

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



ITEM: 3.17
(ID # 22021)

MEETING DATE:
Tuesday, June 06, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & SHERIFF: Classification and Compensation recommendation to adjust the salaries of the Coroner Technician job classification series (Coroner/Senior Coroner); and amend Ordinance No. 440 Pursuant to Resolution No. 440-9371, All Districts. [Total Cost \$47,092, with an ongoing cost of \$45,229, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the Coroner Technician job classification series.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9371.

ACTION:Policy

Michael Bowers
Michael Bowers, Assistant HR Director

5/22/2023

Donald Sharp
Donald Sharp, Undersheriff

5/22/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Perez, and Gutierrez
Nays: None
Absent: Spiegel
Date: June 6, 2023
xc: HR, Sheriff

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

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$1,864	\$45,229	\$47,092	\$45,229
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside County Sheriff's Department is to serve the public by suppressing and preventing crime through the reduction of criminal recidivism. The Department employs over 3,700 dedicated men and women who provide core services throughout the County in the areas of first response, police services, search and rescue, emergency response, mutual aid coordination, enforcement of criminal law, corrections, court services, joint task forces, and coroner. The Coroner's Bureau investigates and reports on all violent, sudden or unusual deaths of persons within the County as established by California law.

The Human Resources Classification and Compensation (Class and Comp) Division received a request from the Sheriff's department to conduct a market review of the *Coroner Technician* job classification series due to concerns that the salaries are below market. A market review was conducted using the standard five county market (Los Angeles, San Bernardino, San Diego, Ventura, and Orange County) and revealed that the *Coroner Technician* classification is below market at both the minimum base salary by approximately 17.51% and maximum base salary by approximately 4.08% (**Attachment 2**). A market review on the *Senior Coroner Technician* job classification was also conducted but yielded no results. As such, it is recommended to adjust the *Coroner Technician* salary according to the market and adjust the *Senior Coroner Technician* based on the historic salary spread between the *Senior Coroner Technician* and *Coroner Technician*, which is 8.34% at the minimum base salary and 8.38% at the maximum base salary (see Figure 1).

Figure 1

Job Classification	Current Salary		Proposed Salary	
Senior Coroner Technician	\$48,852	\$72,739	\$59,219	\$75,833
(% difference)	8.34%	8.38%	8.34%	8.38%
Coroner Technician	\$45,090	\$67,116	\$54,661	\$69,969

Adjusting the salaries of the *Coroner Technician* class series to market and maintaining the existing salary spread between the levels will ensure these classes are market-competitive with the surrounding counties and maintain proper career/salary growth.

Salary Adjustments:

With the implementation of the proposed adjustments, cost will be incurred to bring incumbents below the new minimum of the salary range up to the new minimum of the salary range. All

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employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

Coroner Technician: It is recommended to adjust the salary plan/grade LIU 396 (\$45,090 - \$67,116/year) to salary plan/grade LIU 640 (\$54,661 - \$69,969/year). The cost to grant these adjustments is approximately \$1,864 in salaries and benefits for FY 22/23.

Senior Coroner Technician: It is recommended to adjust the salary plan/grade LIU 462 (\$48,852 - \$72,739/year) to salary plan/grade LIU 730 (\$59,219 - \$75,833/year). There are currently no incumbents below the new minimum of the salary range. There will be no immediate cost to adjust the salary range.

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 of the salary range to the new proposed minimum of the salary range is approximately \$1,864 which includes benefits.

The Sheriff's department is the only department that utilizes the *Coroner Technician* job class series. The Department has 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. 440-9371
2. Coroner Technician External Market Review


Alonzo Barrera, Principal Management Analyst 5/31/2023

RESOLUTION NO. 440-9371

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 6, 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:

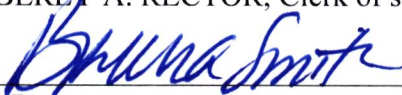
Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
37498	Coroner Technician	LIU 410	LIU 640
37499	Senior Coroner Technician	LIU 516	LIU 730

ROLL CALL:

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

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

06.06.2023 3.17

External Market Survey Data

CORONER TECHNICIAN

Union Code

UP4

Riv C

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Sp
Los Angeles County	<u>Forensic Technician II</u>	4888	\$64,629	\$78,136	
Orange County	<u>Coroner Technician</u>	3926GE	\$55,411	\$74,214	
San Bernardino County	<u>Autopsy Assistant</u>	5129	\$46,883	\$64,376	
San Diego County	<u>Forensic Autopsy Specialist</u>	4820	\$56,597	\$69,576	
Ventura County	<u>Forensic Pathology Technician</u>	1781	\$49,783	\$63,543	
HASC			\$0	\$0	

County Mean: \$54,661 \$69,969
 County Median: \$55,411 \$69,576

Riverside County CORONER TECHNICIAN 37498 \$45,090 \$67,116

Dollar difference from Mean: **-\$9,571** **-\$2,853**
 Percentage difference from mean: **-17.51%** **-4.08%**

Dollar difference from median: **-\$10,322** **-\$2,460**
 Percentage difference from median: **-18.63%** **-3.54%**

Notes: LA: Forensic Attendant transports bodies, Forensic Tech assists in autopsies and may transport bodies
 SD: Forensic Autopsy Specialist assists w/ autopsies
COR max salary as of 5/4/2023

Run Date:

Date Prepared/Revised: 3/22/2023