

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



ITEM: 3.26
(ID # 22325)

MEETING DATE:
Tuesday, July 11, 2023

FROM : HUMAN RESOURCES AND CODE ENFORCEMENT :

SUBJECT: HUMAN RESOURCES & CODE ENFORCEMENT: Classification & Compensation Recommendation to adjust the salary of the Code Enforcement Officer class series; and amend Ordinance No. 440 pursuant to Resolution No. 440-9379 submitted herewith, All Districts. [Total Cost \$11,549 with an ongoing cost of \$5,863, 100% Department Funded]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Code Enforcement Officer classification series; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9379.

ACTION: Policy


Bob Magee

6/22/2023

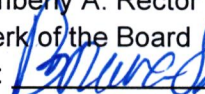

Michael Bowers, Assistant HR Director

6/28/2023

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., Code-Enforcement

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	\$ 5,686	\$ 5,863	\$ 11,549	\$ 5,863
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Department Funded			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Transportation and Land Management Agency (TLMA) is the umbrella agency for four County departments including Transportation, Planning, Building and Safety, and Code Enforcement. Code Enforcement is responsible for enforcing County Ordinances as well as various state and federal laws in the unincorporated areas of Riverside County. Its mission is to enhance public safety and quality of life in partnerships with the community through the fair enforcement of the law and codes. Code Enforcement activities contribute to safe, healthy, and sustainable communities as well as the preservation of natural resources and the environment.

The Human Resources Classification and Compensation Division (Class and Comp) received a request from Code Enforcement to examine the Code Enforcement Officer classification series (*Code Enforcement Officer I / Code Enforcement Officer II / Senior Code Enforcement Officer / Supervising Code Enforcement Officer*) and determine market competitiveness.

An external market review was conducted using the surrounding five counties, which found that the *Code Enforcement Officer II* class is below market at the minimum base salary by approximately 0.79% and below market at the maximum base salary by approximately 8.16% (**Attachment II**). The *Senior Code Enforcement Officer* is below market at the minimum base salary by approximately 3.47% and below market at the maximum base salary by approximately 11.87% (**Attachment III**). Similarly, the *Supervising Code Enforcement Officer* is below market at the minimum base salary by approximately 4.88% and below market at the maximum base salary by approximately 13.25% (**Attachment IV**).

Class and Comp recommends increasing the salary of the journey-level *Code Enforcement Officer II*, *Senior Code Enforcement Officer*, and *Supervising Code Enforcement Officer* to the established market mean and setting the salary of the *Code Enforcement Officer I* in relation to the journey-level class, to maintain appropriate salary progression (see Figure 1):

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Figure 1:

Job Classification	Current Min	Current Max	Proposed Min	Proposed Max
Supv. Code Enforcement Officer	\$75,224	\$95,394	\$79,080	\$109,967
(% difference)	8.49%	8.43%	10.09%	10.16%
Sr. Code Enforcement Officer	\$69,339	\$87,979	\$71,833	\$99,827
(% difference)	9.99%	10.00%	13.04%	14.63%
Code Enforcement Officer II	\$63,043	\$79,981	\$63,545	\$87,083
(% difference)	7.10%	10.00%	7.95%	10.00%
Code Enforcement Officer I	\$58,865	\$72,710	\$58,865	\$79,166

Salary Adjustments

Code Enforcement Officer I: It is recommended to adjust the salary plan/grade from LIU 720 (\$58,865 - \$72,710) to salary plan/grade LIU 718 (\$58,865 - \$79,166).

Code Enforcement Officer II: It is recommended to adjust the salary plan/grade from LIU 795 (\$63,043 - \$79,981) to salary plan/grade LIU 803 (\$63,545 - \$87,083).

Senior Code Enforcement Officer: It is recommended to adjust the salary plan/grade from LIU 881 (\$69,339 - \$87,979) to salary plan/grade LIU 901 (\$71,833 - \$99,827).

Supervising Code Enforcement Officer: It is recommended to adjust the salary plan/grade from SEUS 669 (\$75,224 - \$95,394) to salary plan/grade SEUS 751 (\$79,080 - \$109,967).

Impact on Residents and Businesses

While the recommended salary increases to the Code Enforcement Officer series will not directly impact residents and businesses, the increases will incentivize applicants to choose Riverside County as a place of employment and encourage current employees to remain at the County and seek internal promotional opportunities.

Additional Fiscal Information

With the implementation of the proposed salary adjustment, cost will be incurred to bring incumbents below the new minimum up to the new minimum. All employee anniversary dates are to be preserved.

The total cost to bring incumbents below the new minimum up to the new minimum salary is \$5,686 for the remainder of fiscal year 23/24 and \$5,863 for fiscal year 24/25. These costs include both salaries and benefits.

Attachments

- I. Resolution No. 440-9379
- II. Code Enforcement Officer II Market Data

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- III. Senior Code Enforcement Officer Market Data
- IV. Supervising Code Enforcement Officer Market Data



Jason Farin, Principal Management Analyst

6/28/2023



Alonzo Barrera, Principal Management Analyst

6/29/2023

RESOLUTION NO. 440-9379

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, 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>
33241	Code Enforcement Officer I	LIU 720	LIU 718
33239	Code Enforcement Officer II	LIU 795	LIU 803
33249	Senior Code Enforcement Officer	LIU 881	LIU 901
33250	Supervising Code Enforcement Officer	SEUS 669	SEUS 751

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 3.26

External Market Survey Data

Classification Name: Code Enforcement Officer II

Riv Co Class Code: 33239

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	No Comparable Class									
Orange County	Code Enforcement Officer	6201	\$63,544	\$85,654	34.79%	\$74,599.00	\$35.86			
San Bernardino County	Code Enforcement Officer II	10021	\$60,278	\$82,805	37.37%	\$71,541.50	\$34.39			
San Diego County*	Code Enforcement Officer	3588	\$60,055	\$81,277	35.34%	\$70,666.00	\$33.97			
Ventura County*	Code Compliance Officer II	281	\$70,304	\$98,597	40.24%	\$84,450.50	\$40.60			
	County Mean:		\$63,545	\$87,083	37.04%	\$75,314.25				
	County Median:		\$61,911	\$84,230	36.05%	\$73,070.25				
Riverside County	Code Enforcement Officer II	33239	\$63,043	\$79,981	26.87%	71512				
	Dollar difference from Mean:		-\$502	-\$7,102						
	Percentage difference from mean:		-0.79%	-8.16%						
	Dollar difference from median:		\$1,132	-\$4,249						
	Percentage difference from median:		1.83%	-5.04%						

PICs:

Notes:

County of Riverside: 2.50% increase added to current max salary to account for upcoming May 4, 2023 adjustment per MOU.
 *San Diego County: 2.75% increase to salary effective June 30, 2023 per MOU.
 *Ventura County: 4.0% increase to salary effective December 24, 2023 per MOU.
 Los Angeles County: Does not require P.C. 832 and duties are limited compared against Riverside's position.

Run Date: 4/28/2023

Date Prepared/Revised: 5/18/2023

External Market Survey Data

Classification Name: Senior Code Enforcement Officer

Riv Co Class Code: 33249

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	No Comparable Class					\$0.00	\$0.00			
Orange County	No Comparable Class					\$0.00	\$0.00			
San Bernardino County	Code Enforcement Officer III	10022	\$66,331	\$91,208	37.50%	\$78,769.50	\$37.87			
San Diego County	No Comparable Class					\$0.00	\$0.00			
Ventura County*	Code Compliance Officer III	282	\$77,334	\$108,446	40.23%	\$92,890.00	\$44.66			
	County Mean:		\$71,833	\$99,827	38.97%	\$85,829.75				
	County Median:		\$71,833	\$99,827	38.97%	\$85,829.75				
Riverside County	<u>Senior Code Enforcement Officer</u>	33249	\$69,339	\$87,979	26.88%	78659				
	Dollar difference from Mean:		-\$2,494	-\$11,848						
	Percentage difference from mean:		-3.47%	-11.87%						
	Dollar difference from median:		-\$2,494	-\$11,848						
	Percentage difference from median:		-3.47%	-11.87%						

PICs:

Notes:

County of Riverside: 2.50% increase added to current max salary to account for upcoming May 4, 2023 adjustment per MOU.
 *Ventura County: 4.0% salary increase effective December 24, 2023 per MOU.

Run Date: 4/28/2023

Date Prepared/Revised: 5/18/2023

External Market Survey Data

Classification Name: Supervising Code Enforcement Officer

Riv Co Class Code: 33250

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	No Comparable Class					\$0.00	\$0.00			
Orange County	No Comparable Class					\$0.00	\$0.00			
San Bernardino County	Code Enforcement Supervisor	10011	\$73,091	\$100,630	37.68%	\$86,860.50	\$41.76			
San Diego County	No Comparable Class					\$0.00	\$0.00			
Ventura County*	Senior Code Compliance Officer	283	\$85,068	\$119,303	40.24%	\$102,185.50	\$49.13			
	County Mean:		\$79,080	\$109,967	39.06%	\$94,523.00				
	County Median:		\$79,080	\$109,967	39.06%	\$94,523.00				
Riverside County	<u>Supervising Code Enforcement Officer</u>	33250	\$75,224	\$95,394	26.81%	85309				
	Dollar difference from Mean:		-\$3,856	-\$14,573						
	Percentage difference from mean:		-4.88%	-13.25%						
	Dollar difference from median:		-\$3,856	-\$14,573						
	Percentage difference from median:		-4.88%	-13.25%						

PICs:

Notes:

County of Riverside: 2.50% increase added to current max salary to account for upcoming May 4, 2023 adjustment per MOU.
 San Bernardino County: Single Position classification and requires an additional certification to qualify (CACEO or ICC).
 *Ventura County: 4.0% salary increase effective December 24, 2023 per MOU.

Run Date: 4/28/2023

Date Prepared/Revised: 5/18/2023