

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



ITEM: 3.45
(ID # 22795)

MEETING DATE:
Tuesday, August 29, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & CLERK OF THE BOARD: Classification and Compensation recommendation to adjust the salaries of various Clerk of the Board-related job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9392, All Districts. [Total Costs \$38,157 with an ongoing costs of \$21,108, Source of Funds – 100% Department Budget/General Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of the Clerk of the Board (COB) Assistant, Senior COB Assistant, and the Deputy COB classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9392.

ACTION: Policy


Michael Bowers, HR Director

8/17/2023


Kimberly A. Rector, Clerk of the Board

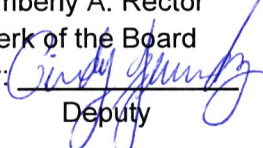
8/22/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, 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 29, 2023
xc: H.R., COB

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	\$17,049	\$21,108	\$38,157	\$21,108
NET COUNTY COST	\$17,049	\$21,108	\$38,157	\$21,108
SOURCE OF FUNDS: 100% Department Budget/General Fund			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Clerk of the Board’s (COB) mission is to provide accessibility to official county records and information while providing exceptional customer services to the county and its residents. The department is comprised of approximately fourteen staff members, of which half are COB Assistants. Recently, the department has reported an increase in attrition that has caused concern. Given how small the department is, any vacancy significantly impacts their ability to provide the full scope of services required. Losing a single team member on an annual basis represents significant time investment in training, as much of what the COB does is passed down through on-the-job training.

The Human Resources Classification and Compensation (Class & Comp) Division received a request from the COB to review the salary range of the *COB Assistant*, *Senior COB Assistant*, and the *Deputy COB* job class. Ongoing attrition indicated that there was a possibility the roles were under market. A market review was conducted using the standard 5-county market (Los Angeles, San Bernardino, San Diego, Ventura, and Orange County) and revealed that the: *COB Assistant* class is below market at both the minimum base salary by approximately 8.1% and maximum base salary by approximately 6%; the *Senior COB Assistant* class is below market at both the minimum base salary by approximately 8.8% and maximum base salary by approximately 6.5%; and the *Deputy COB* class is below market at both the minimum base salary by approximately 15.6% and maximum base salary by approximately 16.6% (**Attachment 2-4**). Adjusting the salaries to market will ensure that these classes are market-competitive with the surrounding counties.

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.

Clerk of the Board Assistant: It is recommended to adjust the salary plan/grade MCO 266 (\$44,873 - \$60,372/year) to salary plan/grade MCO 316 (\$48,820 - \$64,215/year). The cost to grant these adjustments is approximately \$3,443 in salaries and benefits for FY 23/24.

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

Senior Clerk of the Board Assistant: It is recommended to adjust the salary plan/grade MCO 342 (\$51,168 - \$68,861/year) to salary plan/grade MCO 411 (\$56,125 - \$73,640/year). The cost to grant these adjustments is approximately \$2,386 in salaries and benefits for FY 23/24.

Deputy Clerk of the Board: It is recommended to adjust the salary plan/grade MCO 410 (\$56,101 - \$76,599/year) to salary plan/grade MCO 493 (\$65,682 - \$91,786/year). The cost to grant these adjustments is approximately \$11,220 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. Adjusting the salary ranges for the 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.

Additional Fiscal Information

The total fiscal year cost to bring all existing incumbents (3 COB Assistants, 1 Senior COB Assistant, and 1 Deputy COB) up to the new minimum salary is \$17,049, which includes benefits. The COB has indicated that the costs to adjust these salaries will come from the General Fund and will not require a budget adjustment.

ATTACHMENTS

1. Resolution No. 440-9392
2. Clerk of the Board Assistant External Market Review
3. Senior Clerk of the Board Assistant External Market Review
4. Deputy Clerk of the Board External Market Review


Alonzo Barrera, Principal Management Analyst 8/23/2023

1 RESOLUTION NO. 440-9392

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 29, 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 13496	Clerk of the Board Assistant	MCO 266	MCO 316
10 13901	Deputy Clerk of the Board	MCO 410	MCO 493
11 13497	Senior Clerk of the Board Assistant	MCO 342	MCO 411

12 ROLL CALL:

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

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

18 KIMBERLY A. RECTOR, Clerk of said Board

19 By:  _____
20 Deputy

21
22 08.29.2023 3.45

Attachment 2

External Market Survey Data

Classification Name: Clerk of the Board Assistant

Riv Co Class Code: 13496

Market Research					Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Intermediate Board Specialist	1099	\$56,148	\$75,672	34.77%	\$65,910	
Orange County	Board Services Specialist	0638CL	\$47,237	\$63,336	34.08%	\$55,286	
San Bernardino County	Board Services Specialist	3312	\$38,792	\$53,290	37.37%	\$46,041	
San Diego County	Board Assistant	2900	\$53,102	\$64,563	21.58%	\$58,833	
Ventura County	No Comparable Class	N/A	N/A	N/A	N/A	N/A	
	County Mean:		\$48,820	\$64,215	31.54%		
	County Median:		\$50,170	\$63,950	27.47%		
Riverside County	<u>Clerk of the Board Assistant</u>	13496	\$44,873	\$60,372	34.54%	\$52,623	
	Dollar difference from Mean:		-\$3,947	-\$3,843			
	Percentage difference from mean:		-8.08%	-5.98%			
	Dollar difference from median:		-\$5,297	-\$3,577			
	Percentage difference from median:		-10.56%	-5.59%			

Notes:

Run Date: 6/16/2023

Date Prepared/Revised: 7/17/2023

By: B. Lee

Attachment 3

External Market Survey Data

Classification Name: Senior Clerk of the Board Assistant

Riv Co Class Code: 13496

Market Research					Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	<u>Senior Board Specialist</u>	1100	\$62,592	\$84,336	34.74%	\$73,464	
Orange County	<u>Senior Board Services Specialist</u>	639CL	\$55,203	\$73,902	33.87%	\$64,553	
San Bernardino County	<u>Senior Board Services Specialist</u>	3314	\$41,746	\$57,366	37.42%	\$49,556	
San Diego County	<u>Senior Board Assistant</u>	2902	\$64,958	\$78,957	21.55%	\$71,958	
Ventura County	No comparable classification	N/A	N/A	N/A	N/A	N/A	
	County Mean:		\$56,125	\$73,640	31.21%		
	County Median:		\$58,898	\$76,430	29.77%		
Riverside County	<u>Senior Clerk of the Board Assistant</u>	13497	\$51,168	\$68,860	34.58%	\$60,014	
	Dollar difference from Mean:		-\$4,957	-\$4,780			
	Percentage difference from mean:		-8.83%	-6.49%			
	Dollar difference from median:		-\$7,730	-\$7,569			
	Percentage difference from median:		-13.12%	-9.90%			

Notes:

Run Date: 6/16/2023

Date Prepared/Revised: 7/17/2023

By: B. Lee

Attachment 4

External Market Survey Data

Classification Name: Deputy Clerk of the Board

Riv Co Class Code: 13901

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Head Board Specialist	1108	\$73,644	\$107,652	46.18%	\$90,648	
Orange County	Lead Board Services Specialist	640CL	\$58,573	\$78,520	34.06%	\$68,546	
San Bernardino County	Board Services Supervisor	2025	\$68,058	\$93,538	37.44%	\$80,798	
San Diego County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
Ventura County	Deputy Clerk of the Board	705	\$62,452	\$87,433	40.00%	\$74,943	
	County Mean:		\$65,682	\$91,786	39.74%		
	County Median:		\$65,255	\$90,485	38.66%		
Riverside County	<u>Deputy Clerk of the Board</u>	13901	\$56,101	\$76,599	36.54%		
	Dollar difference from Mean:		-\$9,581	-\$15,186			
	Percentage difference from mean:		-14.59%	-16.55%			
	Dollar difference from median:		-\$9,154	-\$13,886			
	Percentage difference from median:		-14.03%	-15.35%			

Notes:

Run Date: 6/16/2023

Date Prepared/Revised: 7/17/2023

By: B. Lee