

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



ITEM: 3.23
(ID # 21557)

MEETING DATE:
Tuesday, April 18, 2023

FROM : HUMAN RESOURCES AND DPSS :

SUBJECT: HUMAN RESOURCES-DPSS: Classification & Compensation Recommendation to adjust the salaries of the DPSS Facilities Project Planner and the Facilities Planning Supervisor and amend Ordinance No. 440 pursuant to Resolution No. 440-9360 submitted herewith, All Districts. [Total cost \$14,939, with an ongoing cost of \$12,501 DPSS: Federal – 54%, State – 19%, Realignment – 21%, NCC – 6%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of the DPSS Facilities Project Planner and the Facilities Planning Supervisor classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9360.

ACTION:Policy


Michael Bowers, Assistant HR Director 3/29/2023

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., DPSS

Kimberly A. Rector
Clerk of the Board

By: 
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	\$2,439	\$12,501	\$14,939	\$12,501
NET COUNTY COST	\$147	\$751	\$897	\$751
SOURCE OF FUNDS: DPSS: Federal - 54%, State - 19%, Realignment - 21%, NCC - 6%			Budget Adjustment: No	
			For Fiscal Year: 22-23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

DPSS has requested Human Resources Classification & Compensation to perform a market study of the DPSS Facilities Project Planner classification. The resulting study found the classification to be under market at the minimum rate by 5.8% and under market at the maximum rate by 16.69%. We recommend adjusting the salary rate to be at market.

While performing the market study, it was found that the proposed rate for this classification was the same at the maximum as the position they report into, the Facilities Planning Supervisor. To avoid compaction, we recommend the supervisor be 5.5% above the planner at both the minimum and maximum of the range.

Salary Adjustments:

DPSS Facilities Project Planner: It is recommended to adjust the salary plan/grade SEU 387 (\$68,203 - \$82,170) to salary plan/grade SEU 441 (\$72,405 - \$98,627). There are currently 7 incumbents in this classification.

Facilities Planning Supervisor: It is recommended to adjust the salary plan/grade SEUS 519 (\$67,246 - \$98,627) to salary plan/grade SEUS 654 (\$76,387 - \$104,052). There are currently 2 incumbents in this classification.

Additional Fiscal Information

Incumbents below the new minimum will receive a pay rate increase necessary to raise them to the new minimum rate.

The cost of this adjustment for the current fiscal year is \$2,439 and the cost for fiscal year 23-24 is \$12,501. This includes the cost of the benefits roll-up. All incumbents will maintain current anniversary dates with these adjustments.

Impact on Residents and Businesses

The recommended adjustment to these classifications will allow DPSS to offer competitive rates to incumbents.

Attachments:

- Resolution No. 440-9360
- DPSS Facilities Project Planner Market Survey

1 RESOLUTION NO. 440-9360

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 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>
9	74904	DPSS Facilities Project Planner	SEU 387	SEU 441
10	76614	Facilities Planning Supervisor	SEUS 519	SEUS 654

11 ROLL CALL:

12
13 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
14 Nays: None
15 Absent: None

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

18 KIMBERLY A. RECTOR, Clerk of said Board

19 By:  Deputy

20
21 04.18.2023 3.23

External Market Survey Data

Classification Name: DPSS Facilities Project Planner

Riv Co Class Code: 74904

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	No Comparable Classification					\$0.00		\$0.00		
Orange County	No Comparable Classification					\$0.00		\$0.00		
San Bernardino County	No Comparable Classification					\$0.00		\$0.00		
San Diego County	Facilities Analyst	5911	\$77,584	\$94,307	21.55%	\$85,945.60		\$41.32		
Ventura County	No Comparable Classification					\$0.00		\$0.00		
RUHS	RUHS Facilities Project Planner	74906	\$72,405	\$98,627	36.22%	\$0.00		\$0.00		\$0.00
	County Mean:		\$72,405	\$98,627	36.22%	\$85,516.08				
	County Median:		\$72,405	\$98,627	36.22%	\$85,516.08				
Riverside County	<u>DPSS Facilities Project Planner</u>	74904	\$68,203	\$82,170	20.48%	\$75,186.91				
	<u>Facilities Planning Supervisor</u>	76614	\$67,246	\$98,627	46.67%	\$82,936.67				
	Dollar difference from Mean:		-\$4,201	-\$16,457						
	Percentage difference from mean:		-5.80%	-16.69%						
	Dollar difference from median:		-\$4,201	-\$16,457						
	Percentage difference from median:		-5.80%	-16.69%						

Notes: The Facilities Planning Supervisor's salary range is 5.5% above the proposed range of the DPSS Facilities Project Planner. The proposed range for the Supervisor is \$76,387.06 - \$104,051.86

Run Date:

Date Prepared/Revised: BQ