

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



ITEM: 3.18  
(ID # 22111)

**MEETING DATE:**  
Tuesday, June 06, 2023

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES & RUHS - MC: Classification & Compensation Recommendation to adjust the salary of the Messenger classification and amend Ordinance No. 440 pursuant to Resolution No. 440-9373 submitted herewith, All Districts. [Total Cost \$4.64, with an ongoing cost of \$40.16, 100% Department Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Messenger classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9373.

**ACTION:**Policy

*Michael Bowers*

Michael Bowers, Assistant HR Director

5/24/2023

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**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, RUHS-MC

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$4.64	\$40.16	\$44.80	\$40.16
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 100% Department Funds</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	<b>23/24</b>

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Messenger is an entry level classification and reports to an appropriate supervisory or management level position. Incumbents are responsible for performing routine collection and delivery tasks associated with their departmental assignment. Messengers are given clearly defined instructions and assist with the collection, sorting and delivery of a variety of items, which may include but are not limited to lab items, independent mail, and pharmaceuticals.

Recently the Riverside University Health System - Medical Center presented Class & Comp with the request to investigate the market of the Messenger classification as concerns have been brought up regarding retention of current incumbents. The survey indicated that the classification was under market, and RUHS - MC has requested that an adjustment be made to ensure the hospital's transportation of various lab items and pharmaceuticals does not disrupt their ability to provide high quality patient care.

**Salary Adjustments:**

Messenger: It is recommended to adjust the salary plan/grade LIU 114 (\$34,230 - \$43,333) to salary plan/grade LIU 242 (\$38,360 - \$47,378). There are currently 6 incumbents in this classification.

**Additional Financial Information**

Only a single incumbent needs to be brought up to the new minimum of the proposed range for a total cost of \$40.80.

**Impact on Residents and Businesses**

Approval of this recommendation will have no direct impact to residents or businesses.

**Attachments:**

Attachment A - Messenger Market Survey

Attachment B - Messenger 440 - 9373

  
 Alonzo Barrera, Principal Management Analyst 5/31/2023

RESOLUTION NO. 440-9373

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:

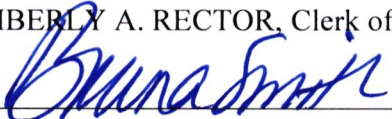
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
13431	Messenger	LIU 114	LIU 242

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

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# External Market Survey Data

Classification Name: Messenger

Riv Co Class Code: 13431

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County						\$0.00	\$0.00			
Orange County						\$0.00	\$0.00			
San Bernardino County						\$0.00	\$0.00			
San Diego County						\$0.00	\$0.00			
Ventura County						\$0.00	\$0.00			
HASC	Driver/Courier	1304	\$38,360	\$47,378	23.51%	\$42,868.80	\$20.61		\$42,868.80	\$20.61
	County Mean:		\$38,360	\$47,378	23.51%	\$42,868.80				
	County Median:		\$38,360	\$47,378	23.51%	\$42,868.80				
Riverside County	Messenger	13431	\$34,230	\$42,276	23.51%	38252.76				
	Dollar difference from Mean:		-\$4,131	-\$5,102						
	Percentage difference from mean:		-10.77%	-10.77%						
	Dollar difference from median:		-\$4,131	-\$5,102						
	Percentage difference from median:		-10.77%	-10.77%						

PICs:

Notes: Provides transportation services for patients, employees, mail, specimens, supplies, packages, etc. as directed.

Run Date:

Date Prepared/Revised: