

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



ITEM: 3.10
(ID # 20393)

MEETING DATE:

Tuesday, January 31, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & CLERK OF THE BOARD: Classification and Compensation recommendation to adjust the salaries of various Clerk of the Board-related job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9303, All Districts. [\$8,027 with an ongoing costs of \$5,797] [Source of Funds – 100% Department Budget/General Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the various Clerk of the Board-related job classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9303.

ACTION:Policy

Michael Bowers
Michael Bowers, Assistant HR Director

10/27/2022

Kimberly Rector
Kimberly Rector, Clerk of the Board

1/23/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9303 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 31, 2023
xc: HR, COB

Kimberly Rector
Clerk of the Board

By: *Christina Smith*
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	\$2,230	\$5,797	\$8,027	\$5,797
NET COUNTY COST	\$2,230	\$5,797	\$8,027	\$5,797
SOURCE OF FUNDS: 100% Department Budget/General Fund			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Clerk of the Board's (COB) mission is to provide accessibility to official county records and information while providing exceptional customer services to the county and its residents. The department is comprised of approximately seventeen staff members, of which more than half are COB Assistants. Recently, the department has reported that they have lost a few staff to internal County promotional opportunities and/or outside opportunities. Given how small the department is, any vacancy significantly impacts their ability to provide the full scope of services required. Losing a single team member on an annual basis represents significant time investment in training, as much of what the COB does is passed down through on-the-job training.

The Human Resources Classification and Compensation (Class & Comp) Division received a request from the COB to review the salary range of the COB Assistant, Senior COB Assistant, and the Deputy COB. Ongoing attrition due to external and internal opportunities indicated that there was a possibility the roles were under market. The results showed that the COB Assistant is below the market average by approximately 5.68% at the minimum and below the market average by approximately 3.77% at the maximum (**Attachment 2**). Furthermore, due to limited market data for the Senior COB Assistant, the proposed salary range for this classification is established based upon the historical percent difference between the COB Assistant and Senior COB Assistant, which is approximately 14.03% at the minimum and approximately 14.06% at the maximum (see Figure 1).

Figure 1:

Classification	Minimum Salary	Maximum Salary
Deputy Clerk of the Board	\$56,101	\$74,731
<i>(% difference)</i>	<i>9.64%</i>	<i>11.24%</i>
Senior Clerk of the Board Assistant	\$51,168	\$67,181
<i>(% difference)</i>	<i>14.03%</i>	<i>14.06%</i>
Clerk of the Board Assistant	\$44,873	\$58,900

Class & Comp also found that the Deputy COB is below the market average by approximately 7.76% at the minimum and below market average by approximately 9.23% at the maximum

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(Attachment 3). This supports the need to adjust the salary of the classifications. Therefore, it is recommended that the Board approve the salary adjustments for the COB Assistant, Senior COB Assistant, and the Deputy COB.

Salary Adjustments:

Clerk of the Board Assistant: It is recommended to adjust the salary plan/grade MCO 241 (\$42,323 - \$56,680/year) to salary plan/grade MCO 266 (\$44,873 - \$58,900/year). There are currently nine (9) incumbents in this classification. The COB is requesting to bring incumbents below the new minimum up to the new minimum and retain their anniversary dates. The costs to bring the two (2) incumbents up to the new minimum will be approximately \$956 in salaries and benefits for FY 22/23.

Senior Clerk of the Board Assistant: It is recommended to adjust the salary plan/grade MCO 243 (\$42,488 - \$60,514/year) to salary plan/grade MCO 342 (\$51,168 - \$67,181/year). There is currently one (1) incumbent in this classification. There are no upfront costs as the current incumbent is above the new minimum salary.

Deputy Clerk of the Board: It is recommended to adjust the salary plan/grade MCO 353 (\$51,746 - \$67,830/year) to salary plan/grade MCO 410 (\$56,101 - \$74,731/year). There are currently two (2) incumbents in this classification. The COB is requesting to bring incumbents below the new minimum up to the new minimum and retain their anniversary dates. The cost to bring one (1) incumbent up to the new minimum will be approximately \$1,274 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 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

The total fiscal year cost to bring all existing incumbents (2 COB Assistants and 1 Deputy COB) up to the new minimum salary is \$2,230, which includes benefits. The COB has indicated that the costs to adjust these salaries will come from the General Fund, and will not require a budget adjustment.

ATTACHMENTS

1. Resolution No. 440-9303
2. Clerk of the Board Assistant External Market Review
3. Deputy Clerk of the Board External Market Review

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Meghan Hahn
Meghan Hahn, Principal Management Analyst 10/27/2022

RESOLUTION NO. 440-9303

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 31, 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:

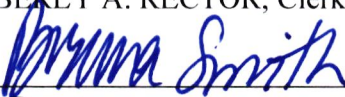
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
13496	Clerk of the Board Assistant	MCO 241	MCO 266
13901	Deputy Clerk of the Board	MCO 353	MCO 410
13497	Senior Clerk of the Board Assistant	MCO 243	MCO 342

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 A. RECTOR, Clerk of said Board

By: 
Deputy

01.31.2023 3.10

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2

External Market Survey Data

Classification Name: Clerk of the Board Assistant

Riv Co Class Code: 13496

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC
Los Angeles County	<u>Board Specialist</u>	1098	\$42,876	\$57,696	34.56%	\$50,286		
Orange County	<u>Board Services Specialist</u>	0638CL	\$47,237	\$63,336	34.08%	\$55,286		
San Bernardino County	<u>Board Services Specialist</u>	3312	\$37,669	\$51,730	37.33%	\$44,699		
San Diego County	<u>Board Assistant</u>	2900	\$51,709	\$62,837	21.52%	\$57,273		
Ventura County	No Comparable Class	N/A	N/A	N/A	N/A	N/A		
	County Mean:		\$44,873	\$58,900	31.26%			
	County Median:		\$45,056	\$60,266	33.76%			
Riverside County	<u>Clerk of the Board Assistant</u>	13496	\$42,323	\$56,680	33.92%	\$49,502		
	Dollar difference from Mean:		-\$2,550	-\$2,219				
	Percentage difference from mean:		-5.68%	-3.77%				
	Dollar difference from median:		-\$2,733	-\$3,586				
	Percentage difference from median:		-6.07%	-5.95%				

Notes:

Run Date: 1/9/2023

Date Prepared/Revised: 1/9/2023

By: B. Lee

Attachment 3

External Market Survey Data

Classification Name: Deputy Clerk of the Board

Riv Co Class Code: 13901

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC
Los Angeles County	Senior Board Specialist	1100	\$62,592	\$84,336	34.74%	\$73,464		
Orange County	Senior Board Services Specialist	639CL	\$52,707	\$70,554	33.86%	\$61,630		
San Bernardino County	Senior Board Services Specialist	3314	\$40,539	\$55,702	37.40%	\$48,121		
San Diego County	Senior Board Assistant	2902	\$62,213	\$75,629	21.56%	\$68,921		
Ventura County	Deputy - Clerk of the Board	704	\$62,452	\$87,433	40.00%	\$74,943		
	County Mean:		\$56,101	\$74,731	33.21%			
	County Median:		\$62,213	\$75,629	21.56%			
Riverside County	<u>Deputy Clerk of the Board</u>	13901	\$51,746	\$67,830	31.08%			
	Dollar difference from Mean:		-\$4,355	-\$6,901				
	Percentage difference from mean:		-7.76%	-9.23%				
	Dollar difference from median:		-\$10,467	-\$7,799				
	Percentage difference from median:		-16.82%	-10.31%				

Notes:

Run Date: 1/9/2023

Date Prepared/Revised: 1/9/2023

By: B. Lee