

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



ITEM: 3.18
(ID # 21106)

MEETING DATE:

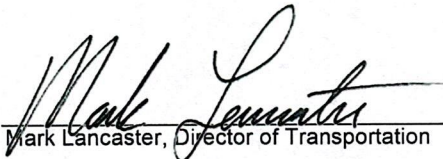
FROM : HUMAN RESOURCES AND TRANSPORTATION : Tuesday, February 07, 2023

SUBJECT: HUMAN RESOURCES AND TRANSPORTATION DEPARTMENT: Classification & Compensation Recommendation to establish a new Public Works Fleet Services Operations Manager classification; adjust the salary of the Fire Fleet Services Manager job classification; adjust the salary of the Fleet Services Operations Manager job classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9341 submitted herewith, All Districts. [Cost-\$19,822, \$19,882 ongoing, Source of Funds – Department Budgets]


RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Public Works Fleet Services Operations Manager classification.
2. Approve the salary adjustments to the Fire Fleet Services Manager and Fleet Services Operations Manager job classifications.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9341.

ACTION:Policy


Mark Lancaster, Director of Transportation

1/24/2023


Charissa Leach, PLMA Director

1/24/2023


Michael Bowers, Assistant HR Director

2/1/2023

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 440-9341 is adopted as recommended.

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

Kimberly Rector
Clerk of the Board

By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$6,883	\$19,882	\$26,765	\$19,882
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budgets			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Public Works and Community Services portfolio consists of 7 departments, including the Transportation Department (Transportation), the Flood Control & Water Conservation District (Flood), and the Department of Waste Resources (Waste). This portfolio is focused on infrastructure, facilities, and critical services, which are essential to the quality of life, safety, well-being, and public health for Riverside County residents.

Transportation, Flood, and Waste are currently the only departments within the Public Works Portfolio that perform Fleet services functions. As these respective department's fleet continue to grow and provide needed services, there is a pressing need to expand the fleet classification to allow Public Works departments to further develop and define the direction of their respective divisions. Currently, the Public Works portfolio does not have a management-level Fleet Services classification that can properly oversee a division/unit. This void prompted the department to request that Class and Comp establish a *Public Works Fleet Services Operations Manager* classification that will be responsible for developing long-term strategy for the department's operation, providing administrative oversight, budgeting, reviewing and recommending contractors/bids, and ensuring ongoing County compliance with applicable laws and regulations (**Attachment 2**). Due to the similarities in work performed, knowledge required to work on specialized heavy equipment, and scope of responsibility, it is recommended that this classification be bench marked to the *Fire Fleet Services Manager*.

In light of assessing the need for the proposed *Public Works Fleet Services Operations Manager* job classification, the *Fire Fleet Services Manager* and *Fleet Services Operations Manager* classifications were also reviewed to assess the duties and responsibilities, as well as ensuring that the salaries of both classifications are market competitive. The market findings indicate that the *Fire Fleet Services Manager* is below the market by approximately 15% at the minimum and above the market by approximately 4% at the maximum base salary (**Attachment 3**). Therefore, it is recommended that the salary of *Fire Fleet Services Manager* job classification be adjusted from \$85,808 - \$132,833/year to \$101,313 - \$132,833/year, bringing the minimum base salary up to the market mean. Additionally, the market findings highlight that the *Fleet Services Operations Manager* is below the minimum by approximately 26% and below the maximum by approximately 14% at the mean (**Attachment 4**). As a result, it is recommended that the salary of the *Fleet Services Operations Manager* be adjusted from \$65,568 - \$101,346/year to \$106,885 - \$140,139/year, which will resolve the market deficiency,

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ensure parity among the various fleet management classes and recognize the At-Will status of this classification.

Salary Adjustment:

Fire Fleet Services Manager: It is recommended to adjust the salary plan/grade from MRP 367 (\$85,808 - \$132,833) to salary plan/grade MRP 526 (\$101,313 - \$132,833). There is currently 1 incumbent in this classification. There are no upfront costs to this request as the sole incumbent is currently earning above the proposed minimum base salary.

Fleet Services Operations Manager: It is recommended to adjust the salary plan/grade from MRP 166 (\$65,568 - \$101,346) to salary plan/grade MRP 572 (\$106,885 - \$140,139). There is currently 1 incumbent in this classification. The cost to bring the sole incumbent earning below the new minimum up to the new minimum is approximately \$6,883 in salaries and benefits for FY 22/23. The department has also requested to retain the incumbent's current anniversary date.

Classification Addition:

Public Works Fleet Services Operations Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 526 (\$101,313 - \$132,833). Once the classification is established, one incumbent will be reclassified into the new classification.

Additional Fiscal Information

Fleet Services Operations Manager:

The Purchasing and Fleet Services has approved the recommended salary adjustment and any associated salary increases, which will be absorbed through their respective budget. A budget adjustment is not required.

Public Works Fleet Services Operations Manager:

Trans, Flood, and Waste have allocated funding in their budgets for the 2022/2023 fiscal year to utilize this new job classification. Flood and Waste will submit a request to add the classification/position(s) to their budget through the Classification Transaction Request (CTR) process. The creation of this classification will have no immediate cost for both departments.

Impact on Residents and Businesses

Adjusting the salary of the Fire Fleet Services Manager and Fleet Services Operations Manager will allow the County to provide a competitive salary to retain the most qualified individuals to perform their respective roles. Furthermore, the addition of the proposed Public Works Fleet Services Operations Manager will provide the necessary support to the Public Works Portfolio Departments so that they can continue to offer critical services for the County of Riverside.

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Attachments:

- 1) Resolution No. 440 - 9341
- 2) Proposed Job Description - Public Works Fleet Services Operations Manager
- 3) Market Data - Fire Fleet Services Manager
- 4) Market Data - Fleet Services Operations Manager Market Data



Jason Farin, Principal Management Analyst 1/31/2023



Veronica Santillan, Principal Management Analyst 2/1/2023



Dave Rogers, Chief Administrative Officer 2/2/2023

REVISED

RESOLUTION NO. 440-9341

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 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
66546	+	Public Works Fleet Services Operations Manager	MRP 526

BE IT FURTHER RESOLVED 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>
<u>66470</u>	Fire Fleet Services Manager	MRP 367	MRP 526
<u>74217</u>	Fleet Services Operations Manager	MRP 166	MRP 572

/kc
Revised
02/09/2023

Item 3.18
02/07/2023

/kc
01/20/2023
440 Resolutions\KC

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3 RESOLUTION NO. 440-9341

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

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7 ROLL CALL:

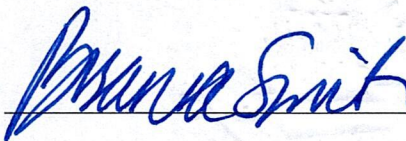
8
9 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez

10 Nays: None

11 Absent: None

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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

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19 By:  _____
20 Deputy

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23 02.07.2023 3.18
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**PUBLIC WORKS FLEET SERVICES
OPERATIONS MANAGER**

Class Code: 66546

COUNTY OF RIVERSIDE
Established Date: Feb 9, 2023
Revision Date: Feb 9, 2023

SALARY RANGE

\$48.71 - \$63.86 Hourly
\$8,442.75 - \$11,069.40 Monthly
\$101,313.00 - \$132,832.75 Annually

CLASS CONCEPT:

Under general direction, plans, organizes and directs the vehicle fleet operations, and maintenance and servicing of heavy equipment for the Transportation Department, Department of Waste Resources or Flood Control & Water Conservation District; performs other related duties as required.

The Public Works Fleet Services Operations Manager is a manager level classification and typically reports to an appropriate executive level management position. This classification is characterized by the responsibility for managing a Public Works-related Department vehicle fleet and heavy equipment operations, as well as assisting in the oversight of the day-to-day administration of the department through subordinate staff. Incumbents have a high level of discretion when making decisions as they directly support the planning, administration and coordination of department activities, and directs the procurement, inspection, assignment, maintenance, repair, and disposal of department vehicles.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Develop and direct the implementation and policies, procedures, methods and standards for the procurement, inspection, maintenance, repair, and disposal of vehicles and equipment; establish and maintain productivity standards and quality control on repair work and preventative maintenance programs.
- Establish and maintain policies and procedures for the lease, purchase and deployment of vehicles and heavy equipment.

- Direct the preparation and review of the department budget as it pertains to the replacement of vehicles, light trucks and heavy and/or motorized equipment; provide budget updates and recommendations to executive staff; prepare a variety of statistical and narrative reports.
- Oversee the development and maintenance of automated fleet management and fuel systems, which provides data regarding usage, cumulative costs, maintenance, and repair of department vehicles.
- Direct the analysis of fleet operations and cost data to identify issues and trends and recommend actions to improve efficiency and cost control measures.
- Confer with departmental representatives to determine specific needs and general requirements; review or prepare vehicle or equipment specifications and acquire vehicles, equipment and supplies.
- Evaluate new or proposed legislations and determine financial impact on department fleet activities.
- Plan, direct, coordinate, and supervise the operation of staff involved with heavy equipment and fleet maintenance; establish and maintain productivity standards and quality control on repair work and preventive maintenance programs; create training and development opportunities for staff.
- Perform vehicle and heavy equipment inspections, and review reports regarding incidents involving department vehicles.

RECRUITING GUIDELINES:

Experience: Five years of experience in one of the following areas: 1) an automotive and/or heavy equipment fleet setting in an administrative, management or supervisory capacity, which included responsibility for at least two of the following functions: budget preparation and control, fiscal management, general administrative systems and procedures; 2) personnel administration; or 3) a position with increasingly responsible experience in an automotive and/or heavy equipment fleet setting, which involved supervision of journey level automotive and/or heavy equipment mechanics directly or through subordinate supervisors.

Knowledge of: Technological developments and sources of information relevant to the field of fleet operation, repair and maintenance; federal and local rules, laws and regulations related to the operation of a fleet; equipment and vehicle maintenance and repair procedures and techniques; sourcing of equipment and automotive and/or heavy equipment parts, tools and supplies; principles and practices of office management, accounting and budgetary controls; the principles and techniques of supervision; techniques of vendor administration and negotiations.

Ability to: Plan, organize and direct fleet operations; estimate costs; design and oversee the construction or modification of equipment and vehicles to meet specific needs; select staff and directly or through subordinate staff, supervise and train personnel; prepare and present clear and comprehensive reports; follow oral and written instructions; read, interpret and prepare specifications and other written technical material; diagnose mechanical defects on a wide variety of automotive and construction equipment; plan, schedule and direct the work of employees; design and implement new procedures and evaluation techniques for technical and administrative operations; coordinate repair scheduling with equipment operators and supervisors in other departments; formulate program policies, identify needs and analyze fiscal and administrative problems to determine effective and efficient remedies; establish and maintain effective working relationships with public officials, subordinates, other departments, agencies, and the general public.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License. Dependent on assignment, position may also require a valid California Class B Driver's License and/or a California Class A Driver's License.

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.

External Market Survey Data

Fire Fleet Services Manager

Riv Co Class Code: 66470

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Assistant Chief, Fire Fleet Services</u>	7476	\$97,311	\$131,139	34.76%
Orange County	<i>No comparable class</i>				
San Bernardino County	<u>Vehicle Services Manager (Fire)</u>	49106	\$92,539	\$126,526	36.73%
San Diego County *	<u>Program Manager, General Services</u>	3578	\$101,171	\$122,970	21.55%
Ventura County	<u>Manager - Heavy Equipment & Fleet Services</u>	445	\$114,230	\$128,224	12.25%
	County Mean:		\$101,313	\$127,215	25.57%
	County Median:		\$99,241	\$127,375	28.35%
Riverside County	<u>Fire Fleet Services Manager</u>	66470	\$85,808	\$132,833	54.80%
	Dollar difference from Mean:		-\$15,505	\$5,618	
	Percentage difference from mean:		-15.30%	4.42%	
	Dollar difference from median:		-\$13,433	\$5,457	
	Percentage difference from median:		-13.54%	4.28%	

Notes:

Run Date:

Date Prepared/Revised: 12/22/2022

By: DF

External Market Survey Data

Fleet Services Operations Manager

Riv Co Class Code: 74217

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Assistant Fleet Manager, Public Works</u>	7456	\$90,820	\$122,388	34.76%
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<u>Fleet Services Manager</u>	6071	\$69,264	\$95,451	37.81%
San Diego County	<u>Program Manager, General Services</u>	3578	\$101,171	\$122,970	21.55%
Ventura County	<u>Fleet Operations Manager</u>	1126	\$94,319	\$132,047	40.00%
	County Mean:		\$88,894	\$118,214	32.98%
	County Median:		\$92,570	\$122,679	32.53%
Riverside County	<u>Fleet Services Operations Manager</u>	74217	\$65,568	\$101,346	54.57%
	Dollar difference from Mean:		-\$23,326	-\$16,868	
	Percentage difference from mean:		-26.24%	-14.27%	
	Dollar difference from median:		-\$27,002	-\$21,332	
	Percentage difference from median:		-29.17%	-17.39%	

Notes:

Run Date:

Date Prepared/Revised: 12/22/2022

By: DF

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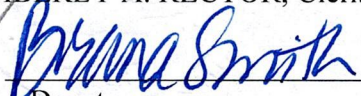
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74217	Fire Fleet Services Manager	MRP 367	MRP 526
66470	Fleet Services Operations Manager	MRP 166	MRP 572

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