

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



ITEM: 3.15
(ID # 20898)

MEETING DATE:
Tuesday, February 07, 2023

FROM : HUMAN RESOURCES:

SUBJECT: SUBJECT: HUMAN RESOURCES and FLOOD CONTROL AND WATER CONSERVATION: Classification and Compensation recommendation to adjust the salaries of the Geographic Information System (GIS) Analyst and GIS Specialist job classification series; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9332, All Districts. [Total Cost \$170,186, with an ongoing cost of \$116,443, 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the GIS Analyst job classification series (GIS Analyst/Senior/Supervising) and GIS Specialist job classification series (Trainee//II/Senior).
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9332.

ACTION:Policy

Michael Bowers
Michael Bowers, Assistant HR Director

12/28/2022

Charissa Leach
Charissa Leach, PLMA Director

1/11/2023

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 440-9332 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: February 7, 2023
xc: H.R.

Kimberly Rector
Clerk of the Board

By: *Kimberly Rector*

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	\$ 53,743	\$ 116,443	\$ 170,186	\$ 116,443
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Department Budgets			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The GIS Analyst and Specialist class series positions are utilized by various departments in the County which includes Flood Control and Water Conservation District, Assessor-County Clerk-Recorder, Registrar of Voters, Emergency Management Department, Sheriff, Local Agency Formation Commission (LAFCO), Riverside County Information Technology and Transportation and Land Management Agency. Collectively, these departments have expressed concern that the salaries for the GIS Analyst and Specialist class series are below market, which hinders their ability to attract and retain staff. As a result, Human Resources' Classification and Compensation (Class and Comp) Division conducted a market review of the GIS Analyst and Specialist series using the standard 5 county market (Los Angeles, San Bernardino, Orange, San Diego and Ventura), and it was determined that all of the classifications reviewed are below the market at both the minimum and maximum of the salary range. The results highlight the following:

1. GIS Specialist Trainee is below market at both the minimum base salary by approximately 7.76% and maximum base salary by approximately .22% (**Attachment 2**).
2. GIS Specialist I is below market at both the minimum base salary by approximately 19.45% and maximum base salary by approximately 12.71% (**Attachment 3**).
3. GIS Specialist II is below market at both the minimum base salary by approximately 18.16% and maximum base salary by approximately 11.23% (**Attachment 4**).
4. Senior GIS Specialist is below market at both the minimum base salary by approximately 15.85% and maximum base salary by approximately 9.11% (**Attachment 5**).
5. GIS Analyst and LAFCO GIS Analyst are below market at both the minimum base salary by approximately 4.14% and maximum base salary by approximately 15.73% (**Attachment 6**).

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6. GIS Senior Analyst is below market at both the minimum base salary by approximately 8.24% and maximum base salary by approximately 18.74% (**Attachment 7**).

7. GIS Supervisor Analyst is below market at both the minimum base salary by approximately 3.38% and maximum base salary by approximately 17.34% (**Attachment 8**).

8. GIS Officer is below market at both the minimum base salary by approximately 18.29% and maximum base salary by approximately 15.37% (**Attachment 9**).

It is recommended to adjust the GIS Analyst and Specialist class series salaries based on the market.

Ensuring that the County's GIS Analyst and Specialist class series is market-competitive will greatly assist the County in recruiting qualified applicants and retaining valued staff. The departments that utilize these classifications have agreed to adjust the salaries for the GIS Analyst and Specialist series.

Salary Adjustments:

The proposed salary adjustments are based upon external market studies utilizing the five surrounding county market and ensures that all respective classifications (below) are brought up to market. Additionally, with the implementation of the proposed salary adjustments, cost will be incurred to bring incumbents below the new minimum up to the new minimum. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

GIS Specialist Trainee: It is recommended to adjust the salary plan/grade LIU 283 (\$38,316 - \$55,620/year) to salary plan/grade LIU 345 (\$41,917 - \$55,744/year). There are no upfront costs as there are currently 0 incumbents in this classification.

GIS Specialist I: It is recommended to adjust the salary plan/grade LIU 381 (\$44,186 - \$64,128/year) to salary plan/grade LIU 556 (\$54,854 - \$73,462/year). There are no upfront costs as there are currently 0 incumbents in this classification.

GIS Specialist II: It is recommended to adjust the salary plan/grade LIU 467 (\$49,087 - \$71,327/year) to salary plan/grade LIU 617 (\$59,979 - \$80,352/year). The cost to grant these adjustments is approximately \$18,418 in salaries and benefits for FY 22/23.

Senior GIS Specialist: It is recommended to adjust the salary plan/grade LIU 553 (\$54,604 - \$79,291/year) to salary plan/grade LIU 669 (\$64,890 - \$87,234/year). The cost to grant these

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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adjustments is approximately \$3,570 in salaries and benefits for FY 22/23.

LAFCO GIS Analyst: It is recommended to adjust the salary plan/grade MCO 392 (\$54,717 - \$82,624/year) to salary plan/grade MCO 584 (\$74,186 - \$98,052/year). There are no upfront costs as the sole incumbent is not impacted by these changes.

GIS Analyst: It is recommended to adjust the salary plan/grade SEU 425 (\$71,115 - \$82,624/year) to salary plan/grade SEU 470 (\$74,186 - \$98,052/year). The cost to grant these adjustments is approximately \$14,936 in salaries and benefits for FY 22/23.

GIS Senior Analyst: It is recommended to adjust the salary plan/grade SEU 538 (\$77,958 - \$89,205/year) to salary plan/grade SEU 605 (\$84,963 - \$109,783/year). The cost to grant these adjustments is approximately \$11,851 in salaries and benefits for FY 22/23.

GIS Supervisor Analyst: It is recommended to adjust the salary plan/grade SEUS 826 (\$91,541 - \$105,469/year) to salary plan/grade SEUS 851 (\$94,744 - \$127,587/year). The cost to grant these adjustments is approximately \$4,967 in salaries and benefits for FY 22/23.

GIS Officer: It is recommended to adjust the salary plan/grade MRP 412 (\$90,471 - \$140,018/year) to salary plan/grade MRP 612 (\$110,716 - \$165,452/year). There are no upfront costs as there are currently 0 incumbents in this classification.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the various 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 current fiscal year cost to grant all existing incumbents below the current minimum base salary to the new, proposed minimum base salary, as well as grant any incumbents who have been at the top of the salary range for more than one year a 4% increase in pay (or up to the new max if less than 4%) is approximately \$53,743, which includes benefits. The cost per department is listed below.

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Total Cost by Department	
Departments	Cost
Assessor Clerk Recorder	\$25,810
Emergency Management Department	\$1,448
Flood Control	\$6,321
Riverside County Information Technology	\$13,498
LAFCO	\$0
Registrar of Voters	\$4,121
Sheriff	\$156
Transportation	\$2,388
TOTAL	\$53,743

All departments with current incumbents in the various job classifications above have approved the recommended salary adjustments and any associated salary increases, which will be absorbed through their respective budget. A budget adjustment is not required.

ATTACHMENTS:

1. Resolution No. 440-9332
2. GIS Specialist Trainee External Market Review
3. GIS Specialist I External Market Review
4. GIS Specialist II External Market Review
5. Senior GIS Specialist External Market Review
6. GIS Analyst/LAFCO GIS Analyst External Market Review
7. GIS Senior Analyst External Market Review
8. GIS Supervisor Analyst External Market Review
9. GIS Officer External Market Review


Alonzo Barrera, Principal Management Analyst 1/30/2023

REVISED

RESOLUTION NO. 440-9332

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 7, 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>
77104	GIS Analyst	SEU 425	SEU 470
77106	GIS Senior Analyst	SEU 538	SEU 605
77102	GIS Specialist I	LIU 381	LIU 556
77103	GIS Specialist II	LIU 467	LIU 617
92261	GIS Specialist Trainee	LIU 283	LIU 345
77105	GIS Supervisor Analyst	SEUS 826	SEUS 851
77113	GIS Officer	MRP 412	MRP 612
77099	LAFCO GIS Analyst	MCO 392	MCO 584
92243	Senior GIS Specialist	LIU 553	LIU 669

/kc
Revised
02/09/2023

Item 3.15
02/07/2023

/kc
12/23/2022
440 Resolutions\KC

3.15

2
3 RESOLUTION NO. 440-9332

4
5 ADOPTED by Riverside County Board of Supervisors on February 7, 2023.

6
7 ROLL CALL:

8
9 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez

10 Nays: None

11 Absent: None

12
13
14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of
15 Supervisors on the date therein set forth.

16
17 KIMBERLY A. RECTOR, Clerk of said Board

18
19 By:  _____

20 Deputy

21
22
23 02.07.2023 3.15
24
25

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2

External Market Survey Data

GIS SPECIALIST TRAINEE

Union Code

UP4

Riv Co Class Code: 92261

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>No Comparable Class</u>				
Orange County	<u>No Comparable Class</u>				
San Bernardino County	<u>Geographic Information Systems Technician Trai</u>	3431	\$41,538	\$55,744	34.20%
San Diego County	<u>No Comparable Class</u>				
Ventura County	<u>No Comparable Class</u>				
	County Mean:		\$41,537.60	\$55,744.00	34.20%
	County Median:		\$41,538	\$55,744	34.20%
Riverside County	<u>GIS SPECIALIST TRAINEE</u>	92261	\$38,316.10	\$55,620.45	45.16%
	Dollar difference from Mean:		(\$3,222)	(\$124)	
	Percentage difference from mean:		-7.76%	-0.22%	
	Dollar difference from median:		(\$3,222)	(\$124)	
	Percentage difference from median:		-7.76%	-0.22%	

Notes:

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 3

External Market Survey Data

GIS SPECIALIST I		<i>Union Code</i>	UP4	Riv Co Class Code: 7710		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	
Los Angeles County	<u>Geographic Information Systems Technician I</u>	4419	\$72,034	\$91,946	27.64%	
Orange County	<u>No Comparable Class</u>					
San Bernardino County	<u>Geographic Information Systems Technician I</u>	3432	\$46,322	\$63,752	37.63%	
San Diego County	<u>No Comparable Class</u>					
Ventura County	<u>GIS Technician I</u>	2034	\$46,206	\$64,688	40.00%	
	County Mean:		\$54,853.81	\$73,462.17	33.92%	
	County Median:		\$46,322	\$64,688	39.65%	
Riverside County	<u>GIS SPECIALIST I</u>	77102	\$44,186.06	\$64,128.48	45.13%	
	Dollar difference from Mean:		(\$10,668)	(\$9,334)		
	Percentage difference from mean:		-19.45%	-12.71%		
	Dollar difference from median:		(\$2,136)	(\$560)		
	Percentage difference from median:		-4.61%	-0.87%		

Notes: *Rivco specs are vague. It's unclear if the roles function as GIS Specialists or Cadastral Specialists. Matches differ for each.
SD: has GIS Specialist class & Analyst Trainee.

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 4

External Market Survey Data

GIS SPECIALIST II

Union Code

UP4

Riv Co Class Code: 7710

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Geographic Information Systems Technician II</u>	4411	\$76,050	\$97,070	27.64%
Orange County	<u>No Comparable Class</u>				
San Bernardino County	<u>Geographic Information Systems Technician II</u>	3433	\$53,061	\$72,821	37.24%
San Diego County	<u>No Comparable Class</u>				
Ventura County	<u>GIS Technician II</u>	2035	\$50,827	\$71,164	40.01%
	County Mean:		\$59,978.96	\$80,351.71	33.97%
	County Median:		\$53,061	\$72,821	37.24%
Riverside County	<u>GIS SPECIALIST II</u>	77103	\$49,086.96	\$71,327.36	45.31%
	Dollar difference from Mean:		(\$10,892)	(\$9,024)	
	Percentage difference from mean:		-18.16%	-11.23%	
	Dollar difference from median:		(\$3,974)	(\$1,493)	
	Percentage difference from median:		-7.49%	-2.05%	

Notes: *Rivco specs are vague. It's unclear if the roles function as GIS Specialists or Cadastral Specialists. Matches differ for each.

LA: work is described as senior tech. Incumbents quality check the work of others.

SD: has GIS Specialist class & Analyst Trainee.

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 5

External Market Survey Data

SR GIS SPECIALIST

Union Code

UP4

Riv Co Class Code: 9224

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Geographic Information Systems Technician II</u>	4411	\$76,050	\$97,070	27.64%
Orange County	<u>No Comparable Class</u>				
San Bernardino County	<u>Geographic Information Systems Technician III</u>	7042	\$57,013	\$78,374	37.47%
San Diego County	<u>No Comparable Class</u>				
Ventura County	<u>Senior Geographic Information System Specialist</u>	2038	\$61,607	\$86,258	40.01%
	County Mean:		\$64,889.65	\$87,234.28	34.43%
	County Median:		\$61,607	\$86,258	40.01%
Riverside County	<u>SR GIS SPECIALIST</u>	92243	\$54,603.74	\$79,291.26	45.21%
	Dollar difference from Mean:		(\$10,286)	(\$7,943)	
	Percentage difference from mean:		-15.85%	-9.11%	
	Dollar difference from median:		(\$7,003)	(\$6,967)	
	Percentage difference from median:		-11.37%	-8.08%	

Notes:

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 6

External Market Survey Data

GIS ANALYST

Union Code

SE2

Riv Co Class Code: 7710

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Geographic Information Systems Analyst</u>	4413	\$86,442	\$110,347	27.65%
Orange County	<u>Geographic Information Systems Specialist</u>	1745GE	\$72,259	\$97,282	34.63%
San Bernardino County	<u>No Comparable Class</u>				
San Diego County	<u>Geographic Information Systems Analyst</u>	3509	\$63,856	\$86,528	35.50%
Ventura County	<u>No Comparable Class</u>				
	County Mean:		\$74,185.57	\$98,052.11	32.17%
	County Median:		\$72,259	\$97,282	34.63%
Riverside County	<u>GIS ANALYST</u>	77104	\$71,115.20	\$82,624.26	16.18%
	Dollar difference from Mean:		(\$3,070)	(\$15,428)	
	Percentage difference from mean:		-4.14%	-15.73%	
	Dollar difference from median:		(\$1,144)	(\$14,657)	
	Percentage difference from median:		-1.58%	-15.07%	

Notes:

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 7

External Market Survey Data

GIS SENIOR ANALYST

Union Code

SE2

Riv Co Class Code: 7710

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Senior Geographic Information Systems Analyst</u>	4414	\$98,758	\$126,067	27.65%
Orange County	<u>Geographic Information Systems Analyst</u>	1755GE	\$80,683	\$108,410	34.36%
San Bernardino County	<u>No Comparable Class</u>				
San Diego County	<u>Senior Geographic Information Systems Analyst</u>	3506	\$85,155	\$104,707	22.96%
Ventura County	<u>GIS Analyst</u>	2031	\$75,254	\$99,947	32.81%
	County Mean:		\$84,962.52	\$109,782.62	29.21%
	County Median:		\$82,919	\$106,558	28.51%
Riverside County	<u>GIS SENIOR ANALYST</u>	77106	\$77,958.40	\$89,204.96	14.43%
	Dollar difference from Mean:		(\$7,004)	(\$20,578)	
	Percentage difference from mean:		-8.24%	-18.74%	
	Dollar difference from median:		(\$4,961)	(\$17,353)	
	Percentage difference from median:		-5.98%	-16.29%	

Notes:

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 8

External Market Survey Data

GIS SUPERVISOR ANALYST

Union Code

SES

Riv Co Class Code: 7710

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>No Comparable Class</u>				
Orange County	<u>Geographic Information Systems Supervisor</u>	1757SM	\$94,744	\$127,587	34.67%
San Bernardino County	<u>No Comparable Class</u>				
San Diego County	<u>No Comparable Class</u>				
Ventura County	<u>No Comparable Class</u>				
	County Mean:		\$94,744.00	\$127,587.20	34.67%
	County Median:		\$94,744	\$127,587	34.67%
Riverside County	<u>GIS SUPERVISOR ANALYST</u>	77105	\$91,540.80	\$105,468.69	15.21%
	Dollar difference from Mean:		(\$3,203)	(\$22,119)	
	Percentage difference from mean:		-3.38%	-17.34%	
	Dollar difference from median:		(\$3,203)	(\$22,119)	
	Percentage difference from median:		-3.38%	-17.34%	

Notes:

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

Attachment 9

External Market Survey Data

GIS OFFICER		<i>Union Code</i>	MGT	Riv Co Class Code: 7711	
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Geographic Information Systems Manager II</u>	4418	\$133,114	\$207,019	55.52%
Orange County	<u>No Comparable Class</u>				
San Bernardino County	<u>No Comparable Class</u>				
San Diego County	<u>Geographic Information System Coordinator</u>	3502	\$88,317	\$123,885	40.27%
Ventura County	<u>No Comparable Class</u>				
	County Mean:		\$110,715.56	\$165,452.12	49.44%
	County Median:		\$110,716	\$165,452	49.44%
Riverside County	<u>GIS OFFICER</u>	77113	\$90,471.00	\$140,017.70	54.77%
	Dollar difference from Mean:		(\$20,245)	(\$25,434)	
	Percentage difference from mean:		-18.29%	-15.37%	
	Dollar difference from median:		(\$20,245)	(\$25,434)	
	Percentage difference from median:		-18.29%	-15.37%	

Notes:

Run Date:

Date Prepared/Revised: 12/1/2022

By: Tcarlos

RESOLUTION NO. 440-9332

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 7, 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:

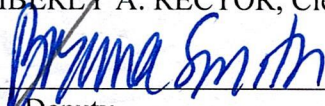
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
77104	GIS Analyst	SEU 425	SEU 470
77106	GIS Senior Analyst	SEU 538	SEU 605
77102	GIS Specialist I	LIU 381	LIU 556
77103	GIS Specialist II	LIU 467	LIU 617
92661	GIS Specialist Trainee	LIU 283	LIU 345
77105	GIS Supervisor Analyst	SEUS 826	SEUS 851
77113	GIS Officer	MRP 412	MRP 612
77099	LAFCO GIS Analyst	MCO 392	MCO 584
92243	Senior GIS Specialist	LIU 553	LIU 669

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