

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



ITEM: 3.22
(ID # 24046)

MEETING DATE:
Tuesday, February 06, 2024

FROM : HUMAN RESOURCES AND REGISTRAR OF VOTERS :

SUBJECT: HUMAN RESOURCES and REGISTRAR OF VOTERS: Classification and Compensation recommendation to adjust the salary of Registrar of Voters Department specific non-management job classifications; and Amend Ordinance No. 440 pursuant to Resolution No. 440-9411 submitted herewith, All Districts. [Fiscal Year 23/24 Cost - \$66,078, Ongoing Cost - \$168,200] [100% Registrar of Voters General Fund 10000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to Registrar of Voters Department specific non-management job classifications;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9411 submitted herewith.

ACTION:Policy

Sarah Franco

Sarah Franco, Assistant County Executive Officer 1/30/2024

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: February 6, 2024
xc: H.R., ROV

Kimberly A. Rector
Clerk of the Board
By: *Naomy Li*
Deputy

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FINANCIAL DATA	Current Fiscal Year	Next Fiscal Year	Total Cost	Ongoing Cost
COST	\$66,078	\$168,200	\$234,278	\$168,200
NET COUNTY COST \$0	\$0	\$0	\$0	
SOURCE OF FUNDS: 100% Registrar of Voters General Fund 10000			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

The County of Riverside Registrar of Voters Department (ROV) is responsible for providing equal access for all eligible citizens in Riverside County to participate in the democratic electoral process and is entrusted with protecting the integrity of votes, and maintaining transparent, accurate and fair elections for federal, state, and local offices.

The Human Resources Classification and Compensation Division received a request from the ROV to conduct a market review of non-management, ROV-specific job classifications as listed below:

- Elections Coordinator's Assistant
- Elections Technician Trainee - Operations
- Elections Technician II - Operations
- Elections Technician - Operations
- Elections Technician I - Services
- Elections Technician II - Services
- Elections Technician III - Services

The purpose of the market review was to evaluate market competitiveness and resolve market deficiencies if warranted, in order to better position the Department in hiring and retaining qualified staff. The results of the study highlighted that the majority of these job classifications are below market by approximately 10%. As a result of the market findings, it is recommended that the salary ranges (at both the minimum and maximum) be increased for all seven non-management, ROV specific job classifications by 10%, respectively. Bringing the impacted classifications to be market competitive will support the recruitment and retention of critical positions that are necessary for the ROV to execute their mission in providing equal access to voters, and protecting the integrity of the process. With an upcoming election in March of 2024, and beyond, it is essential that the ROV be well-positioned to hire and retain skilled and knowledgeable staff to perform the critical work of the elections.

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Salary Adjustments:

With the implementation of the recommended salary adjustments, it is also proposed to grant a 10% across-the-board salary increase to all current, full-time employees in any one of the job classifications below to keep the existing class progression in place and mitigate against internal equity issues. The increase will be applied provided the new range can accommodate such request. All employee anniversary dates are to be preserved. The approximate costs are detailed and summarized below.

Elections Coordinator's Assistant: It is recommended to adjust the salary plan/grade from LIU 425 (\$45,829 - \$68,266) to salary plan/grade LIU 546 (\$50,412 - \$75,093).

Elections Technician Trainee - Operations: It is recommended to adjust the salary plan/grade from LIU 142 (\$34,325 - \$51,010) to salary plan/grade LIU 225 (\$37,758 - \$56,111).

Elections Technician II - Operations: It is recommended to adjust the salary plan/grade from LIU 189 (\$36,145 - \$53,805) to salary plan/grade LIU 287 (\$39,759 - \$59,186).

Elections Technician - Operations: It is recommended to adjust the salary plan/grade from LIU 325 (\$41,308 - \$61,490) to salary plan/grade LIU 418 (\$45,439 - \$67,639).

Elections Technician I - Services: It is recommended to adjust the salary plan/grade from LIU 121 (\$34,230 - \$47,135) to salary plan/grade LIU 223 (\$37,652 - \$51,848).

Elections Technician II - Services: It is recommended to adjust the salary plan/grade from LIU 142 (\$34,325 - \$51,010) to salary plan/grade LIU 225 (\$37,758 - \$56,111).

Elections Technician III - Services: It is recommended to adjust the salary plan/grade from LIU 232 (\$38,112 - \$56,675) to salary plan/grade LIU 348 (\$41,923 - \$62,342).

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Approval of the recommended salary adjustments will position the ROV to provide competitive salaries that are comparable with external market, and better equip the Department to attract and retain qualified staff. Furthermore, the across-the-board salary increases for current employees will alleviate internal inequity and turnover upon acquiring new hires. These efforts will assist the ROV in meeting its mission and core objective of providing equal access for all eligible citizens in Riverside County to participate in the democratic electoral process and protecting the integrity of the voting process.

Additional Fiscal Information:

The total fiscal year cost to grant all existing incumbents in the above-mentioned classifications a 10% salary increase, including benefits, is approximately \$66,078, and \$168,200, for next fiscal year. An itemization of costs associated with FY 23/24 adjustments by job classification is outlined below in Table 1. The additional costs will be monitored by the Department and future

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adjustments will be made if necessary.

Table 1

10% Incumbent Salary Increase by Job Classification (Approximate Values)			
Job Code	Job Title	Union	Current FY 23/24
13002	ELECTIONS COORDINATOR'S ASSISTANT	LIUNA	\$6,987
62941	ELECTIONS TECHNICIAN TRAINEE - OPERATIONS *	LIUNA	No current incumbents
62940	ELECTIONS TECHNICIAN II - OPERATIONS	LIUNA	\$5,065
62402	ELECTIONS TECHNICIAN - OPERATIONS *	LIUNA	No current incumbents
13006	ELECTIONS TECHNICIAN I - SERVICES *	LIUNA	No current incumbents
13005	ELECTIONS TECHNICIAN II - SERVICES	LIUNA	\$33,105
13004	ELECTIONS TECHNICIAN III - SERVICES	LIUNA	\$20,921
*No current incumbents in class		FY 23/24	\$66,078

Attachments:

Attachment 1: Resolution No. 440-9411

Attachment 2: Market Surveys

RESOLUTION NO. 440-9411

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 6, 2024, 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:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
13002	Elections Coordinator’s Assistant	LIU 425	LIU 546
62402	Elections Technician – Operations	LIU 325	LIU 418
62940	Elections Technician II – Operations	LIU 189	LIU 287
62941	Elections Technician Trainee – Operations	LIU 142	LIU 225
13006	Elections Technician I – Services	LIU 121	LIU 223
13005	Elections Technician II – Services	LIU 142	LIU 225
13004	Elections Technician III – Services	LIU 232	LIU 348

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: Naomy Li
Deputy

/kc
01/30/2024
440 Resolutions/KC

Job Code	Job Title	Union	Salary Range Current Min Annual	Salary Range Current Max Annual	5 County Market Mean Min Annual	5 County Market Mean Max Annual	Current Min Annual % Difference to Market Mean	Current Max Annual % Difference to Market Mean	Proposed % Increase	Salary Range New Proposed Min Annual	Salary Range New Proposed Max Annual
62941	ELECTIONS TECHNICIAN TRAINEE - OPERATIONS *	LIUNA	\$34,325	\$51,010	\$40,851	\$55,058	-16%	-7%	10%	\$37,758	\$56,111
62940	ELECTIONS TECHNICIAN II - OPERATIONS	LIUNA	\$36,145	\$53,805	\$45,684	\$55,404	-21%	-3%	10%	\$39,759	\$59,186
62402	ELECTIONS TECHNICIAN - OPERATIONS *	LIUNA	\$41,308	\$61,490	No Data	No Data	No Data	No Data	10%	\$45,439	\$67,639
13002	ELECTIONS COORDINATOR'S ASSISTANT	LIUNA	\$45,829	\$68,266	No Data	No Data	No Data	No Data	10%	\$50,412	\$75,093
13006	ELECTIONS TECHNICIAN I - SERVICES *	LIUNA	\$34,230	\$47,135	No Data	No Data	No Data	No Data	10%	\$37,652	\$51,848
13005	ELECTIONS TECHNICIAN II - SERVICES	LIUNA	\$34,325	\$51,010	\$49,057	\$56,295	-30%	-9%	10%	\$37,758	\$56,111
13004	ELECTIONS TECHNICIAN III - SERVICES	LIUNA	\$38,112	\$56,675	No Data	No Data	No Data	No Data	10%	\$41,923	\$62,342

*No current incumbents in class

* Market mean as of December 17, 2023