

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



ITEM: 3.25
(ID # 22337)

MEETING DATE:
Tuesday, July 11, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Riverside Local Agency Formation Commission (LAFCO) recommendation to adjust the salaries of the Executive Officer (EO) of LAFCO, Assistant EO - LAFCO, and Commission Coordinator job classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9380, All Districts. [Current Year Cost – \$3,827, Ongoing Cost – \$3,980, Source of Funds – 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the Executive Officer of LAFCO, Assistant Executive Officer - LAFCO and Commission Coordinator job classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9380.

ACTION: Policy

Michael Bowers
Michael Bowers, Assistant HR Director

6/26/2023

Tammi Graham
Tammi Graham, EXECUTIVE DIR FOR CFC, FIRST FIVE

6/26/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Perez and Gutierrez
Nays: None
Absent: Washington
Date: July 11, 2023
xc: H.R., LAFCO

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	\$3,827	\$3,980	\$7,807	\$3,980
NET COUNTY COST	N/A	N/A	N/A	N/A
SOURCE OF FUNDS: 100% Departmental Budget			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside Local Agency Formation Commission (LAFCO) was established in 1963 to facilitate orderly growth and development of local public agency boundaries to meet current and future community needs. LAFCO carries out this mission through its state mandated authority to act as both a regulatory and planning agency. LAFCO is governed by a 7-member Commission comprised of two Riverside County Board of Supervisors, two city council members, two special district board members, and one member of the public selected by the other six members.

Since 2001, LAFCO has been contracting with the County for services including, but not limited to services by the Office of County Counsel, Purchasing, and Human Resources (HR). Since LAFCO employees are not County employees, changes affecting positions within the LAFCO organization only requires action by LAFCO in the form of an adopted resolution. On May 25, 2023, the LAFCO Commission approved Agenda Item, 6.b, which adjusted the salaries of the following job classifications: 1) Executive Officer of LAFCO, 2) Assistant Executive Officer - LAFCO, and 3) Commission Coordinator (**Attachment 2**). Furthermore, it is mutually recognized that LAFCO cannot amend, or in any way alter, Ordinance No. 440, its tables, indices or appendices, and actions taken by LAFCO shall have the same administrative effect as if the Board of Supervisors had adopted such resolutions or amendments to Ordinance No. 440. As such, HR is bringing forth this salary adjustment request on behalf of LAFCO.

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

Executive Officer of LAFCO: It is recommended to adjust the salary plan/grade MCO 770 (\$157,107 - \$192,474/year) to salary plan/grade MCO 773 (\$157,107 - \$204,127/year). There are no upfront costs as there are 0 incumbents that are below the new, proposed minimum base salary.

Assistant Executive Officer - LAFCO: It is recommended to adjust the salary plan/grade MCO 714 (\$104,791 - \$150,115/year) to salary plan/grade MCO 743 (\$120,000 - \$163,571/year). The cost to grant these adjustments is approximately \$2,571 in salaries and benefits for FY 23/24.

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Commission Coordinator: It is recommended to adjust the salary plan/grade MCO 352 (\$51,746 - \$66,454/year) to salary plan/grade MCO 444 (\$61,221 - \$81,245/year). The cost to grant these adjustments is approximately \$1,256 in salaries and benefits for FY 23/24.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses.

Additional Fiscal Information

The agreement between the County and LAFCO outlines that any adjustments to LAFCO's employees, salaries and/or benefits that may be negotiated, approved or otherwise implemented by LAFCO shall not directly impact the County general fund. Furthermore, the Children and Families Commission, First 5 Riverside has one filled Commission Coordinator position that is funded through Proposition 10 - The California Children and Families Act and does not directly impact the County general fund.

ATTACHMENTS

1. Resolution No. 440-9380
2. LAFCO's Agenda Item 6.b, *Consideration and Approval of Comprehensive Market Survey - LAFCO Position Salary Ranges & Salary Adjustments*


Alonzo Barrera, Principal Management Analyst 6/29/2023

REVISED

RESOLUTION NO. 440-9380

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 11, 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, *with an operative date retroactive to June 29, 2023*, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74149	Assistant Executive Officer - LAFCO	MCO 714	MCO 743
74822	Commission Coordinator	MCO 352	MCO 444
74148	Executive Officer of LAFCO	MCO 770	MCO 773

ROLL CALL:

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

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

07.11.2023 3.25

/kc
Revised
07/19/2023

Item 3.25
07/11/2023

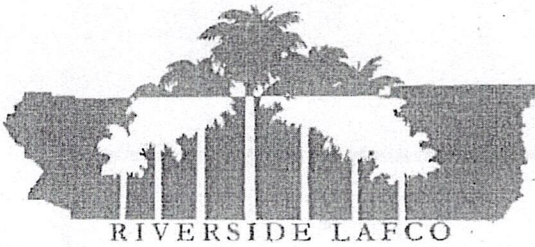
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440 Resolutions\KC

3.25

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2



MEETING DATE: May 25, 2023

AGENDA ITEM: 6.b.

TITLE: Consideration and Approval of Comprehensive Market Survey – LAFCO Position Salary Ranges & Salary Adjustments.

RECOMMENDED ACTION: That the Riverside Local Agency Formation Commission:

1. Ratify the actions of the Board of Supervisors related to the two LAFCO positions of the Executive Assistant 1-CN (formerly LAFCO Secretary) as the effective date is October 20, 2022, and the LAFCO Geographic Information Systems (GIS) Analyst Position as the effective date is February 7, 2023.

Previous Title	New Class Title	Previous Salary Range (Annual)	Current Salary Range (Annual)
LAFCO Secretary	Executive Asst I-CN	\$39,037.65 - \$53,101.78	\$41,545.09 - \$60,310.02
LAFCO GIS Analyst	No Change	\$54,717.31 - \$81,004.14	\$74,185.57 - \$98,052.11

2. Adopt the attached external market survey data for the three revised salary ranges as follows for the LAFCO Executive Officer, Assistant Executive Officer, and Commission Coordinator positions as part of LAFCO's authorized position control list.

This is consistent with the agreement between LAFCO and the County, this action will allow County Human Resources to take the salary market study adjustments to the Board of Supervisors.

Class Title	Current Salary Range (Annual)	Proposed Salary Range (Proposed)
Executive Officer of LAFCO	\$157,107 - \$192,474	\$157,107 - \$204,127
Assistant Executive Officer of LAFCO	\$104,791 - \$150,115	\$120,000 - \$163,571
Commission Coordinator	\$51,746 - \$60,454	\$61,221 - \$81,245

3. In conjunction with the approval of the FY 2023-24 Final Budget, as recommended, determine three salary ranges/hourly increases as follows for the Assistant Executive Officer, Commission Coordinator and LAFCO GIS Analyst positions as part of LAFCO's authorized position control list (to become effective once County Human Resources takes the salary market study adjustments to the Board of Supervisors.) LAFCO staff will then process necessary employee salary increases/adjustments as anticipated in the FY 2023-24 budget action, as soon as the Board of Supervisors adopts the updated salary ranges.

Class Title	% increases to the current salaries
Assistant Executive Officer of LAFCO	15.93%
Commission Coordinator	15.93%
LAFCO GIS Analyst	3.9%

4. Implement a policy to review salary ranges every ~~five~~ **three** years to keep pace with market conditions to be included in the Policy Manual. The policy will come to the Commission for final adoption at a later date.

Minute Order of the Riverside Local Agency Formation Commission

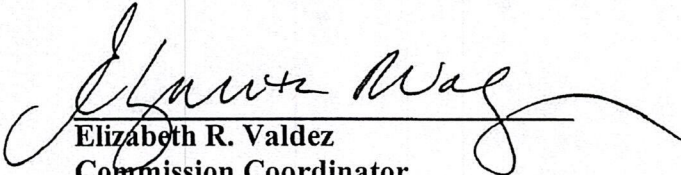
Moved by Commissioner Jeffries and seconded by Commissioner Gutierrez and duly carried, the above matter was approved as recommended with the change to no. 4 to review the salary ranges of staff every three years instead of five.

Ayes: Vargas, Tomanelli, Corona, Sanchez, Jeffries, Gutierrez, and Estrada.

Noes: None.

Absent: None.

Abstained: None.



Elizabeth R. Valdez
Commission Coordinator
May 25, 2023

External Market Survey Data

Classification Name: Executive Officer of LAFCO

Riv Co Class Code: 74148

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Contra Costa	<u>Executive Officer</u>		\$143,458	\$191,214	33.29%	\$167,336.20	\$80.45			
San Mateo	<u>Executive Officer</u>		\$140,275	\$175,386	25.03%	\$157,830.50	\$75.88			
San Bernardino County	<u>Executive Officer</u>		\$183,000	\$250,000	36.61%	\$216,500.00	\$104.09			
San Diego County	<u>Executive Officer</u>		\$137,010	\$243,006	77.36%	\$190,008.00	\$91.35			
Santa Clara	<u>Executive Officer</u>		\$147,913	\$179,776	21.54%	\$163,844.72	\$78.77			
Ventura County	<u>Executive Officer</u>		\$151,927	\$217,039	42.86%	\$184,483.00	\$88.69			
	County Mean:		\$150,597.09	\$209,403.71	39.05%	\$180,000.40				
	County Median:		\$145,685.48	\$204,126.70	40.11%	\$174,906.09				
Riverside County	<i>Executive Officer of LAFCO</i>	74148	\$157,107.39	\$192,473.84	22.51%	174790.615				
	Dollar difference from Mean:		\$6,510	-\$16,930						
	Percentage difference from mean:		4.32%	-8.08%						
	Dollar difference from median:		\$11,422	-\$11,653						
	Percentage difference from median:		7.84%	-5.71%						

PICs:

Notes:

Run Date:

Date Prepared/Revised:

External Market Survey Data

Classification Name: Assistant Executive Officer - LAFCO

Riv Co Class Code: 74149

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	<u>Assistant Executive Officer</u>		\$120,000	\$165,000	37.50%	\$142,500.00	\$68.51			
Orange County	<u>Assistant Executive Officer</u>		\$132,020	\$164,874	24.89%	\$148,446.89	\$71.37			
San Bernardino County	<u>No Comparable position</u>									
San Diego County	<u>Assistant Executive Officer</u>		\$100,090	\$163,571	63.42%	\$131,830.40	\$63.38			
Santa Clara	<u>Assistant Executive Officer</u>		\$130,903	\$159,184	21.61%	\$145,043.60	\$69.73			
Ventura County	<u>Assistant Executive Officer</u>		\$113,945	\$162,779	42.86%	\$138,362.00	\$66.52			
County Mean:			\$119,391.36	\$163,081.79	36.59%	\$141,236.58				
County Median:			\$120,000.00	\$163,571.20	36.31%	\$141,785.60				
Riverside County	<i>Assistant Executive Officer - LAFCO</i>	74149	\$104,791.02	\$150,115.06	43.25%	127453.04				
Dollar difference from Mean:			-\$14,600	-\$12,967						
Percentage difference from mean:			-12.23%	-7.95%						
Dollar difference from median:			-\$15,209	-\$13,456						
Percentage difference from median:			-12.67%	-8.23%						

PICs: _____

Notes: _____

Run Date:

Date Prepared/Revised:

External Market Survey Data

Classification Name: Commission Coordinator

Riv Co Class Code: 74822

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	<u>No Comparable Position</u>					\$0.00	\$0.00			
Orange County	<u>Commission Clerk</u>		\$61,221	\$76,457	24.89%	\$68,839.09	\$33.10			
San Bernardino County	<u>Commission Clerk</u>		\$56,098	\$61,380	9.42%	\$58,739.00	\$28.24			
San Diego County	<u>Commission Clerk</u>		\$50,870	\$81,245	59.71%	\$66,057.20	\$31.76			
Santa Clara	<u>Commission Clerk</u>		\$70,175	\$84,795	20.83%	\$77,485.20	\$37.25			
Ventura County	<u>Commission Clerk</u>		\$77,294	\$110,431	42.87%	\$93,862.50	\$45.13			

County Mean:	\$63,131.57	\$82,861.62	31.25%	\$72,996.60
County Median:	\$61,221.22	\$81,244.80	32.71%	\$71,233.01

Riverside County	<i>Commission Coordinator</i>	74822	\$51,746.03	\$66,453.50	28.42%	59099.765
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Dollar difference from Mean:	-\$11,386	-\$16,408
Percentage difference from mean:	-18.03%	-19.80%
Dollar difference from median:	-\$9,475	-\$14,791
Percentage difference from median:	-15.48%	-18.21%

PICs:

Notes:

Run Date:

Date Prepared/Revised: