

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



ITEM: 3.77
(ID # 22535)

MEETING DATE:

Tuesday, August 01, 2023

FROM : HUMAN RESOURCES AND DEPARTMENT OF PUBLIC SOCIAL SERVICES,
AND RIVERSIDE UNIVERSITY HEALTH SYSTEM - MEDICAL CENTER :

SUBJECT: HUMAN RESOURCES, DEPARTMENT OF PUBLIC SOCIAL SERVICES, AND RIVERSIDE UNIVERSITY HEALTH SYSTEM - MEDICAL CENTER: Classification and Compensation recommendation to adjust the salary of various classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9386 submitted herewith. All Districts [Current Year Cost – \$1,691,593, Ongoing Cost – \$1,832,559] 4/5 Vote Required

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the referenced classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9386.
3. Approve and direct the Auditor-Controller to make budget adjustments as shown on Schedule A.

ACTION:Policy, 4/5 Vote Required


Charity Douglas, DPSS Director

7/25/2023


Jennifer Cruikshank, Chief Executive Officer – Health System

7/25/2023

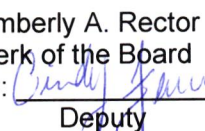

Michael Bowers, Assistant HR Director

7/26/2023

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: HR, DPSS, RUHS-MC

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	\$1,691,593	\$1,832,559	\$3,524,152	\$1,832,559
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: DPSS - Federal 63%, State 37%, Realign 0%, County 0%			Budget Adjustment:	Yes
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

DEPARTMENT OF PUBLIC SOCIAL SERVICES

The mission of the Riverside County Department of Public Social Services (DPSS) is to support and improve the health, safety, well-being and independence of County residents. With over 4,000 dedicated employees, DPSS assists more than 1 million residents each year to access vital services, supports low-income working-class individuals and families with access to health care coverage, temporary financial assistance, employment programs and training, and services which protect vulnerable children and adults from abuse and neglect.

DPSS requested the Classification and Compensation Unit to conduct a review of market competitiveness for the classifications identified below to ensure its employees are sufficiently compensated for their important roles in providing the most effective services to County residents. An external market survey was conducted on the surrounding five counties - Los Angeles, San Bernardino, Orange, San Diego, and Ventura (**Attachment 2**). The market study found that several of the identified classifications were below market and would require adjustments to be considered competitive. The following adjustments are recommended to ensure our pay structures are competitive in the local market and provide the appropriate promotional incentive for a career within DPSS.

RIVERSIDE UNIVERSITY HEALTH SYSTEM - MEDICAL CENTER

The mission of the Riverside University Health System - Medical Center (RUHS - MC) is to improve the health and well-being of the County's diverse populations through exceptional, state-of-the-art, patient-focused care, education, and research. RUHS - MC Medically Indigent Services Program (MISP) provides assistance for the health needs of adult constituents who are not linked to the Medi-Cal program. The goal of the program is to cover acute illnesses and medical care which prevents disability, reduces costly hospitalization, and increases the patients' ability to work. RUHS - MC currently utilizes Eligibility Specialists to determine initial and continuing eligibility for MISP or one or more public social service aids. RUHS - MC reported difficulties in the recruitment and retention of Eligibility Specialists as the classifications are compensated at a lower rate of pay than the Eligibility Technicians even though both series have similar duties and job responsibilities.

Market surveys yielded no data for Eligibility Specialist as the 5 counties utilized a general

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eligibility worker classification for determining benefit assistance programs. These counties do not differentiate the classes based on the type of public assistance they provided. This finding supports the proposed internal parity between the Eligibility Specialists and the Eligibility Technicians.

To ensure parity and alleviate RUHS - MC's difficulties in hiring and retaining of Eligibility Specialists, it is recommended to bring their current salary ranges to match the proposed salary ranges for the Eligibility Technician series.

Salary Adjustment:

Eligibility Technician I: It is recommended to adjust the salary plan/grade from LIU 195 (\$36,608 - \$54,365) to salary plan/grade LIU 327 (\$41,392 - \$54,458). This will be an increase of 13% at the Min, and 0.2% at the Max. There are currently 425 incumbents in this classification, 394 of these incumbents will have their current salary brought up to the new minimum.

Eligibility Technician II: It is recommended to adjust the salary plan/grade from LIU 317 (\$43,763 - \$61,273) to salary plan/grade LIU 413 (\$45,307 - \$61,701). This will be an increase of 3.5% at the Min and 0.1% at the Max. There are currently 542 incumbents in this classification, 63 of which will have their current salary brought up to the new minimum.

Eligibility Technician III: It is recommended to adjust the salary plan/grade from LIU 400 (\$45,552 - \$66,340) to salary plan/grade LIU 485 (\$47,799 - \$66,340). This will be an increase of 4.9% at the Min. There are currently 195 incumbents in this classification, 4 of which will have their current salary brought up to the new minimum.

Eligibility Specialist I: It is recommended to adjust the salary plan/grade from LIU 151 (\$34,678 - \$51,569) to salary plan/grade LIU 327 (\$41,392 - \$54,458). This will be an increase of 19.4% at the Min, and 5.6% at the Max. There is 1 incumbent in this classification, and their current salary will be brought up to the new minimum.

Eligibility Specialist II: It is recommended to adjust the salary plan/grade from LIU 248 (\$38,493 - \$57,308) to salary plan/grade LIU 413 (\$45,307 - \$61,701). This will be an increase of 17.7% at the Min and 8.2% at the Max. There are currently 10 incumbents in this classification, 6 of which will have their current salary brought up to the new minimum.

Eligibility Specialist III: It is recommended to adjust the salary plan/grade from LIU 339 (\$41,662 - \$62,042) to salary plan/grade LIU 485 (\$47,799 - \$66,340). This will be an increase of 14.7% at the Min and 6.9% at the Max. There are 2 incumbents in this classification.

Impact on Residents and Businesses

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

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Additional Fiscal Information

DPSS: The total annual cost to adjust impacted incumbents pay rates by bringing their current salary to the new minimum salary for DPSS will be \$1,786,551 including the cost of benefits rollup. The salary of incumbents whose current salary is more than the new minimum will remain unchanged. This proposed action will require a budget adjustment for DPSS (**Attachment 3**).

RUHS - MC: The total annual cost to adjust the salary of the Eligibility Specialist classifications will be \$46,008 including the cost of benefits rollup. Incumbents whose current salary is below the new minimum will have their pay rate increases to the new minimum. The salary of incumbents whose current salary is more than the new minimum will remain unchanged. The proposed action does not require a budget adjustment.

3 Attachments:

1. Resolutions No. 440-9386;
2. Five counties market survey data;
3. Schedule A. Budget Adjustment for DPSS


Veronica Santillan, Principal Management Analyst 7/26/2023

1 RESOLUTION NO. 440-9386

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on August 1, 2023, that pursuant to Section 8(c) of Ordinance No. 440, the
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,
6 operative at the beginning of the pay period following the date of approval, as follows:

7

8 Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
9 15921	Eligibility Specialist I	LIU 151	LIU 327
10 15922	Eligibility Specialist II	LIU 248	LIU 413
11 15923	Eligibility Specialist III	LIU 339	LIU 485
12 13601	Eligibility Technician I	LIU 195	LIU 327
13 13602	Eligibility Technician II	LIU 317	LIU 413
14 13603	Eligibility Technician III	LIU 400	LIU 485

15

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

17 ROLL CALL:

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

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

23 KIMBERLY A. RECTOR, Clerk of said Board

24 By: 
25 Deputy

26
27 /kc
07/13/2023
28 440 Resolutions/KC

SCHEDULE A

ADJUSTING ESTIMATED REVENUES AND APPROPRIATIONS

Increase Appropriations:

10000-5100100000-510040	Regular Salaries	\$1,137,327
10000-5100100000-515040	Flex Benefits	\$511,797

Increase Revenue:

10000-5100100000-760000	Fed-Public Assistance Admin	\$1,038,948
10000-5100100000-750300	CA-Public Assistance Admin	\$610,176

External Market Survey Data

Eligibility Technician I

LIUNA

Riv Co Class Code: 13601

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	
Los Angeles County	<u>Eligibility Worker I</u>	9178	\$43,190	\$53,583	24.06%	\$48,386.76	\$23.26	
Orange County	<u>Eligibility Technician</u>	7005EW	\$46,051	\$59,405	29.00%	\$52,728.00	\$25.35	
San Bernardino County	<u>Eligibility Worker I</u>	05110	\$35,173	\$47,174	34.12%	\$41,173.60	\$19.80	
San Diego County	<u>No comparable position</u>					\$0.00	\$0.00	
Ventura County	<u>HS Client Benefit Specialist I</u>	00032	\$48,832	\$51,407	5.27%	\$50,119.54	\$24.10	e
	County Mean:		\$41,471	\$53,388	28.73%			
	County Median:		\$44,621	\$52,495	17.65%			
Riverside County 05/04/23	<u>Eligibility Technician I</u>	13601	\$36,608	\$54,365	48.50%	\$45,486.27		
	Dollar difference from Mean:		-\$4,863	\$977				
	Percentage difference from mean:		-11.73%	1.83%				
	Dollar difference from median:		-\$8,013	\$1,869				
	Percentage difference from median:		-17.96%	3.56%				

Notes: Ventura was excluded as an outlier because the spread is 5.27% which is too narrow.

Run Date: 5/10/2023

Date Prepared/Revised: MP

External Market Survey Data

Eligibility Technician II

LIUNA

Riv Co Class Code: 13602

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	
Los Angeles County	<u>Eligibility Worker II</u>	9179	\$48,794	\$62,287	27.65%	\$55,540.44	\$26.70	
Orange County	<u>Employment and Eligibility Specialist</u>	7009EW	\$48,152	\$66,602	38.32%	\$57,376.80	\$27.59	
San Bernardino County	<u>Eligibility Worker II</u>	05115	\$41,746	\$57,366	37.42%	\$49,556.00	\$23.83	
San Diego County	<u>Human Services Specialist</u>	005223	\$42,536	\$60,549	42.35%	\$51,542.40	\$24.78	
Ventura County	<u>HS Client Benefit Specialist II</u>	00035	\$53,972	\$56,533	4.74%	\$55,252.47	\$26.56	e
	County Mean:		\$45,307	\$61,701	36.18%			
	County Median:		\$45,344	\$61,418	35.45%			
Riverside County 05/04/23	<u>Eligibility Technician II</u>	13602	\$43,763	\$61,273	40.01%	\$52,518.13		
	Dollar difference from Mean:		-\$1,544	-\$428				
	Percentage difference from mean:		-3.41%	-0.69%				
	Dollar difference from median:		-\$1,581	-\$145				
	Percentage difference from median:		-3.49%	-0.24%				

Notes: Ventura was excluded as an outlier because the spread is 4.74% which is too narrow.

Run Date: 5/10/2023

Date Prepared/Revised: MP

External Market Survey Data

Eligibility Technician III

LIUNA

Riv Co Class Code: 13603

Market Research Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	
Los Angeles County	<u>Eligibility Worker III</u>	9177	\$46,242	\$65,751	42.19%	\$55,996.44	\$26.92	
Orange County	<u>No comparable position</u>					\$0.00	\$0.00	
San Bernardino County	<u>Eligibility Worker III</u>	05116	\$44,907	\$61,734	37.47%	\$53,320.80	\$25.64	
San Diego County	<u>No comparable position</u>					\$0.00	\$0.00	
Ventura County	<u>HS Client Benefit Specialist IV</u>	00037	\$59,161	\$65,162	10.14%	\$62,161.81	\$29.89	e
	County Mean:		\$45,574	\$63,743	39.87%			
	County Median:		\$46,242	\$65,162	40.92%			
Riverside County 05/04/23	<u>Eligibility Technician III</u>	13603	\$45,552	\$66,340	45.64%	\$55,945.87		
	Dollar difference from Mean:		-\$22	\$2,597				
	Percentage difference from mean:		-0.05%	4.07%				
	Dollar difference from median:		-\$690	\$1,178				
	Percentage difference from median:		-1.49%	1.81%				

Notes: Ventura was excluded as an outlier because the spread is 10.14% which is too narrow.

Run Date: 5/10/2023

Date Prepared/Revised: MP