

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



ITEM: 3.33
(ID # 22489)

MEETING DATE:
Tuesday, August 01, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salaries of the confidential (-CE and -CN) job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9389, All Districts. [Total Cost \$84,299 with an ongoing cost of \$44,693, 100% Department Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the confidential (-CE and -CN) job classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9389.

ACTION:Policy

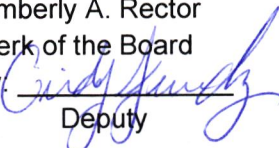

Michael Bowers, Assistant HR Director 7/14/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez
Nays: None
Absent: None
Date: August 1, 2023
xc: H.R.

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$39,536	\$44,693	\$84,299	\$44,693
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budgets			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resources Classification and Compensation Division (Class and Comp) conducted a Countywide salary review of current confidential classifications in comparison to their union represented counterparts. Due to recent salary adjustments to unionized classifications through the minimum market adjustments and parity pools, some of the confidential classification's salaries have fallen below the unionized classes salaries. Per the Management Resolution, confidential classifications designated with the "CE" or "CN" code may be set and maintained at the equivalent salary of the non-confidential, union represented counterpart classifications, subject to the Board of Supervisor's approval. As such, Class & Comp is proposing to adjust the salaries of the confidential classifications (-CN/-CE) to be equivalent to their union represented counterparts to restore internal parity.

Salary Adjustments

With the implementation of the proposed adjustments, cost will be incurred to bring incumbents below the new minimum base salary up to the new minimum base salary. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

Administrative Services Assistant - CN: It is recommended to adjust the salary plan/grade EMCO 364 (\$39,534 - \$61,341) to salary plan/grade EMCO 360 (\$45,468 - \$61,925). There are no upfront costs as there are currently 0 incumbents in this classification.

Administrative Services Analyst I - CE: It is recommended to adjust the salary plan/grade MCO 366 (\$52,636 - \$71,275) to salary plan/grade MCO 387 (\$54,158 - \$71,275). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Administrative Services Analyst II - CE: It is recommended to adjust the salary plan/grade MCO 425 (\$57,956 - \$82,626) to salary plan/grade MCO 447 (\$61,896 - \$83,949). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Senior Administrative Services Analyst - CE: It is recommended to adjust the salary plan/grade MCO 412 (\$56,144 - \$86,786) to salary plan/grade MCO 510 (\$66,400 - \$87,809).

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There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Administrative Services Supervisor - CE: It is recommended to adjust the salary plan/grade MCO 486 (\$64,883 - \$92,650) to salary plan/grade MCO 507 (\$66,258 - \$92,650). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Business Process Analyst I - CN: It is recommended to adjust the salary plan/grade MCO 419 (\$57,048 - \$90,783) to salary plan/grade MCO 516 (\$67,017 - \$90,783). The cost to grant these adjustments is approximately \$359 in salaries and benefits for FY 23/24.

Business Process Analyst II - CN: It is recommended to adjust the salary plan/grade MCO 504 (\$66,377 - \$103,054) to salary plan/grade MCO 653 (\$82,377 - \$111,472). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Business Process Analyst III - CE: It is recommended to adjust the salary plan/grade MCO 654 (\$83,693 - \$122,003) to salary plan/grade MCO 690 (\$95,994 - \$134,301). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Health Services Assistant - CN: It is recommended to adjust the salary plan/grade MCO 117 (\$32,240 - \$49,705) to salary plan/grade MCO 152 (\$34,230 - \$49,706). 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 Clerk - CN: It is recommended to adjust the salary plan/grade MCO 143 (\$33,380 - \$54,406) to salary plan/grade MCO 167 (\$36,585 - \$54,406). The cost to grant these adjustments is approximately \$2,189 in salaries and benefits for FY 23/24.

Senior Human Resources Clerk - CN: It is recommended to adjust the salary plan/grade MCO 168 (\$36,653 - \$59,769) to salary plan/grade MCO 212 (\$40,165 - \$59,769). The cost to grant these adjustments is approximately \$798 in salaries and benefits for FY 23/24.

IT User Support Technician II - CN: It is recommended to adjust the salary plan/grade MCO 304 (\$47,615 - \$78,686) to salary plan/grade MCO 391 (\$54,593 - \$80,654). There are no upfront costs as there are currently 0 incumbents in this classification.

Licensed Vocational Nurse II - CN: It is recommended to adjust the salary plan/grade MCO 176 (\$37,336 - \$57,859) to salary plan/grade MCO 400 (\$55,264 - \$81,002). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

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Media/Communications Coordinator - CN: It is recommended to adjust the salary plan/grade MCO 448 (\$61,939 - \$96,166) to salary plan/grade MCO 561 (\$71,051 - \$96,166). The cost to grant these adjustments is approximately \$8,510 in salaries and benefits for FY 23/24.

Media Production Specialist - CN: It is recommended to adjust the salary plan/grade MCO 273 (\$45,122 - \$69,998) to salary plan/grade MCO 481 (\$64,576 - \$88,556). The cost to grant these adjustments is approximately \$15,125 in salaries and benefits for FY 23/24.

Senior Media Production Specialist - CN: It is recommended to adjust the salary plan/grade MCO 333 (\$50,166 - \$77,825) to salary plan/grade MCO 523 (\$67,347 - \$77,825). There are no upfront costs as there are currently 0 incumbents in this classification.

Nurse Practitioner I - CE: It is recommended to adjust the salary plan/grade EMCO 369 (\$86,586 - \$123,999) to salary plan/grade EMCO 385 (\$113,933 - \$170,501). There are no upfront costs as there are currently 0 incumbents in this classification.

Nurse Practitioner II - CE: It is recommended to adjust the salary plan/grade MCO 706 (\$99,384 - \$142,358) to salary plan/grade MCO 745 (\$131,023 - \$196,076). There are no upfront costs as there are currently 0 incumbents in this classification.

Nurse Practitioner III - CE: It is recommended to adjust the salary plan/grade MCO 714 (\$104,791 - \$150,115) to salary plan/grade MCO 751 (\$138,229 - \$206,860). There are no upfront costs as there are currently 0 incumbents in this classification.

Office Assistant II - CN: It is recommended to adjust the salary plan/grade MCO 106 (\$32,240 - \$47,135) to salary plan/grade MCO 150 (\$34,230 - \$47,135). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Office Assistant III - CN: It is recommended to adjust the salary plan/grade MCO 128 (\$32,240 - \$52,361) to salary plan/grade MCO 158 (\$35,179 - \$52,361). The cost to grant these adjustments is approximately \$1,188 in salaries and benefits for FY 23/24.

Supervising Office Assistant I - CN: It is recommended to adjust the salary plan/grade MCO 134 (\$32,982 - \$55,354) to salary plan/grade MCO 245 (\$42,682 - \$55,354). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Paralegal I - CN: It is recommended to adjust the salary plan/grade MCO 343 (\$51,300 - \$74,674) to salary plan/grade MCO 398 (\$55,214 - \$74,674). The cost to grant these adjustments is approximately \$2,289 in salaries and benefits for FY 23/24.

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Paralegal II - CN: It is recommended to adjust the salary plan/grade MCO 385 (\$54,106 - \$80,705) to salary plan/grade MCO 429 (\$58,427 - \$80,705). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Patient Services Coordinator - CN: It is recommended to adjust the salary plan/grade MCO 228 (\$41,610 - \$67,856) to salary plan/grade MCO 286 (\$45,595 - \$67,856). There are no upfront costs as there are currently 0 incumbents in this classification.

Physician Assistant I - CE: It is recommended to adjust the salary plan/grade EMCO 358 (\$79,780 - \$111,064) to salary plan/grade EMCO 385 (\$113,933 - \$170,501). There are no upfront costs as there are currently 0 incumbents in this classification.

Physician Assistant II - CE: It is recommended to adjust the salary plan/grade MCO 680 (\$91,576 - \$127,491) to salary plan/grade MCO 745 (\$131,023 - \$196,076). There are no upfront costs as there are currently 0 incumbents in this classification.

Physician Assistant III - CE: It is recommended to adjust the salary plan/grade MCO 695 (\$96,600 - \$134,431) to salary plan/grade MCO 751 (\$138,229 - \$206,860). The cost to grant these adjustments is approximately \$9,078 in salaries and benefits for FY 23/24.

Physician I - CE: It is recommended to adjust the salary plan/grade MCO 762 (\$147,861 - \$185,078) to salary plan/grade MCO 761 (\$151,081 - \$185,078). There are no upfront costs as there are currently 0 incumbents in this classification.

Physician II - CE: It is recommended to adjust the salary plan/grade MCO 778 (\$171,681 - \$214,905) to salary plan/grade MCO 787 (\$171,684 - \$214,905). There are no upfront costs as there are currently 0 incumbents in this classification.

Physician III - CE: It is recommended to adjust the salary plan/grade MCO 793 (\$181,085 - \$226,681) to salary plan/grade MCO 815 (\$214,200 - \$226,681). There are no upfront costs as there are currently 0 incumbents in this classification.

Physician IV - CE: It is recommended to adjust the salary plan/grade MCO 809 (\$190,991 - \$239,084) to salary plan/grade MCO 830 (\$225,917 - \$239,084). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Registered Nurse I - CE: It is recommended to adjust the salary plan/grade MCO 465 (\$63,861 - \$81,941) to salary plan/grade MCO 595 (\$75,375 - \$83,189). There are no upfront costs as there are currently 0 incumbents in this classification.

Registered Nurse II - CE: It is recommended to adjust the salary plan/grade MCO 437

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(\$60,613 - \$88,733) to salary plan/grade MCO 646 (\$81,651 - \$97,666). There are no upfront costs as there are currently 0 incumbents in this classification.

Registered Nurse III - CE: It is recommended to adjust the salary plan/grade MCO 557 (\$70,217 - \$100,167) to salary plan/grade MCO 671 (\$87,717 - \$111,637). There are no upfront costs as there are currently 0 incumbents in this classification.

Registered Nurse IV - CE: It is recommended to adjust the salary plan/grade MCO 579 (\$74,028 - \$105,616) to salary plan/grade MCO 679 (\$93,857 - \$117,771). There are no upfront costs as there are currently 0 incumbents in this classification.

Registered Nurse V - CE: It is recommended to adjust the salary plan/grade MCO 602 (\$75,961 - \$111,300) to salary plan/grade MCO 712 (\$103,451 - \$124,240). There are no upfront costs as there are currently 0 incumbents in this classification.

Senior Program Specialist - CE: It is recommended to adjust the salary plan/grade MCO 421 (\$57,426 - \$89,154) to salary plan/grade MCO 503 (\$65,886 - \$89,154). There are no upfront costs as there are currently 0 incumbents in this classification.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the confidential job classifications above will ensure the classifications maintain the equivalent salary of the non-confidential, union represented counterpart classifications.

Additional Fiscal Information

The total cost including benefits to grant all existing incumbents below the current minimum base salary to the new, proposed minimum base salary is approximately \$39,536 for FY 23/24 and \$44,693 for next fiscal year. All departments with current incumbents in the confidential job classifications above have approved the recommended salary adjustments and any associated salary increases, which will be absorbed through their respective budget. A budget adjustment is not required.

Total FY 23/24 Cost by Department	
Department	Cost
Human Resources	\$28,143
County Counsel	\$2,883
Riverside County Information Technology (RCIT)	\$8,510

ATTACHMENTS

1. Resolution No. 440-9389

RESOLUTION NO. 440-9389

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 1, 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>
74089	Administrative Services Assistant - CN	EMCO 364	EMCO 360
74316	Administrative Services Supervisor - CE	MCO 486	MCO 507
74088	Administrative Services Analyst I - CE	MCO 366	MCO 387
74110	Administrative Services Analyst II - CE	MCO 425	MCO 447
86218	Business Process Analyst I - CN	MCO 419	MCO 516
85199	Business Process Analyst II - CN	MCO 504	MCO 653
85194	Business Process Analyst III - CE	MCO 654	MCO 690
57789	Health Services Assistant - CN	MCO 117	MCO 152
13613	Human Resources Clerk - CN	MCO 143	MCO 167
86241	IT User Support Technician II - CN	MCO 304	MCO 391
57761	Licensed Vocational Nurse II - CN	MCO 176	MCO 400
92757	Media/Communications Coordinator - CN	MCO 448	MCO 561
92758	Media Production Specialist - CN	MCO 273	MCO 481
73779	Nurse Practitioner I - CE	EMCO 369	EMCO 385
73780	Nurse Practitioner II - CE	MCO 706	MCO 745
73781	Nurse Practitioner III - CE	MCO 714	MCO 751
13876	Office Assistant II - CN	MCO 106	MCO 150
13880	Office Assistant III - CN	MCO 128	MCO 158
78507	Paralegal I - CN	MCO 343	MCO 398
78494	Paralegal II - CN	MCO 385	MCO 429

	<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
1				
2	74070	Patient Services Coordinator - CN	MCO 228	MCO 286
3	73775	Physician Assistant I - CE	EMCO 358	EMCO 385
4	73776	Physician Assistant II - CE	MCO 680	MCO 745
5	73777	Physician Assistant III - CE	MCO 695	MCO 751
6	73770	Physician I - CE	MCO 762	MCO 761
7	73771	Physician II - CE	MCO 778	MCO 787
8	73772	Physician III - CE	MCO 793	MCO 815
9	73773	Physician IV - CE	MCO 809	MCO 830
10	74003	Registered Nurse I - CE	MCO 465	MCO 595
11	74004	Registered Nurse II - CE	MCO 437	MCO 646
12	73989	Registered Nurse III - CE	MCO 557	MCO 671
13	73993	Registered Nurse IV - CE	MCO 579	MCO 679
14	73994	Registered Nurse V - CE	MCO 602	MCO 712
15	77624	Senior Administrative Services Analyst - CE	MCO 412	MCO 510
16	13614	Senior Human Resources Clerk - CN	MCO 168	MCO 212
17	92759	Senior Media Production Specialist - CN	MCO 333	MCO 523
18	79844	Senior Program Specialist - CE	MCO 421	MCO 503
19	13870	Supervising Office Assistant I - CN	MCO 134	MCO 245
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3 RESOLUTION NO. 440-9389

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5 ADOPTED by Riverside County Board of Supervisors on August 1, 2023.

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7 ROLL CALL:

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9 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez

10 Nays: None

11 Absent: None

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14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of
15 Supervisors on the date therein set forth.

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17 KIMBERLY A. RECTOR, Clerk of said Board

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19 By: 
20 Deputy

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