.
- Pre-Press work, using page layouts, graphics, and illustration software to create print publications. Page Layout (desktop publishing), concentrating on the design of text and graphics. Image Editing, creating artwork (graphics) used in printed publications. Digital Illustration, rendering artwork (graphics), clip art, logos and poster art. Graphic Design Production, using industry standard software for setup and design of text and graphics for print.
- Operate bindery/finishing equipment (but not as a primary task) to cut, fold, collate, staple, trim, and bind pages, along with shrink wrapping and the packaging of printing products for shipping or storage.
- Operate heat presses to transfer print to specialty items such as shirts, caps, mugs, banners, and signage.
- Train and mentor inmates in all areas of graphic/printing production including, but not limited to, preparation, reproduction, and finish using all digital printing equipment, bindery/finishing equipment, and software.
- Review, assess, and evaluate the performance of inmates as part of inmate training.

## **RECRUITING GUIDELINES:**

### **OPTION I**

Education: Graduation from a recognized college with an Associate's Degree in Graphic Communications/Production, Visual Communications or related printing technology course work;

AND

Experience: One year of full time experience employed in a printing or graphics technology position with duties equivalent to those of a Printing Technology Specialist I with assigned work that included both developing or configuring originals to be printed, and duplication or printing of original items.

**OPTION II**

Education: Completion of a career certificate program in Graphic or Visual Communications/Productions or closely related printing technology field consisting of at least 18 semester or 27 quarter units from an approved college;

AND

Experience: Two years of full time experience employed in a printing or graphics technology position that included assigned duties equivalent to those of a Printing Technology Specialist I with assigned duties that included work both developing or configuring originals to be printed, and duplication or printing of original items. (Additional related course work beyond 18 semester or 27 quarter units may substitute for up to 1 year of the required experience on the basis of 9 semester or 14 quarter units equaling 6 months.)

**OPTION III**

Experience: Four years of full time experience beyond training level employed in a printing or graphics technology position with assigned duties that included both developing or configuring originals to be printed, and duplication or printing of original items.

NOTE: Qualifying education/coursework does not include vocational training programs (such as ROP) or non-accredited commercial training schools where no college credit is awarded.

**ALL OPTIONS**

Thorough Knowledge of: Methods and procedures of ink based press and high-speed digital printing processes; industry standard software used in graphic and visual communications; finishing and bindery operations.

Ability to: Operate the full range of printing and reproduction equipment used in printing technology including personal computers, file servers and computerized interfaces for printing production equipment.

**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.