

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



ITEM: 3.11
(ID # 21343)

MEETING DATE:
Tuesday, March 14, 2023

FROM : HUMAN RESOURCES AND Purchasing and Fleet Services :

SUBJECT: HUMAN RESOURCES & PURCHASING AND FLEET SERVICES: Classification & Compensation Recommendation to adjust the salary of the Procurement Contract Specialist series; and amend Ordinance No. 440 pursuant to Resolution No. 440-9351 submitted herewith, All Districts. [Total Cost \$27,694 with an ongoing cost of \$21,773, 100% Department Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Procurement Contract Specialist classification series; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9351.

ACTION:Policy

Sarah Franco *Steven Espinoza*
Sarah Franco, Director of Procurement & Fleet 3/1/2023 Steven Espinoza 3/1/2023

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 440-9351 is adopted as recommended.

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

Kimberly A. Rector
Clerk of the Board
By: *Blanca Smith*
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 5,922	\$ 21,773	\$ 27,694	\$ 21,773
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Purchasing and Fleet Services Department (PFSD) manages the Purchasing, Central Mail, Fleet Services, and Surplus Operations divisions. These divisions provide County departments and agencies with materials, vehicles, and support services. PFSD also establishes procurement policies and procedures to comply with state regulations and implements best practices. Dedicated staff members support County departments and agencies that are internal service and enterprise funded.

The Human Resources Classification and Compensation Division (Class and Comp) received a request from the PFSD to examine internal parity for their Procurement Contract Specialist (PCS) class. On January 12, 2023, the SEIU Parity Pool adjustments increased the Contracts and Grants Analyst (CGA) salary to exceed the salary of the PCS. The PCSs are PFSD employees responsible for all procurements over \$50,000, Countywide. PCSs often provide indirect oversight to CGAs in departments, and the PCS will oversee the procurements according to the terms of the contract or grant that was developed by the CGA. For these reasons, the PCS has traditionally had a higher salary than the CGA. Currently, the salary of the CGA is 8.40% higher than the PCS at the maximum salary.

Given the pay rate increase to the CGA and the department's desire to reestablish the PCS as a promotional opportunity for current CGA staff, Class and Comp conducted an external market review on the PCS class to determine its position within the market. The PCS class was found to be below market at the minimum base salary by approximately 10.84% and below market at the maximum base salary by approximately 10.58% (Attachment II).

Class and Comp recommends increasing the salary of the PCS to the established market median and setting the salary of the Senior Procurement Contract Specialist, Supervising Procurement Contract Specialist, and Procurement Compliance Officer classes to reestablish the historical spreads between the classes while maintaining appropriate salary progression (see Figure 1):

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Figure 1:

Job Classification	Current Min Salary	Current Max Salary	Proposed Min Salary	Proposed Max Salary
PCO	\$80,338	\$124,261	\$90,110	\$138,957
(% difference)	8.00%	8.00%	8.00%	8.00%
Supervising PCS	\$74,387	\$115,056	\$83,435	\$128,664
(% difference)	3.03%	9.65%	3.04%	9.65%
Senior PCS	\$72,196	\$104,933	\$80,973	\$117,341
(% difference)	5.50%	5.62%	5.50%	5.62%
PCS	\$68,432	\$99,347	\$76,752	\$111,097

Salary Adjustments

Procurement Contract Specialist: It is recommended to adjust the salary plan/grade from SEU 394 (\$68,432 - \$99,347) to salary plan/grade SEU 513 (\$76,752 - \$111,097). It is recommended that the (3) incumbents below the new minimum pay rate be brought up to the new minimum pay rate. All (3) incumbents will retain their anniversary dates, and the pay rate increase becomes effective at the start of the first pay period following Board approval.

Senior Procurement Contract Specialist: It is recommended to adjust the salary plan/grade from SEU 435 (\$72,196 - \$104,933) to salary plan/grade SEU 576 (\$80,973 - \$117,341).

Supervising Procurement Contract Specialist: It is recommended to adjust the salary plan/grade from SEUS 631 (\$74,387 - \$115,056) to salary plan/grade SEUS 745 (\$83,435 - \$128,664).

Procurement Compliance Officer: It is recommended to adjust the salary plan/grade from MRP 306 (\$80,338 - \$124,261) to salary plan/grade MRP 398 (\$90,110 - \$138,957).

Impact on Residents and Businesses

While the recommended increases to the PCS series will not directly impact residents and businesses, the increase will reestablish the PCS series as a promotional path for growth to CGAs and other internal County staff looking to expand their careers.

Additional Fiscal Information

PFSD recommends bringing PCS staff below the new minimum salary, up to the new minimum salary. All incumbents will retain their current anniversary dates with these increases. It is recommended that all pay rate increases become effective at the start of the pay period following Board approval.

The total cost to bring impacted incumbents to the new minimum salary is \$5,922 for the remainder of fiscal year 22/23 and \$21,773 for fiscal year 23/24. These costs include both salary and benefits.

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Attachments:

- I. Resolution No. 440-9351
- II. Procurement Contract Specialist Market Data


Veronica Santillan, Principal Management Analyst

3/1/2023


Alonzo Barrera, Principal Management Analyst

3/1/2023

RESOLUTION NO. 440-9351

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 14, 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:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
74710	Procurement Compliance Officer	MRP 306	MRP 398
15813	Procurement Contract Specialist	SEU 394	SEU 513
15814	Senior Procurement Contract Specialist	SEU 435	SEU 576
15815	Supervising Procurement Contract Specialist	SEUS 631	SEUS 745

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, and Gutierrez
Nays: None
Absent: Perez

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: Brana Smutz
Deputy

03.14.2023 3.11

External Market Survey Data

Classification Name: Procurement Contract Specialist

iv Co Class Code: 15813

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Midpoint	Mid Hrly Rt	Outlier
Los Angeles County	<u>Purchasing & Contracts Analyst II</u>	2261	\$80,084	\$107,922	\$94,003.00	\$45.19	
City of Long Beach	<u>Contract Compliance Analyst I - IV</u>	NL1AN	\$61,714	\$111,097	\$86,405.50	\$41.54	
Orange County	<u>Procurement Contract Specialist</u>	9110	\$70,824	\$95,472	\$83,148.00	\$39.98	
City of Irvine	<u>Senior Buyer/Contracts Coordinator</u>	269	\$76,752	\$120,682	\$98,717.00	\$47.46	
City of Chula Vista	<u>Procurement Services Analyst</u>	3717	\$93,908	\$114,145	\$104,026.50	\$50.01	

County Mean:

\$76,656 \$109,864

County Median:

\$76,752 \$111,097

Riverside County

Procurement Contract Specialist

15813

\$68,432

\$99,347

\$83,889.50

Dollar difference from Mean:

-\$8,224 -\$10,517

Percentage difference from mean:

-10.73% -9.57%

Dollar difference from median:

-\$8,320 -\$11,750

Percentage difference from median:

-10.84% -10.58%

Notes:

Run Date: 2/9/2023

Date Prepared/Revised: 2/23/2023 DP