

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



ITEM: 3.23
(ID # 23174)

MEETING DATE:

Tuesday, October 17, 2023

FROM : HUMAN RESOURCES AND DPSS :

SUBJECT: HUMAN RESOURCES & DPSS: Classification & Compensation Recommendation to adjust the salary of the IHSS Public Authority Executive Director class; and amend Ordinance No. 440 pursuant to Resolution No. 440-9401 submitted herewith, All Districts. [Total Cost \$0 with an ongoing cost of \$0, 100% Department Funded]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the IHSS Public Authority Executive Director classification; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9401.

ACTION:Policy


Charity Douglas, DPSS Director

9/28/2023

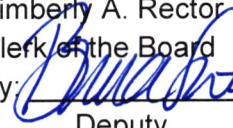

Michael Bowers, HR Director

10/2/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: October 17, 2023
xc: H.R., DPSS

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	\$ 0	\$ 0	\$ 0	\$ 0
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 In-Home Support Services - Public Authority (IHSS-PA) manages a public registry that matches Riverside County Adult Services clients with a trusted in-home caregiver. IHSS-PA provides in-home assistance to eligible aged, blind, and disabled individuals as an alternative to out-of-home care. It enables recipients to remain safely in their homes while receiving care.

The Human Resources Classification and Compensation Division (Class and Comp) received a request from IHSS-PA to examine the *IHSS Public Authority Executive Director* classification and determine its competitiveness within the surrounding market.

Class and Comp conducted an external market review using the surrounding five counties, which found that the *IHSS Public Authority Executive Director* class is approximately 15.90% below market at the minimum base salary and 17.86% below market at the maximum base salary (**Attachment II**).

Class and Comp recommends increasing the salary of the *IHSS Public Authority Executive Director* class up to the established market mean (\$105,870 - \$171,958/year). The proposed salary increase does not create compaction between itself and the Managing Director of Public Social Services (see Figure 1):

Figure 1:

Job Classification	Current Min	Current Max	Proposed Min	Proposed Max
Managing Dir of Public Social Services	\$143,387	\$253,585	\$143,387	\$253,585
(% difference)	61.04%	79.53%	35.44%	47.47%
IHSS Public Authority Executive Director	\$89,036	\$141,248	\$105,870	\$171,958

Salary Adjustments

IHSS Public Authority Executive Director: It is recommended to adjust the salary plan/grade from MRP 387 (\$89,036 - \$141,248) to salary plan/grade MRP 565 (\$105,870 - \$171,958/year).

Impact on Residents and Businesses

This request will not directly impact residents and businesses.

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Additional Fiscal Information

With the implementation of the salary adjustment to the *IHSS Public Authority Executive Director* class, the department will incur no upfront costs. The class's incumbent is compensated at a rate that exceeds the proposed minimum salary. Therefore, a budget adjustment is not required.

Attachments

- I. Resolution No. 440-9401
- II. IHSS Public Authority Executive Director Market Data


Brianna Lontajo, Principal Management Analyst

10/2/2023


Alonzo Barrera, Principal Management Analyst

10/10/2023

RESOLUTION NO. 440-9401

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 17, 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:

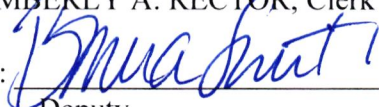
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
79884	IHSS Public Authority Executive Director	MRP 387	MRP 565

ROLL CALL:

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

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

10.17.2023 3.23

External Market Survey Data

Classification Name: IHSS Public Authority Executive Dir.

Riv Co Class Code: 79884

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC Annual	HASC 50%
Los Angeles County	<u>Division Chief, PSS</u>	8014	\$133,114	\$207,119	55.60%	\$170,116.50	\$81.79		
Orange County	<u>Executive Director - IHSS Public Authority</u>	0000PA	\$91,208	\$162,084	77.71%	\$126,646.00	\$60.89		
San Bernardino County	<u>IHSS PA - Executive Director (Contract Position)</u>	n/a	\$98,155	\$183,955	87.41%	\$141,055.00	\$67.81		
San Diego County	<u>No Comparable Class</u>	n/a							
Ventura County	<u>HS Public Authority Administrator</u>	10	\$101,004	\$134,672	33.33%	\$117,838.00	\$56.65		
	County Mean:		\$105,870	\$171,958	62.42%				
	County Median:		\$98,155	\$162,084	65.13%				
Riverside County	<u>IHSS Public Authority Executive Director</u>	79884	\$89,036	\$141,248	58.64%				
	Dollar difference from Mean:		-\$16,834	-\$30,710					
	Percentage difference from mean:		-15.90%	-17.86%					
	Dollar difference from median:		-\$9,119	-\$20,836					
	Percentage difference from median:		-9.29%	-12.86%					

Notes: Los Angeles County: Lon Lenvik, Sr. Anlyst @LAC confirmed comparable class.
 Orange County: Aaron Hogue @ OC Social Services Agency confirmed new salary range.
 San Bernardino County: Confirmed minimum salary with Evelina Lopez, HR Analyst @ SBC.
 San Diego County: Waiting to confirm comparable class with Kevin Scott, Senior Analyst @ SDC. Current biweekly salary of Ex Dir. \$6,419.85 eff. 4/5/2023
 Ventura County: Confirmed comparable with Patty Booker, Personnel Analyst @ VC.

Run Date: 8/28/2023

Date Prepared/Revised: 8/30/2023 By: DP