

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



ITEM: 3.10
(ID # 21090)

MEETING DATE:
Tuesday, March 14, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & ASSESSOR-CLERK-RECORDER: Classification and Compensation recommendation to adjust the salaries of the Appraiser job classification series (Technician/Trainee/I/II/Senior/Supervising); and amend Ordinance No. 440 Pursuant to Resolution No. 440-9342, All Districts. [Current Year Cost – \$46,323, Ongoing Cost - \$172,058 – 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the Appraiser job classification series (Technician/Trainee/I/II/Senior/Supervising).
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9342.

ACTION: Policy

Kan Wang

Kan Wang, Assistant Assesor-County-Clerk Recorder

1/24/2023

Michael Bowers

Michael Bowers, Assistant HR Director

1/24/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9342 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, and Gutierrez
Nays: None
Absent: Perez
Date: March 14, 2023
xc: H.R., Assessor

Kimberly A. Rector
Clerk of the Board
By: *Kimberly A. 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	\$46,323	\$172,058	\$	\$172,058
NET COUNTY COST	N/A	N/A	N/A	N/A
SOURCE OF FUNDS: 100% Departmental Budget			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Assessor-County Clerk-Recorder's (ACR) mission is to fulfill the legally and locally mandated functions of the Assessor, County Clerk, Recorder, and Records Management Program in an accurate, timely, professional, and courteous manner and to ensure high quality service. The ACR consists of three separate entities: the Assessor's Office, the County Clerk's Office, and the Recorder's Office.

The Human Resources Classification and Compensation (Class & Comp) Division received a request from ACR to review the salary ranges of the Appraiser job class series (Technician/ Trainee/II/III/Senior/Supervising). The Appraiser job class series has historically shared similar salary ranges with the Auditor/Appraiser job class series. However, on October 18, 2022, the Board of Supervisors approved Agenda Item 3.28, Resolution No. 440-9296 to adjust the salaries of various Accounting-related job classifications, which included the Auditor/Appraiser job class series. As a result, Class & Comp is recommending the following salary adjustments to the Appraiser job class series to continue parity between the Appraiser and Auditor/Appraiser job class series. Additionally, adjusting the County's Appraiser job classifications will ensure that these positions are market-competitive and provide proper career/salary growth to assist the County in recruiting qualified applicants and retaining valued staff.

Salary Adjustments:

With the implementation of the proposed 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.

Supervising Appraiser: It is recommended to adjust the salary plan/grade SEUS 743 (\$83,408 - \$99,195/year) to salary plan/grade SEUS 744 (\$83,408 - \$116,125/year). This will be an increase of approximately 17.07% at the maximum base salary. The salary adjustment ensures parity with the Supervising Auditor/Appraiser job classification, as both classifications have historically shared similar salary ranges. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Senior Appraiser: It is recommended to adjust the salary plan/grade SEU 479 (\$74,589 - \$89,513/year) to salary plan/grade SEU 496 (\$75,795 - \$101,056/year). This will be an increase of approximately 1.62% at the minimum base salary and 12.90% at the maximum base salary.

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

The salary adjustment ensures parity with the Senior Auditor/Appraiser job classification, as both classifications have historically shared similar salary ranges. The cost to grant these adjustments is approximately \$2,354 in salaries and benefits for FY 22/23.

Appraiser II: It is recommended to adjust the salary plan/grade SEU 292 (\$62,996 - \$83,186/year) to salary plan/grade SEU 402 (\$69,537 - \$93,764/year). This will be an increase of approximately 10.38% at the minimum base salary and 12.72% at the maximum base salary. The salary adjustment ensures parity with the Auditor/Appraiser II job classification, as both classifications have historically shared identical salary ranges. The cost to grant these adjustments is approximately \$32,015 in salaries and benefits for FY 22/23.

Appraiser I: It is recommended to adjust the salary plan/grade SEU 192 (\$55,957 - \$70,637/year) to salary plan/grade SEU 287 (\$62,712 - \$80,565/year). This will be an increase of approximately 12.07% at the minimum base salary and 14.06% at the maximum base salary. The salary adjustment ensures parity with the Auditor/Appraiser I job classification, as both classifications have historically shared identical salary ranges. The cost to grant these adjustments is approximately \$10,564 in salaries and benefits for FY 22/23.

Appraiser Trainee: It is recommended to adjust the salary plan/grade ESEU 196 (\$48,069 - \$60,752/year) to salary plan/grade ESEU 200 (\$49,849 - \$65,512/year). This will be an increase of approximately 3.70% at the minimum base salary and 7.83% at the maximum base salary. The salary adjustment is based upon an external market study utilizing the five surrounding county market and ensures that this classification is brought up to market (**Attachment 2**). The cost to grant these adjustments is approximately \$1,390 in salaries and benefits for FY 22/23.

Appraiser Technician: It is recommended to adjust the salary plan/grade LIU 355 (\$42,441 - \$61,646/year) to salary plan/grade LIU 452 (\$48,254 - \$63,461/year). This will be an increase of approximately 13.70% at the minimum base salary and 2.94% at the maximum base salary. The salary adjustment maintains the original salary spread between the Appraiser Technician and Trainee job class. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the Appraiser job class series 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 grant all existing incumbents below the proposed minimum base salary to the new minimum base salary is approximately \$46,323, which includes benefits.

ACR has approved the recommended salary adjustments and any associated salary increases,

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

which will be absorbed through their respective budget. A budget adjustment is not required.

ATTACHMENTS

1. Resolution No. 440-9342
2. Appraiser Trainee External Market Review


Alonzo Barrera, Principal Management Analyst 1/30/2023

1 RESOLUTION NO. 440-9342

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 14, 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>
10	74321	Appraiser I	SEU 192	SEU 287
11	74322	Appraiser II	SEU 292	SEU 402
12	74319	Appraiser Technician	LIU 355	LIU 452
13	74320	Appraiser Trainee	ESEU 196	ESEU 200
14	74323	Senior Appraiser	SEU 479	SEU 496
15	74324	Supervising Appraiser	SEUS 743	SEUS 744

16 ROLL CALL:

17 Ayes: Jeffries, Spiegel, Washington, and Gutierrez

18 Nays: None

19 Absent: Perez

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

22 KIMBERLY A. RECTOR, Clerk of said Board

23 By:  _____
Deputy

24
25 03.14.2023 3.10

26
27 /kc

01/20/2023

28 440 Resolutions\KC

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2

External Market Survey Data

Classification Name: *Appraiser Trainee*

Riv Co Class Code: 74320

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC
Los Angeles County	<u>Appraiser</u>	1962	\$54,515	\$98,999	81.60%	\$76,757	e	
Orange County	<u>Appraiser Trainee</u>	210GE	\$50,648	\$67,642	33.55%	\$59,145		
San Bernardino County	<u>Appraiser Trainee</u>	1230	\$45,781	\$61,464	34.26%	\$53,622		
San Diego County	<u>Appraiser Trainee</u>	5510	\$50,669	\$62,234	22.82%	\$56,451		
Ventura County	<u>Appraiser Trainee</u>	80	\$52,299	\$70,708	35.20%	\$61,504		
	County Mean:		\$49,849.17	\$65,511.89	31.42%			
	County Median:		\$50,658	\$64,938	28.19%			
Riverside County	<u>Appraiser Trainee</u>	74320	\$48,069	\$60,752	26.39%			
	Dollar difference from Mean:		-\$1,781	-\$4,760				
	Percentage difference from mean:		-3.57%	-7.27%				
	Dollar difference from median:		-\$2,590	-\$4,186				
	Percentage difference from median:		-5.11%	-6.45%				

Notes: LA County: Appraiser - During the first year of assignment to this position, Appraisers participate in a formal Appraiser Trainee Certification Program (ATCP) for real property or personal property. Through observation, instruction, and supervised work experience, the first year Appraiser will learn the fundamental principles required for the appraisal of either real or personal property in relation to property assessment. At the end of the formal training, they must demonstrate acquired knowledge of all factors affecting property appraisal, as well as the ability to apply appropriate property principles, techniques, procedures, and laws in the appraisal of a wide variety of real or personal property.

Run Date: 12/15/2022

Date Prepared/Revised: 12/15/2022

By: B. Lee