

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



ITEM: 3.22
(ID # 21432)

MEETING DATE:
Tuesday, April 18, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & CHILDREN AND FAMILIES COMMISSION, FIRST 5 RIVERSIDE: Classification and Compensation recommendation to establish a new Assistant Director for Children and Families Commission classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9356, All District. [Current Year Cost – \$0, Ongoing Cost – \$0, Source of Funds – 100% California Children and Families Act Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Assistant Director for Children and Families classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9356.

ACTION:Policy

Tammi Graham
Tammi Graham, EXECUTIVE DIR FOR CFC, FIRST FIVE

3/23/2023

Michael Bowers
Michael Bowers, Assistant HR Director

3/23/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel 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 18, 2023
xc: H.R., Commission

Kimberly A. Rector
Clerk of the Board

By: *Brandi Smith*
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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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% Proposition 10 - The California Children and Families Act			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Children and Families Commission (CFC), First 5 Riverside works in partnership with a community of service providers to promote, support, and enhance the health and early development of children (prenatal through age five), their families, and communities.

With the continued growth in CFC, First 5 Riverside, the Department has identified a need for a more coordinated effort of leadership roles to oversee the growing staff and programmatic duties. As such, the *Assistant Director for CFC* classification is being requested to assist the *Executive Director for CFC* in the overall administration of the department, including developing and implementing objectives, goals, policies and procedures for the department.

Due to limited market data, an internal review of current County job classifications were reviewed to establish the *Assistant Director for CFC's* salary. Based upon similar internal reporting structures, staffing levels, and budget size, the *Assistant Director of CFC's* salary is recommended to be set at \$102,508 - \$176,628/year.

Classification Addition:

Assistant Director for Children and Families Commission: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMB 219 (\$102,508 - \$176,628/year). The new class specification is attached (**Attachment 2**).

At-Will Designation:

Assistant Director for Children and Families Commission: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Agency/Department Head. There is no financial impact to implement this change.

Impact on Residents and Businesses

There is no impact on Residents or Businesses. Approval of the proposed *Assistant Director for CFC* classification will result in a more coordinated effort of leadership roles to oversee the growing staff and programs.

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Additional Fiscal Information

The creation of an *Assistant Director for CFC* will have no immediate upfront costs to the Department. CFC will add this position to their budget via a Classification Transaction Request at a later date.

CFC has stated that any future costs will be absorbed through the Department's budget and will not require a budget adjustment.

ATTACHMENTS

1. Resolution No. 440-9356
2. Assistant Director for Children and Families Commission Class Specification


Alonzo Barrera, Principal Management Analyst 3/28/2023

1 RESOLUTION NO. 440-9356

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on April 18, 2023, that pursuant to Section 3(a)(iv) 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 the beginning of the pay period following approval, as follows:
7

8 <u>Job</u>			<u>Salary</u>
9 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
74335	+	Assistant Director for Children and Families Commission	XMB 219

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15 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director
16 of Human Resources is authorized to add the following classification(s) to Appendix II, operative the
17 beginning of the pay period following approval, as follows:
18

19 <u>Job</u>			
20 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>	
74335	+	Assistant Director for Children and Families Commission	

21 ROLL CALL:

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

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

27 KIMBERLY A. RECTOR, Clerk of said Board

28 By: 
Deputy

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2



ASSISTANT DIRECTOR FOR CHILDREN AND FAMILIES COMMISSION

Class Code:
74335

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: April 6, 2023
Revision Date: April 6, 2023

SALARY RANGE

\$49.28 - \$84.92 Hourly
\$8,542.37 - \$14,719.00 Monthly
\$102,508.43 - \$176,627.98 Annually

CLASS CONCEPT:

Under general direction, assists the Executive Director in managing, coordinating, planning, and directing the operations of First 5 Riverside County, the Riverside County Children and Families Commission (RCCFC); acts for the Executive Director during absences and when assigned; performs other related duties as assigned.

The Assistant Director for Children and Families Commission (CFC) is a single-position class reporting to the Executive Director for CFC. The incumbent assists the Executive Director in the overall administration of the department, including developing and implementing objectives, goals, policies and procedures for the department.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Agency/Department Head.

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)

- Assist the Executive Director in directing the operations of the department in the delivery of a variety of health and social services programs; ensure program compliance to federal and state regulations; establishing policies, goals, and objectives for the department.
- Confer with and coordinate the activities of the department's Deputy Directors.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise the Executive Director and/or Commission on findings and methods of effective solution.
- Under the direction of the Executive Director, prepare or supervise the preparation of the budget; review and analyze the budget of various programs or sections; review and make recommendations on expenditure requests and budget variances; ensure compliance with local, state, and federal laws, rules, and regulations.
- Plan the activities of operations, including organizational design, assignment of responsibility and accountability; establish new or revise current operating policies and determine future needs of the department in terms of personnel, facilities, and other resources.
- Evaluate department operations to ensure programmatic efficiency and proper condition of physical facilities, equipment and other resources.
- Review regulations and mandates received from State and Federal agencies; assign responsibility to subordinate staff to implement or carry out these directives; identify unfunded costs associated with such directives to facilitate pursuit of such funding with the appropriate State or Federal Agency.
- Represent the department at public meetings and hearings, interprets programs and policies to the media, and serves a liaison with other jurisdictions.
- Under the direction of the Executive Director and/or Commission, direct budgetary, organizational, legislative, employee relations, and other administrative functions of the department.
- Assess the proper morale and discipline of employees. Review public complaints pertaining to activities of employees or of the department; direct investigations and evaluate major complaints involving the department; confers with the Director on recommendations for corrective action or discipline.
- Promote public relations for the department by directing programs to gain community support.
- Provide administrative and technical direction to subordinate managers and supervisors regarding day-to-day operations, including personnel matters, development of performance indicators, evaluation of staff performance involving casework; and provide feedback to staff and asserts corrective actions.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with major course work in public or business administration, child development, social science, urban studies or other field related to the assignment (A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.).

Experience: Four years of managerial or supervisory experience in program management, planning, or operations, preferably for children through age five and their families.

Knowledge of: Principles of personnel administration, supervision, and employee development; principles of budget preparation and fiscal management; principles of program management; program planning and evaluation techniques; revenue sources and requirements; equipment, materials, and methods used in program operations and maintenance.

Ability to: Plan, coordinate, and supervise the work of others; analyze administrative, fiscal, and personnel problems, evaluate alternatives and devise workable solutions; identify and resolve departmental operational problems; coordinate the utilization of personnel, equipment, and other resources within the division; interpret and apply federal, state and county laws, regulations and policies of program operations and maintenance; prepare budget requests and costs and materials estimates; develop and prepare concise and logical oral and written reports; establish and maintain effective working relationships.

OTHER REQUIREMENTS:

License: Possession of, or ability to obtain, an appropriate valid California 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.