

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



ITEM: 3.17
(ID # 20853)

MEETING DATE:

Tuesday, February 07, 2023

FROM : HUMAN RESOURCES AND SHERIFF'S DEPARTMENT :

SUBJECT: HUMAN RESOURCES & SHERIFF - CORONER - PA: Classification & Compensation Recommendation to adjust the salary of the Estate Investigator classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9337 submitted herewith, All Districts. [Total Cost \$15,936 with an ongoing cost of \$10,883, 100% NCC - Sheriff Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Estate Investigator classification; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9337.

ACTION:Policy


Donald Sharp, Undersheriff 1/20/2023

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 440-9337 is adopted as recommended.

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

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	\$ 5,053	\$ 10,883	\$ 15,936	\$ 10,883
NET COUNTY COST	\$ 5,053	\$ 10,883	\$ 15,936	\$ 10,883
SOURCE OF FUNDS: 100% Sheriff Budget			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Sheriff's Public Administrator Bureau requested that Human Resources Classification and Compensation Division (Class and Comp) review the salary of the Estate Investigator class to determine its competitiveness compared to the surrounding market and internal parity with the County's Public Guardian Investigator job class.

Due to a lack of comparable data, an external market position could not be confidently determined. Therefore, salary is recommended to be set in relation to internal parity. Class and Comp examined the Public Guardian Investigator class and validated its suitability as an internal benchmark due to the comparable nature of work being performed and the equivalent education and experience requirements.

Compared to the Public Guardian Investigator, the Estate Investigator is paid 16.36% less at the minimum salary and 10.43% less at the maximum salary, respectively. Human Resources recommends increasing the salary of the Estate Investigator to match that of the Public Guardian Investigator. Aligning the compensation of the Estate Investigator with the Public Guardian Investigator establishes the needed internal parity (**Attachment II**).

Salary Adjustments

Estate Investigator: It is recommended to adjust the salary plan/grade from LIU 372 (\$43,716 - \$66,923) to salary plan/grade LIU 499 (\$50,886 - \$73,906). In order to preserve internal equity, the department has requested that all three current incumbents receive a 4.00% pay rate increase and retain their anniversary dates. It is recommended that the 4.00% pay rate increase becomes effective at the start of the first pay period following Board approval.

Impact on Residents and Businesses

Approval of this recommendation will have no direct impact on residents or businesses. However, by increasing the competitiveness of our compensation for this role, we increase our ability to hire and retain quality employees to support these critical County functions.

Additional Fiscal Information

Providing the three incumbents with a 4.00% pay rate increase will cost the department approximately \$5,053 in salary and benefits for the remainder of fiscal year 22/23. The cost to the department for fiscal year 23/24 is approximately \$10,883 in salary and benefits.

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Attachments:

I. Resolution No. 440-9337

II. Deputy Public Administrator and Deputy Public Guardian Class Series

Rebecca S Cortez

Rebecca S Cortez, Principal Management Analyst

1/24/2023

Alonzo Barrera

Alonzo Barrera, Principal Management Analyst

1/30/2023

Michael Bowers

Michael Bowers, Assistant HR Director

1/24/2023

1 RESOLUTION NO. 440-9337

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on February 7, 2023, that pursuant to Section 8(c) 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 at the beginning of the pay period following the date of approval, as follows:

7

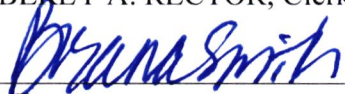
8 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
9 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
37521	Estate Investigator	LIU 372	LIU 499

10 ROLL CALL:

11
12 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
13 Nays: None
14 Absent: None

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

17 KIMBERLY A. RECTOR, Clerk of said Board

18 By:  _____
19 Deputy

20 02.07.2023 3.17

Deputy Public Administrator Class Series

<i>Class</i>	<i>Class Code</i>	<i>Min Salary</i>	<i>Max Salary</i>
Supervising Deputy Public Administrator	37527	\$56,826.02	\$83,742.05
Deputy Public Administrator	37523	\$54,603.74	\$79,291.26
Estate Investigator	37521	\$50,866.40	\$73,905.52

Deputy Public Guardian Class Series

<i>Class</i>	<i>Class Code</i>	<i>Min Salary</i>	<i>Max Salary</i>
Supervising Deputy Public Guardian	37526	\$64,917.01	\$83,742.05
Deputy Public Guardian	37525	\$54,603.74	\$79,291.26
Public Guardian Investigator	37522	\$50,866.40	\$73,905.52