

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



ITEM: 3.17
(ID # 21782)

MEETING DATE:
Tuesday, May 09, 2023

FROM : HUMAN RESOURCES:

SUBJECT: SUBJECT: HUMAN RESOURCES & ASSESSOR-CLERK-RECORDER:
Classification and Compensation recommendation to adjust the salaries of the Assessor-Clerk-Recorder (ACR) Technician job classification series (Trainee/I/II/III); and amend Ordinance No. 440 Pursuant to Resolution No. 440-9366, All Districts. [Total Cost \$562,567, with an ongoing cost of \$503,131, 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the ACR Technician job classification series (Trainee/I/II/III).
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9366.

ACTION:Policy

Michael Bowers
Michael Bowers, Assistant HR Director

4/25/2023

Kan Wang
Kan Wang, Assistant Assesor-County-Clerk Recorder

4/25/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, 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: May 9, 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	\$59,436	\$503,131	\$562,567	\$503,131
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budgets			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 and Comp) Division received a request from ACR to conduct a market review of the ACR Technician job classification series (Trainee/I/II/III) to ensure these classes are market-competitive with the surrounding counties. A market review was conducted using the standard five county market (Los Angeles, San Bernardino, San Diego, Ventura, and Orange County) and revealed that these classifications are below the market mean at both the minimum and maximum salaries. The ACR Technician Trainee is approximately -5.18% below the market mean at the minimum and -0.83% below at the maximum; the ACR Technician I is approximately -18.81% below the market mean at the minimum and -6.41% below at the maximum; the ACR Technician II is approximately -12.64% below the market mean at the minimum and -1.08% below at the maximum; and the ACR Technician III is approximately -8.57% below the market mean at the minimum (**Attachments 2-5**). It is recommended to adjust the ACR Technician class series salary according to the market, which will also ensure proper career/salary growth between classifications.

Salary Adjustments:

With the implementation of the proposed adjustments, cost will be incurred to bring incumbents below the new minimum salary up to the new minimum salary. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

Assessor-Clerk-Recorder Technician Trainee: It is recommended to adjust the salary plan/grade LIU 121 (\$34,230 -\$47,135/year) to salary plan/grade LIU 182 (\$36,098 - \$47,528/year). The cost to grant these adjustments is approximately \$1,046 in salaries and benefits for FY 22/23.

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Assessor-Clerk-Recorder Technician I: It is recommended to adjust the salary plan/grade LIU 209 (\$36,908 - \$54,961/year) to salary plan/grade LIU 401 (\$44,732 - \$58,724/year). The cost to grant these adjustments is approximately \$26,600 in salaries and benefits for FY 22/23.

Assessor-Clerk-Recorder Technician II: It is recommended to adjust the salary plan/grade LIU 330 (\$41,457 - \$61,706/year) to salary plan/grade LIU 476 (\$47,456 - \$62,378/year). The cost to grant these adjustments is approximately \$29,352 in salaries and benefits for FY 22/23.

Assessor-Clerk-Recorder Technician III: It is recommended to adjust the salary plan/grade LIU 443 (\$46,152 - \$68,713/year) to salary plan/grade LIU 549 (\$50,476 - \$68,713/year). The cost to grant these adjustments is approximately \$2,438 in salaries and benefits for FY 22/23.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the job classifications above 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 current fiscal year cost to grant all existing incumbents below the current minimum base salary to the new, proposed minimum base salary is approximately \$59,436 which includes benefits.

The ACR is the only department that utilizes the ACR Technician series job classifications and they have approved the recommended salary adjustments and any associated salary increases, which will be absorbed through their budget. A budget adjustment is not required.

ATTACHMENTS

1. Resolution No. 440-9366
2. ACR Technician Trainee External Market Review
3. ACR Technician I External Market Review
4. ACR Technician II External Market Review
5. ACR Technician III External Market Review


Alonzo Barrera, Principal Management Analyst 4/27/2023

RESOLUTION NO. 440-9366

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on May 9, 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>
15306	Assessor-Clerk-Recorder Technician Trainee	LIU 121	LIU 182
15307	Assessor-Clerk-Recorder Technician I	LIU 209	LIU 401
15308	Assessor-Clerk-Recorder Technician II	LIU 330	LIU 476
15309	Assessor-Clerk-Recorder Technician III	LIU 443	LIU 549

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

05.09.2023 3.17

External Market Survey Data

ACR TECHNICIAN TRAINEE

Union Code

UP6

Riv Co Class Code: 15306

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	<u>No Comparable Class</u>						
Orange County	<u>Assessment Technician Trainee</u>	0598GE	\$38,210	\$50,648	32.55%	\$44,428.80	
San Bernardino County	<u>Records Technician Trainee</u>	18056	\$33,987	\$44,408	30.66%	\$39,197.60	
San Diego County	<u>No Comparable Class</u>						
Ventura County	<u>No Comparable Class</u>						
	County Mean:		\$36,098	\$47,528	31.66%	\$41,813.20	
	County Median:		\$36,098	\$47,528	31.66%	\$41,813.20	
Riverside County	<u>ACR TECHNICIAN TRAINEE</u>	15306	\$34,230	\$47,135	37.70%	40682.21	
	Dollar difference from Mean:		-\$1,869	-\$393			
	Percentage difference from mean:		-5.18%	-0.83%			
	Dollar difference from median:		-\$1,869	-\$393			
	Percentage difference from median:		-5.18%	-0.83%			

Notes: COR max salary as of 5.4.23

Run Date:

Date Prepared/Revised: 1/9/2023

By: TCarlos

External Market Survey Data

ACR TECHNICIAN I

Union Code

UP6

Riv Co Class Code: 15307

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	Ownership Clerk I	1359	\$39,859	\$55,057	38.13%	\$47,457.96
Orange County	No Comparable Class					
San Bernardino County	No Comparable Class					
San Diego County	Recordable Document Specialist I	2917	\$48,173	\$59,238	22.97%	\$53,705.60
Ventura County	Assessor's Technician I	973	\$48,341	\$61,876	28.00%	\$55,108.49
	County Mean:		\$45,457	\$58,724	29.18%	\$52,090.68
	County Median:		\$48,173	\$59,238	22.97%	\$53,705.60
Riverside County	<u>ACR TECHNICIAN I</u>	15307	\$36,908	\$54,961	48.92%	45934.705
	Dollar difference from Mean:		-\$8,550	-\$3,762		
	Percentage difference from mean:		-18.81%	-6.41%		
	Dollar difference from median:		-\$11,265	-\$4,277		
	Percentage difference from median:		-23.38%	-7.22%		

Notes: COR max salary as of 5.4.23

Run Date:

Date Prepared/Revised: 1/9/2023

By: TCarlos

External Market Survey Data

ACR TECHNICIAN II

Union Code

UP6

Riv Co Class Code: 15308

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	<u>Ownership Clerk II</u>	1360	\$44,359	\$61,370	38.35%	\$52,864.44
Orange County	<u>Assessment Technician II</u>	0599GE	\$44,138	\$59,155	34.02%	\$51,646.40
San Bernardino County	<u>Records Technician</u>	18057	\$39,541	\$54,413	37.61%	\$46,976.80
San Diego County	<u>Recordable Documents Specialist II</u>	2918	\$55,453	\$68,099	22.81%	\$61,776.00
Ventura County	<u>Assessor's Technician II</u>	974	\$53,789	\$68,850	28.00%	\$61,319.86
	County Mean:		\$47,456	\$62,377.54	31.44%	\$54,916.70
	County Median:		\$44,359	\$61,370	38.35%	\$52,864.44
Riverside County	<u>ACR TECHNICIAN II</u>	15308	\$41,457	\$61,706	48.85%	51581.475
	Dollar difference from Mean:		-\$5,999	-\$671		
	Percentage difference from mean:		-12.64%	-1.08%		
	Dollar difference from median:		-\$2,902	\$336		
	Percentage difference from median:		-6.54%	0.55%		

Notes: COR max salary as of 5.4.23

Run Date:

Date Prepared/Revised: 1/9/2023

By: TCarlos

External Market Survey Data

ACR TECHNICIAN III

Union Code

UP6

Riv Co Class Code: 15309

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	<u>Ownership Services Specialist</u>	1361	\$49,399	\$68,395	38.45%	\$58,896.72
Orange County	<u>Assessment Technician III</u>	0600GE	\$50,648	\$67,642	33.55%	\$59,144.80
San Bernardino County	<u>Senior Records Technician</u>	18058	\$43,285	\$59,467	37.39%	\$51,376.00
San Diego County						\$0.00
Ventura County	<u>Assessor's Technician III</u>	975	\$58,574	\$74,975	28.00%	\$66,774.24
	County Mean:		\$50,476	\$67,620	33.96%	\$59,047.94
	County Median:		\$50,023	\$68,018	35.97%	\$59,020.76
Riverside County	<u>ACR TECHNICIAN III</u>	15309	\$46,152	\$68,713	48.88%	57432.79
	Dollar difference from Mean:		-\$4,324	\$1,094		
	Percentage difference from mean:		-8.57%	1.62%		
	Dollar difference from median:		-\$3,871	\$695		
	Percentage difference from median:		-7.74%	1.02%		

Notes: COR max salary as of 5.4.23

Run Date:

Date Prepared/Revised: 1/9/2023

By: TCarlos