

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



ITEM: 3.14
(ID # 21446)

MEETING DATE:
Tuesday, April 04, 2023

FROM : HUMAN RESOURCES AND SHERIFF'S DEPARTMENT :

SUBJECT: HUMAN RESOURCES & SHERIFF'S DEPARTMENT: Classification & Compensation Recommendation to adjust the salary of the Director, Sheriff's Project Management Office class; and amend Ordinance No. 440 pursuant to Resolution No. 440-9355 submitted herewith, All Districts. [Total Cost \$0 with an ongoing cost of \$0, 100% NCC - Sheriff]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Director, Sheriff's Project Management Office class; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9355.

ACTION: Policy

Donald Sharp
Donald Sharp, Undersheriff

3/22/2023

Michael Bowers
Michael Bowers, Assistant HR Director

3/29/2023

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.

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 4, 2023
xc: H.R., Sheriff

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	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Sheriff Department Budget			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Sheriff's Department - Project Management Office (PMO) assists with department-wide capital improvement projects that include construction, design, maintenance, custodial, and landscaping services. The mission of Sheriff's PMO is to maintain a consistent approach to managing Capital Improvements, Facilities Maintenance, and Custodial and Landscaping projects.

The Human Resources Classification and Compensation Division (Class and Comp) received a request from Sheriff's PMO to examine the Director, Sheriff's Project Management Office job classification and determine if the classification is compensated competitively.

An external market review was conducted using the surrounding five counties plus additional comparables at local public agencies, which found that the Director, Sheriff's Project Management Office class is below market at the maximum base salary by approximately 3.84% (**Attachment 2**).

Class and Comp recommends increasing the maximum base salary of the Director, Sheriff's Project Management Office class to the established market mean. Adjusting the max of the salary range will directly impact the department's ability to retain and attract the most highly qualified applicants when it becomes necessary to recruit for the position.

Salary Adjustments

Director, Sheriff's Project Management Office: It is recommended to adjust the salary plan/grade from MRP 672 (\$137,861 - \$187,462) to salary plan/grade MRP 672 (\$137,861 - \$194,953). There is no upfront cost to this salary adjustment.

Impact on Residents and Businesses

The recommended salary increase to the Director, Sheriff's Project Management Office class will not directly impact residents and businesses.

Additional Fiscal Information

With the implementation of the proposed salary adjustment, no immediate cost will be incurred by the department. However, the difference in costs between the previous maximum salary and the new maximum salary is approximately \$7,491, plus an approximate \$3,371 in benefits, for a

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total of \$10,862.

Attachments

I. Resolution No. 440-9355

II. Director, Sheriff's Project Management Office Market Data


Rebecca S Cortez, Principal Management Analyst

3/29/2023


Alonzo Barrera, Principal Management Analyst

3/29/2023

RESOLUTION NO. 440-9355

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 4, 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>
37631	Director, Sheriff's Project Management Office	MRP 672 (\$137,861 - \$187,463)	MRP 672 (\$137,861 - \$194,953)

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

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03/16/2023

440 Resolutions\KC

External Market Survey Data

Classification Name: Director, Sheriff's Project Mgmt Office

Riv Co Class Code: 37631

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Mid Hrly Rt	Outlier
Los Angeles County	Capital Projects Program Manager, PW	4143	\$143,659	\$183,394	27.66%	\$163,526.50	\$78.62	
LAUSD	Dep Director FPM Execution	1637	\$168,972	\$209,580	24.03%	\$189,276.00	\$91.00	
Los Angeles MTA	Senior Director, Project Control	6424	\$127,941	\$191,880	49.98%	\$159,910.50	\$76.88	
Orange County	Administrative Manager III	8013	\$109,928	\$193,024	75.59%	\$151,476.00	\$72.83	
San Bernardino County	Director of Project and Facility Management	4289	\$144,685	\$200,491	38.57%	\$172,588.00	\$82.98	
San Diego County	Sheriff's Support Services Manager	977	\$93,642	\$183,269	95.71%	\$138,455.50	\$66.57	
Ventura County	Sheriff's Bureau Manager	532	\$145,010	\$203,033	40.01%	\$174,021.50	\$83.66	
County Mean:			\$133,405	\$194,953	46.14%			
County Median:			\$143,659	\$193,024	34.36%			
Riverside County	<u>Director, Sheriff's Project Management Office</u>	37631	\$137,861	\$187,463	35.98%	\$162,662.00		
Dollar difference from Mean:			\$4,456	-\$7,490				
Percentage difference from mean:			3.34%	-3.84%				
Dollar difference from median:			-\$5,798	-\$5,561				
Percentage difference from median:			-4.04%	-2.88%				

Notes: LAUSD: Director of Facilities Project Management Execution (1633) (1) Incumbent: (\$188,352 - \$232,644), Dep Dir FPM Execution (1637) (2) Incumbents (\$168,972 - \$209,580). 74,000 employees with a \$12.6 billion budget.
 Los Angeles MTA: DEO, Project Management (5024) 25 Incumbents (\$141,918 - \$213,907). Director, Project Control (6426) 4 Incumbents (\$115,170 - \$172,702) Senior Director, Project Control (6424) 2 Incumbents (\$127,941 - \$191,880) 70,000 employees with a \$7.2 billion budget.
 Orange County: Lawrence Serfini: Administrative Manager III.

Run Date: 12/23/2022

Date Prepared/Revised: 2/16/2023 DP