

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



ITEM: 3.59
(ID # 22039)

MEETING DATE:
Tuesday, June 27, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salaries of various Human Resources-related job classifications and establish a new Employee and Labor Relations Officer classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9372, All District. [Fiscal Year 23/24 Cost – \$896,203, Ongoing Cost - \$896,203, Source of Funds – Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the various Human Resources-related job classifications.
2. Approve the creation of the Employee and Labor Relations Officer classification.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9372.

ACTION:Policy



Michael Bowers, Assistant HR Director 6/19/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, 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: June 27, 2023
xc: H.R.

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	\$896,203	\$896,203	\$1,792,406	\$896,203
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resources (HR) Department is responsible for supporting the life cycle of the employee. From interviewing, hiring, and on-boarding, to negotiating union contracts, planning retirements, or investigating issues in the work environment, staff members give assurance to management and the public that the County is in full compliance with federal, state, and local laws and regulations. HR also reviews overall compensation through market research and analysis. Furthermore, HR strives to create an employee growth mindset by promoting professional development and offering numerous educational opportunities for employees at all levels.

Since 2020, the County has faced difficulty in attracting and retaining valued staff; a challenge which HR has experienced first-hand in working with other Departments, as well as within HR. The last market correction to HR job classes occurred over 15 years ago in 2007, whereby HR job classes received an across the board increase of 2.7%. HR examined the five-county market and discovered that the HR job classes were severely below market. The deficiencies were so substantial that HR entered into an agreement with HR Dynamics and Performance Management, Inc. (HRDPM) to provide an independent market review of the surrounding five counties to validate HR's findings. HRDPM determined that the identified job classes are below market by an average of 28.6% at the minimum base salary and 20.9% at the maximum base salary. By adjusting these HR classes to market, HR will be better positioned to experience less turnover and more capable of attracting and retaining talented staff.

Furthermore, current department demands have identified a need for an expert-level job classification to specialize in activities within the employee/labor relations field. As such, the *Employee and Labor Relations Officer* classification is being requested to represent the County in administering provisions of County labor agreements and providing consultation on the most complex and challenging employee relations issues. Due to limited market data, an internal review of current County/HR job classifications were reviewed to establish the *Employee and Labor Relations Officer* salary. Based upon similar size, scope, and responsibility, the *Human Resources Business Partner* job classification was used as a benchmark to determine the *Employee and Labor Relations Officer's* salary.

Salary Adjustments:

The following recommended salary adjustments are based upon market data provided by HRDPM and at any point where a salary adjustment to market upsets internal parity and

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progression, the proposed salary adjustment is reduced (**Attachment 2 - 7**). Furthermore, with the implementation of the proposed salary adjustments, cost will be incurred to bring incumbents below the new minimum up to the new minimum. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

Human Resources Technician I: It is recommended to adjust the salary plan/grade MCO 162 (\$35,403 - \$50,408/year) to salary plan/grade MCO 231 (\$41,737 - \$58,272/year). The salary adjustment maintains the original salary spread between the HR Technician I and HR Technician II job class. The cost to grant these adjustments is approximately \$6,274 in salaries and benefits for FY 23/24.

Human Resources Technician II: It is recommended to adjust the salary plan/grade MCO 223 (\$41,382 - \$58,939/year) to salary plan/grade MCO 315 (\$48,787 - \$68,132/year). The cost to grant these adjustments is approximately \$73,641 in salaries and benefits for FY 23/24.

Human Resources Analyst I: It is recommended to adjust the salary plan/grade MCO 259 (\$44,304 - \$63,183/year) to salary plan/grade MCO 407 (\$55,942 - \$77,328/year). The salary adjustment maintains the original salary spread between the HR Analyst I and HR Analyst III job class. The cost to grant these adjustments is approximately \$58,974 in salaries and benefits for FY 23/24.

Human Resources Analyst II: It is recommended to adjust the salary plan/grade MCO 394 (\$54,879 - \$78,353/year) to salary plan/grade MCO 545 (\$69,295 - \$95,894/year). The salary adjustment maintains the original salary spread between the HR Analyst II and HR Analyst III job class. The cost to grant these adjustments is approximately \$245,919 in salaries and benefits for FY 23/24.

Human Resources Analyst III: It is recommended to adjust the salary plan/grade MCO 482 (\$64,585 - \$92,277/year) to salary plan/grade MCO 643 (\$81,533 - \$112,934/year). The cost to grant these adjustments is approximately \$213,559 in salaries and benefits for FY 23/24.

Senior Human Resources Analyst: It is recommended to adjust the salary plan/grade MCO 574 (\$73,281 - \$104,752/year) to salary plan/grade MCO 703 (\$99,305 - \$137,225/year). The cost to grant these adjustments is approximately \$211,991 in salaries and benefits for FY 23/24.

Associate Human Resources Business Partner: It is recommended to adjust the salary plan/grade MCO 574 (\$73,281 - \$104,752/year) to salary plan/grade MCO 703 (\$99,305 - \$137,225/year). The salary adjustment ensures parity with the Senior Human Resources Analyst job classification. The cost to grant these adjustments is approximately \$21,488 in salaries and benefits for FY 23/24.

Principal Human Resources Analyst: It is recommended to adjust the salary plan/grade MRP 286 (\$78,051 - \$120,774/year) to salary plan/grade MRP 520 (\$100,315 - \$141,763/year). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are

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below the new, proposed minimum base salary.

Principal Loss Control Analyst: It is recommended to adjust the salary plan/grade MRP 286 (\$78,051 - \$120,774/year) to salary plan/grade MRP 520 (\$100,315 - \$141,763/year). The salary adjustment ensures parity with the Principal Human Resources Analyst job classification. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Principal Risk Management Analyst: It is recommended to adjust the salary plan/grade MRP 286 (\$78,051 - \$120,774/year) to salary plan/grade MRP 520 (\$100,315 - \$141,763/year). The salary adjustment ensures parity with the Principal Human Resources Analyst job classification. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Principal Safety Analyst: It is recommended to adjust the salary plan/grade MRP 286 (\$78,051 - \$120,774/year) to salary plan/grade MRP 520 (\$100,315 - \$141,763/year). The salary adjustment ensures parity with the Principal Human Resources Analyst job classification. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Human Resources Business Partner: It is recommended to adjust the salary plan/grade MRP 345 (\$83,589 - \$129,382/year) to salary plan/grade MRP 637 (\$116,271 - \$162,972/year). The salary adjustment ensures parity with the Human Resources Services Manager market. The cost to grant these adjustments is approximately \$52,753 in salaries and benefits for FY 23/24.

Employee Services Administrator: It is recommended to adjust the salary plan/grade MRP 345 (\$83,589 - \$129,382/year) to salary plan/grade MRP 637 (\$116,271 - \$162,972/year). The salary adjustment ensures parity with the Human Resources Services Manager market. The cost to grant these adjustments is approximately \$5,649 in salaries and benefits for FY 23/24.

Human Resources Division Manager: It is recommended to adjust the salary plan/grade MRP 502 (\$97,915 - \$151,617/year) to salary plan/grade MRP 650 (\$121,748 - \$169,700/year). The cost to grant these adjustments is approximately \$5,955 in salaries and benefits for FY 23/24.

Senior Human Resources Business Partner: It is recommended to adjust the salary plan/grade MRP 502 (\$97,915 - \$151,617/year) to salary plan/grade MRP 650 (\$121,748 - \$169,700/year). The salary adjustment ensures parity with the Human Resources Division Manager job classification. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Managing Psychologist - Law Enforcement & Assessment: It is recommended to adjust the salary plan/grade MRP 502 (\$97,915 - \$151,617/year) to salary plan/grade MRP 650 (\$121,748 - \$169,700/year). The salary adjustment ensures parity with the Human Resources Division Manager job classification. There are no upfront costs to this salary adjustment as there are

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currently 0 incumbents that are below the new, proposed minimum base salary.

Classification Addition:

Employee and Labor Relations Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 637 (\$116,271 - \$162,972/year). The new class specification is attached (**Attachment 8**).

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the various HR-related 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. Additionally, the approval of the proposed *Employee and Labor Relations Officer* classification will result in a more specialized effort of roles to oversee the growing and complex Employee/Labor Relations field.

Additional Fiscal Information

The total fiscal year 23/24 cost to bring all incumbents below the new minimum up to the new minimum approximately \$896,203, which includes benefits.

The creation of an *Employee and Labor Relations Officer* will have no immediate upfront costs to the Department. HR will add this position(s) to their budget via a Classification Transaction Request at a later date. However, the cost to add one *Employee and Labor Relations Officer* is approximately \$236,309 for FY 23/24, which includes salary and benefits.

The department has approved the recommended salary adjustments and any associated salary increases will be absorbed through their respective budget. A budget adjustment is not required.

ATTACHMENTS

1. Resolution No. 440-9372
2. HRDPM Market Review - Human Resources Technician II
3. HRDPM Market Review - Human Resources Analyst III
4. HRDPM Market Review - Senior Human Resources Analyst
5. HRDPM Market Review - Principal Human Resources Analyst
6. HRDPM Market Review - Human Resources Services Manager
7. HRDPM Market Review - Human Resources Division Manager
8. Employee and Labor Relations Officer Job Description

 
Alonzo Barrera, Principal Management Analyst 6/20/2023 Dave Rogers, Chief Administrative Officer 6/22/2023

RESOLUTION NO. 440-9372

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 27, 2023, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74677	+	Employee and Labor Relations Officer	MRP 637

BE IT FURTHER RESOLVED 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>
74761	Associate Human Resources Business Partner	MCO 574	MCO 703
15945	Employee Services Administrator	MRP 345	MRP 637
74470	Human Resources Analyst I	MCO 259	MCO 407
74771	Human Resources Analyst II	MCO 394	MCO 545
74772	Human Resources Analyst III	MCO 482	MCO 643
74762	Human Resources Business Partner	MRP 345	MRP 637
74776	Human Resources Division Manager	MRP 502	MRP 650
13611	Human Resources Technician I	MCO 162	MCO 231
13612	Human Resources Technician II	MCO 223	MCO 315
74669	Managing Psychologist - Law Enforcement and Assessment	MRP 502	MRP 650

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
74768	Principal Human Resources Analyst	MRP 286	MRP 520
74795	Principal Loss Control Analyst	MRP 286	MRP 520
74796	Principal Risk Management Analyst	MRP 286	MRP 520
74687	Principal Safety Analyst	MRP 286	MRP 520
74774	Senior Human Resources Analyst	MCO 574	MCO 703
74763	Senior Human Resources Business Partner	MRP 502	MRP 650

ROLL CALL:

Ayes: Jeffries, Washington, Spiegel, 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

06.27.2023 3.59

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2

External Market Survey Data

Classification Name: Human Resources Technician II

Riv Co Class Code: 13612

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Personnel Assistant	1890	\$50,254	\$67,719	34.75%	\$58,987	\$28.36	
Orange County	Staff Assistant	8542GE	\$49,546	\$66,414	34.05%	\$57,980	\$27.88	
San Bernardino County	Human Resources Technician (Spec in Progress)	16092	\$41,746	\$57,658	38.12%	\$49,702	\$23.90	
San Diego County	Human Resources Assistant	2440	\$39,042	\$60,174	54.13%	\$49,608	\$23.85	
Ventura County	Personnel Assistant	1314	\$63,348	\$88,695	40.01%	\$76,021	\$36.55	
	County Mean:		\$48,787	\$68,132	40.21%	\$58,460		
	County Median:		\$49,546	\$66,414	38.12%	\$57,980		
Riverside County	Human Resources Technician II	13612	\$41,382	\$58,939	42.43%	\$50,161		
	Dollar difference from Mean:		-\$7,405	-\$9,193				
	Percentage difference from mean:		-17.89%	-15.60%				
	Dollar difference from median:		-\$8,163	-\$7,476				
	Percentage difference from median:		-19.73%	-12.68%				

PICs:

Notes: The County of San Bernardino's rate has been adjusted to reflect the current amount.

Run Date:

Date Prepared/Revised: 5/17/2023

Attachment 3

External Market Survey Data

Classification Name: Human Resources Analyst III

Riv Co Class Code: 74772

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Human Resources Analyst III	1912	\$91,488	\$123,288	34.76%	\$107,388	\$51.63	
Orange County	Human Resources Analyst	8234MA	\$84,595	\$117,166	38.50%	\$100,881	\$48.50	
San Bernardino County	Human Resources Analyst I	16095	\$74,318	\$103,750	39.60%	\$89,034	\$42.80	
San Diego County	Human Resources Analyst	2435	\$70,741	\$99,320	40.40%	\$85,030	\$40.88	
Ventura County	Personnel Analyst II	432	\$86,525	\$121,147	40.01%	\$103,836	\$49.92	
	County Mean:		\$81,533	\$112,934	38.66%	\$97,234		
	County Median:		\$84,595	\$117,166	39.60%	\$100,881		
Riverside County	Human Resources Analyst III	74772	\$64,585	\$92,277	42.88%	\$78,431		
	Dollar difference from Mean:		-\$16,949	-\$20,657				
	Percentage difference from mean:		-26.24%	-22.39%				
	Dollar difference from median:		-\$20,010	-\$24,889				
	Percentage difference from median:		-30.98%	-26.97%				

PICs:

Notes: The County of Orange utilizes the Human Resources Analyst class as the journey level, which supervises 1 or less non-management employee and may assist with unit supervision and oversee contractors, temps, and volunteers; and may also train and/or review the work of others. County of San Bernardino's rate has been updated at the current amount.

Run Date:

Date Prepared/Revised: 5/17/2023

Attachment 4

External Market Survey Data

Classification Name: Senior Human Resources Analyst

Riv Co Class Code: 74774

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Human Resources Analyst IV	1913	\$107,652	\$145,068	34.76%	\$126,360	\$60.75	
Orange County	Human Resources Administrator	8235MA	\$93,059	\$128,898	38.51%	\$110,978	\$53.35	
San Bernardino County	Human Resources Analyst II	16098	\$89,814	\$125,549	39.79%	\$107,682	\$51.77	
San Diego County	No comparable classification	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ventura County	Personnel Analyst III	1674	\$106,695	\$149,387	40.01%	\$128,041	\$61.56	
	County Mean:		\$99,305	\$137,225	38.19%	\$118,265		
	County Median:		\$99,877	\$136,983	37.15%	\$118,669		
Riverside County	Senior Human Resources Analyst	74774	\$73,281	\$104,752	42.95%	\$89,016		
	Dollar difference from Mean:		-\$26,024	-\$32,474				
	Percentage difference from mean:		-35.51%	-31.00%				
	Dollar difference from median:		-\$26,596	-\$32,231				
	Percentage difference from median:		-36.29%	-30.77%				

PICs:

Notes: Riverside County's Senior Human Resources Analyst is characterized as the advanced journey level and typically serves in a lead capacity. The County of San Diego's Senior Human Resources Analyst was previously identified as match; however, this class is characterized as a first line supervisor, and has been matched to the County of Riverside's Principal Human Resources Analyst level instead. The County of Orange utilizes a Human Resources Administrator which has been determined to be a match as it is characterized as advanced journey level with supervisory or lead responsibility over non-management staff within a specialized HR unit. County of San Bernardino's rate has been updated at the current amount.

Run Date:

Date Prepared/Revised: 5/17/2023

Attachment 5

External Market Survey Data

Classification Name: Principal Human Resources Analyst

Riv Co Class Code: 74768

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Principal Analyst, Human Resources	1914	\$123,288	\$166,152	34.77%	\$144,720	\$69.58	
Orange County	Human Resources Manager	8236MA	\$102,357	\$141,773	38.51%	\$122,065	\$58.69	
San Bernardino County	Human Resources Analyst III	16100	\$98,155	\$136,822	39.39%	\$117,489	\$56.48	
San Diego County	Senior Human Resources Analyst	2436	\$77,459	\$122,304	57.90%	\$99,882	\$48.02	
Ventura County	No comparable classification	N/A	N/A	N/A	N/A	N/A	N/A	
	County Mean:		\$100,315	\$141,763	42.64%	\$121,039		
	County Median:		\$100,256	\$139,298	38.95%	\$119,777		
Riverside County	Principal Human Resources Analyst	74768	\$78,051	\$120,774	54.74%	\$99,413		
	Dollar difference from Mean:		-\$22,263	-\$20,989				
	Percentage difference from mean:		-28.52%	-17.38%				
	Dollar difference from median:		-\$22,205	-\$18,524				
	Percentage difference from median:		-28.45%	-15.34%				

PICs:

Notes: The County of Orange utilizes a Human Resources Manager level which is characterized as managing a unit supporting Countywide HR functions, or a human resources unit for a County department, and supervision of two or more professional level staff, which is found to be comparable to the County of Riverside's Principal Human Resources Analyst. The County of San Diego characterizes its Senior Human Resources Analyst as the first line supervisor performing the most difficult and complex work assigned to positions in the series. County of San Bernardino's rate has been updated at the current amount.

Run Date:

Date Prepared/Revised: 5/17/2023

Attachment 6

External Market Survey Data

Classification Name: Human Resources Services Manager

Riv Co Class Code: 74674

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Departmental Human Resources Manager III	1615	\$143,103	\$222,554	55.52%	\$182,828	\$87.90
Orange County	Human Resources Manager, Senior	8237MA	\$112,611	\$155,958	38.49%	\$134,285	\$64.56
San Bernardino County	Human Resources Manager	16109	\$107,869	\$150,467	39.49%	\$129,168	\$62.10
San Diego County	Human Resources Manager	2378	\$103,605	\$126,048	21.66%	\$114,826	\$55.21
Ventura County	Personnel Management Analyst	1673	\$114,166	\$159,833	40.00%	\$136,999	\$65.87
	County Mean:		\$116,271	\$162,972	39.03%	\$139,621	
	County Median:		\$112,611	\$155,958	39.49%	\$134,285	
Riverside County	<u>Human Resources Services Manager</u>	74674	\$83,589	\$129,382	54.78%	\$106,485	
	Dollar difference from Mean:		-\$32,682	-\$33,590			
	Percentage difference from mean:		-39.10%	-25.96%			
	Dollar difference from median:		-\$29,022	-\$26,576			
	Percentage difference from median:		-34.72%	-20.54%			

PICs:

Notes: The County of Riverside's class is characterized as managing a work unit to serve and advise a County department (size is not specified), and serves as a principal advisor to an assigned department or agency. The County of Orange utilizes a Human Resources Manager/Senior which is characterized as providing direct supervision to multiple management level employees and indirect supervision to additional non-management and employees, and for leading a full-service human resources unit for a complex "mega-sized" department or specialized Division of the HR Services Department. A lower level Human Resources Manager is also included in the class series. Since there is a dedicated and specialized HR class which serves as a good match, it was selected in lieu of the generic class previously identified. The County of Los Angeles utilizes a Departmental Human Resources Manager which replaces the prior match of Human Resources Manager. Los Angeles County's Human Resources Manager assists in the direction of a major division or directs the work of a smaller division (rather than a work unit, as defined in the County of Riverside's class spec). The Departmental Human Resources Manager III has been selected, and is the same rate as the Human Resources Manager. The Departmental Human Resources Manager III provides support to a large size County department. The County of San Bernardino's rate has been adjusted to reflect the current amount.

Run Date:

Date Prepared/Revised: 5/12/2023

Attachment 7

External Market Survey Data

Classification Name: Human Resources Division Manager

Riv Co Class Code: 74776

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Senior Human Resources Manager	1916	\$165,374	\$257,190	55.52%	\$211,282	\$101.58	
Orange County	Human Resources Assistant Deputy Director	8238MA	\$123,864	\$171,558	38.51%	\$147,711	\$71.01	
San Bernardino County	Human Resources Division Chief	16110	\$121,430	\$169,666	39.72%	\$145,548	\$69.98	
San Diego County	Human Resources Services Manager	962	\$117,770	\$235,269	99.77%	\$176,519	\$84.87	
Ventura County	Program Management Analyst	1642	\$121,748	\$170,464	40.01%	\$146,106	\$70.24	
	County Mean:		\$130,037	\$200,829	54.71%	\$165,433		
	County Median:		\$121,748	\$171,558	40.01%	\$147,711		
Riverside County	Human Resources Division Manager	74776	\$97,915	\$151,617	54.84%	\$124,766		
	Dollar difference from Mean:		-\$32,122	-\$49,213				
	Percentage difference from mean:		-32.81%	-32.46%				
	Dollar difference from median:		-\$23,833	-\$19,941				
	Percentage difference from median:		-24.34%	-13.15%				

PICs:

Notes:

The County of Orange utilizes a Human Resources Assistant Deputy Director which is characterized as managing one or more major Countywide human resources functions, reporting directly to the Deputy Director, and supervising one or more Senior Manager level direct reports over multiple departmental human resources units and functions. This class replaces the prior match of Administrative Manager III. County of San Bernardino's rate has been updated at the current amount.

Run Date:

Date Prepared/Revised: 5/17/2023

Attachment 8



EMPLOYEE AND LABOR RELATIONS OFFICER

Class Code:
74677

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: June 29, 2023
Revision Date: June 29, 2023

SALARY RANGE

\$55.90 - \$78.35 Hourly
\$9,689.23 - \$13,581.00 Monthly
\$116,270.78 - \$162,972.05 Annually

CLASS CONCEPT:

Under supervision, represents the County in administering provisions of County labor agreements; may act as the assistant manager for the Employee and Labor Relations team; and performs other related duties as required.

The Employee and Labor Relations Officer class reports to a Human Resources Division Manager and is characterized by the overall responsibility to serve as professional experts in various specialized activities within the employee/labor relations field, which includes developing and recommending the County's position during labor negotiations, as well as serving as a member of the management team during contract negotiations.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(C) 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)

- Counsel and advise managers and supervisors regarding issues governed by the collective bargaining agreements; interpret Memoranda of Understanding (MOU), Resolutions and County Ordinance provisions; evaluate and make recommendations on the total cost impact of wages, benefits, leaves and other programs to be proposed to employee organizations.
- Meet and confer with regulatory agents and County representatives to assess the nature of requests; recommend to department the appropriate response that ensures compliance with the

regulatory agency request and County policy; serve as a member of the County management team at the bargaining table during contract negotiations.

- Conduct research and studies in preparation for County negotiations; draft and revise proposal language for insertion in the Memorandum of Understanding; research and report on matters involving employee relations to County management, the Board of Supervisors, and other interested groups.

- Participate in developing the County's position on matters within the scope of bargaining.

- Monitor changes in the employee/labor relations field evaluating the impact on County activities and develop and recommend policy and procedural changes as necessary; may act as chief spokesperson on special re-opener issues and special sub-committees; act as Chief Negotiator as assigned by Human Resources Division Manager during contract negotiations; develop and recommend County's negotiating position as directed.

- Represent the County at administrative hearings as assigned by the Human Resources Division Manager.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in human resources management, behavioral or social sciences, industrial relations, organizational studies, public or business administration, or a closely related field. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

AND

Experience: Four years of professional, journey-level experience with responsibility for conducting employee or labor relations or other human resources functions that demonstrate acquisition of the required knowledge, skills, and abilities for the position. (Completion of a graduate degree from an accredited college or university may substitute for up to one year of the required experience.)

Knowledge of: The principles and practices of public sector labor laws; the principles and practices of employee or labor relations techniques; principles and practices of public sector labor relations; collective bargaining process in the public sector; federal and state laws and regulations affecting employee/labor relations; federal and state labor legislation applicable to local government; standard negotiating practices including negotiation preparations, tactics, and impasse procedures; sources of data pertaining to public sector employee relations such as patterns in public negotiations, employee benefits costs and labor statistics; effective case presentation techniques.

Ability to: Coordinate the development of consensus in addressing human resources issues; Analyze complex technical problems, evaluate alternatives and make independent judgments within established guidelines; Prepare written reports, findings, memoranda of understanding and other materials; Present justifications of county position during negotiation process; Utilize computer applications programs and equipment to effectively gather, maintain and report employee relations data; develop and maintain confidence of executive/senior level managers with agency/department services; develop and maintain effective relationships with employees

at all levels of the organization; interpret and apply complex rules, regulations, and MOU; analyze and make improvements in policies and procedures relating to agency/department human resources activities and transactions; analyze data and prepare clear and concise reports; establish and maintain cooperative and effective relationships with a broad range of professional staff including attorneys and related legal staff, department heads and managers, and all those contacted during the course of performing professional responsibilities; operate in the digital/computer domain; exercise independent judgment and initiative; serve in a lead role in labor negotiations as directed by the Employee Relations Manager; Obtain, analyze and evaluate data involving labor relations, salary administration and employee benefits; Coordinate and analyze data and communicate effectively labor negotiation issues and impacts to top-level department managers.

SUPPLEMENTAL INFORMATION:

- Effectively analyze and interpret federal and state laws affecting employee/labor relations.
- Successfully discern and analyze alternatives in complex technical situations to assist in problem resolution.
- Uses highly effective and innovative presentation methods.
- Accurately interpret, explain and apply complex rules, regulations and provisions of memorandum of understanding and Board of Supervisors policies and ordinances.
- Participate appropriately in collective bargaining process as directed by the Employee Relations Manager.
- Successfully analyze conflicting information to determine appropriate strategy.
- Succinctly and clearly develop written hearing findings, memorandum of understanding and reports as assigned.
- Persuasively deliver oral justifications and arguments to a variety of audiences on behalf of the County including during contract negotiations, management/labor meetings, and legal meetings.
- Meets commitments on a timely and expedient basis.
- Successfully prioritize conflicting timelines ensuring that each assignment receives appropriate time and consideration.
- Skillfully utilize computer software and other available technology to maintain employee relations records, memorandum of understanding and technical/legal information.
- Ability to interface with executive/senior managers in agency/department services.
- Confidently present County position and proposals during negotiations, re-openers and labor/management meetings on behalf of the Employee Relations Manager.
- Effectively research a wide variety of complex data sources governing public sector employee/labor relations, including negotiation and employee grievance regulations and rulings.
- Appropriately interpret memorandum of understanding to disseminate accurate direction and advice to managers and professional human resources staff.

- Take independent actions after carefully determining and analyzing all relevant factors.
- Maintain objectivity and credibility.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Professional Human Resources (PHR), Senior Professional Human Resources (SPHR), or other relevant human resources related certification is desired.

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.