

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



ITEM: 3.34
(ID # 24150)

MEETING DATE:

FROM : HUMAN RESOURCES:

Tuesday, February 06, 2024

SUBJECT: HUMAN RESOURCES and DISTRICT ATTORNEY, PUBLIC DEFENDER, COUNTY COUNSEL, and CHILD SUPPORT SERVICES: Classification and Compensation recommendation to adjust the salaries of Management-level, Attorney job classifications, and establish a new Chief Deputy Public Defender job classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9412, All Districts. [Current Year Cost – \$0, Ongoing Cost - \$0 – 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to 10 Management-level, Attorney job classifications.
2. Approve the creation of a Chief Deputy Public Defender job classification.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9412.

ACTION:Policy


Jared Haringsma 1/31/2024


Steven Harmon, Public Defender 1/31/2024


Minh C. Tran, County Counsel 1/31/2024

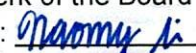

Marcus Maltese 1/31/2024


Sarah Franco, Assistant County Executive Officer 1/31/2024

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., DA, Public Defender, CO.CO., DCSS

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	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Departmental Budget			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approved

BACKGROUND:

Summary

The Human Resources - Classification and Compensation Division is recommending salary adjustments to 10 Management-level, Attorney job classifications to resolve compaction and parity issues that have arisen due to recent salary adjustments to subordinate job classifications. Additionally, the Law Offices of the Public Defender has identified a need for a management-level class to assist in planning, organizing, directing, and coordinating the work of a major legal division(s). As a result, a new Chief Deputy Public Defender classification is being requested to serve between the current Assistant Public Defender and Supervising Deputy Public Defender, and command a salary equal to the Chief Deputy District Attorney job classification.

Salary Adjustments:

District Attorney's Office

Managing Deputy District Attorney: It is recommended to adjust the salary plan/grade MAT 226 (\$160,058 - \$229,161/year) to salary plan/grade MAT 285 (\$179,008 - \$251,745/year). This will be an increase of approximately 11.84% at the minimum base salary and 9.85% at the maximum base salary. The salary adjustment ensures an approximate 11% minimum and maximum base salary above the subordinate Deputy District Attorney IV-T's salary. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Chief Deputy District Attorney: It is recommended to adjust the salary plan/grade MAT 260 (\$168,864 - \$241,769/year) to salary plan/grade MAT 295 (\$193,329 - \$271,884/year). This will be an increase of approximately 14.49% at the minimum base salary and 12.46% at the maximum base salary. The salary adjustment ensures an approximate 8% minimum and maximum base salary above the subordinate Managing Deputy District Attorney's proposed salary (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Assistant District Attorney: It is recommended to adjust the salary plan/grade MAT 311 (\$202,190 - \$274,373/year) to salary plan/grade MAT 332 (\$208,795 - \$293,635/year). This will be an increase of approximately 3.27% at the minimum base salary and 7.02% at the maximum base salary. The salary adjustment ensures an approximate 8% minimum and maximum base salary above the subordinate Chief Deputy District Attorney's proposed salary (above). There

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

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

Chief Assistant District Attorney: It is recommended to adjust the salary plan/grade MAT 328 (\$202,926 - \$290,536/year) to salary plan/grade MAT 340 (\$225,498 - \$317,126/year). This will be an increase of approximately 11.53% at the minimum base salary and 15.58% at the maximum base salary. The salary adjustment ensures an approximate 8% minimum and maximum base salary above the subordinate Assistant District Attorney's proposed salary (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Law Offices of the Public Defender

Supervising Deputy Public Defender: It is recommended to adjust the salary plan/grade MAT 175 (\$147,342 - \$210,887/year) to salary plan/grade MAT 262 (\$169,097 - \$244,941/year). This will be an increase of approximately 14.76% at the minimum base salary and 16.15% at the maximum base salary. The salary adjustment ensures an approximate 8% minimum and maximum base salary above the subordinate Deputy Public Defender V's salary. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Assistant Public Defender: It is recommended to adjust the salary plan/grade XAB 211 (\$178,023 - \$324,168/year) to salary plan/grade XAB 230 (\$208,795 - \$293,635/year). This will be an increase of approximately 17.29% at the minimum base salary and a decrease of approximately 9.42% at the maximum base salary. The salary adjustment ensures parity with the Assistant District Attorney's proposed salary (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

County Counsel

Chief Deputy County Counsel: It is recommended to adjust the salary plan/grade MAT 209 (\$158,800 - \$227,360/year) to salary plan/grade MAT 285 (\$179,008 - \$251,745/year). This will be an increase of approximately 12.73% at the minimum base salary and 10.73% at the maximum base salary. The salary adjustment ensures an approximate 11% minimum and maximum base salary above the subordinate Deputy County Counsel IV-S CE's salary, and parity with the Managing Deputy District Attorney's proposed salary (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Chief Assistant County Counsel: It is recommended to adjust the salary plan/grade MAT 277 (\$177,179 - \$253,657/year) to salary plan/grade MAT 332 (\$208,795 - \$293,635/year). This will be an increase of approximately 17.84% at the minimum base salary and 15.76% at the maximum base salary. The salary adjustment ensures an approximate 16.64% minimum and maximum base salary above the subordinate Chief Deputy County Counsel's proposed salary (above), and parity with both the Assistant District Attorney's and Assistant Public Defender's

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

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

Department of Child Support Services

Supervising Deputy Child Support Attorney: It is recommended to adjust the salary plan/grade MAT 175 (\$147,342 - \$210,887/year) to salary plan/grade MAT 262 (\$169,097 - \$244,941/year). This will be an increase of approximately 14.76% at the minimum base salary and 16.15% at the maximum base salary. The salary adjustment ensures an approximate 17.33% minimum and 20.87% maximum base salary above the subordinate Deputy Child Support Attorney IV's salary, and parity with the Supervising Deputy Public Defender's proposed salary (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Chief Deputy Child Support Attorney: It is recommended to adjust the salary plan/grade MAT 243 (\$161,766 - \$231,580/year) to salary plan/grade MAT 285 (\$179,008 - \$251,745/year). This will be an increase of approximately 10.66% at the minimum base salary and 8.71% at the maximum base salary. The salary adjustment ensures an approximate 5.86% minimum base salary and 2.78% maximum base salary above the subordinate Supervising Deputy Child Support Attorney's proposed salary (above), and parity with the Managing Deputy District Attorney and Chief Deputy County Counsel's proposed salaries (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Classification Addition:

Chief Deputy Public Defender: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MAT 295 (\$193,329 - \$271,884/year). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached (**Attachment 2**).

At-Will Designation:

Chief Deputy Public Defender: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Public Defender. There is no financial impact to implement this change.

Impact on Residents and Businesses

There is no impact on Residents or Businesses. Approval of the salary adjustments for the job classifications above will fix current compaction concerns and ultimately, position the County to provide a competitive salary to attract and retain qualified staff in these positions. Furthermore, approval of the proposed Chief Deputy Public Defender classification will result in a more appropriate organizational structure to oversee the work of the Public Defender's major legal division(s).

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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Additional Fiscal Information

There are no immediate upfront costs and all affected departments have approved the recommended salary adjustments. Additionally, the creation of a Chief Deputy Public Defender classification will have no immediate upfront costs to the Law Offices of the Public Defender. The Department will add this position(s) to their budget via a Classification Transaction Request at a later date. However, the cost to add one Chief Deputy Public Defender is approximately \$153,300 for FY 23/24, which includes salary and benefits; the cost for the new FY 24/25 will be approximately \$394,232, which includes salary and benefits. Budget adjustments are not required.

ATTACHMENTS

1. Resolution No. 440-9412
2. Chief Deputy Public Defender Class Specification


Alonzo Barrera, Principal Management Analyst 1/31/2024

RESOLUTION NO. 440-9412

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 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
78565	+	Chief Deputy Public Defender	MAT 295

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period following date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
78565	+	Chief Deputy Public Defender

BE IT FURTHER RESOLVED 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 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>
78539	Assistant District Attorney	XAB 211	XAB 230
78517	Chief Assistant County Counsel	MAT 277	MAT 332

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
78528	Chief Assistant District Attorney	MAT 328	MAT 340
37490	Chief Deputy Child Support Attorney	MAT 243	MAT 285
78518	Chief Deputy County Counsel	MAT 209	MAT 285
78535	Chief Deputy District Attorney	MAT 260	MAT 295
78527	Managing Deputy District Attorney	MAT 226	MAT 285
37491	Supervising Deputy Child Support Attorney	MAT 175	MAT 262
78555	Supervising Deputy Public Defender	MAT 175	MAT 262

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

REVISED

RESOLUTION NO. 440-9412

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 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following date of approval, as follows:

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78539	Assistant District Attorney	<u>MAT 311</u>	<u>MAT 332</u>

1	Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
2	78517	Chief Assistant County Counsel	MAT 277	MAT 332
3	78528	Chief Assistant District Attorney	MAT 328	MAT 340
4	37490	Chief Deputy Child Support Attorney	MAT 243	MAT 285
5	78518	Chief Deputy County Counsel	MAT 209	MAT 285
6	78535	Chief Deputy District Attorney	MAT 260	MAT 295
7	78527	Managing Deputy District Attorney	MAT 226	MAT 285
8	37491	Supervising Deputy Child Support Attorney	MAT 175	MAT 262
9	78555	Supervising Deputy Public Defender	MAT 175	MAT 262

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12 ROLL CALL:

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

14 Nays: None

15 Absent: None

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

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19 KIMBERLY A. RECTOR, Clerk of said Board

20 By: Naomy Li
 21 Deputy

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24 /kc
 Revised
 02/08/2024

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26 Item 3.34
 02/06/2024

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27 /kc
 01/31/2024
 440 Resolutions\KC

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3.34

Attachment 1

REVISED

RESOLUTION NO. 440-9412

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78565	+	Chief Deputy Public Defender	MAT 295

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78565	+	Chief Deputy Public Defender

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<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
78539	Assistant District Attorney	<u>MAT 311</u>	<u>MAT 332</u>

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
<u>78557</u>	<u>Assistant Public Defender</u>	<u>XAB 211</u>	<u>XAB 230</u>
78517	Chief Assistant County Counsel	MAT 277	MAT 332
78528	Chief Assistant District Attorney	MAT 328	MAT 340
37490	Chief Deputy Child Support Attorney	MAT 243	MAT 285
78518	Chief Deputy County Counsel	MAT 209	MAT 285
78535	Chief Deputy District Attorney	MAT 260	MAT 295
78527	Managing Deputy District Attorney	MAT 226	MAT 285
37491	Supervising Deputy Child Support Attorney	MAT 175	MAT 262
78555	Supervising Deputy Public Defender	MAT 175	MAT 262

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

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Revised
03/21/2024

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Revised
02/08/2024

Item 3.34
02/06/2024

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Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2



CHIEF DEPUTY PUBLIC DEFENDER

Class Code:
78565

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: February 8, 2024
Revision Date: February 8, 2024

SALARY RANGE

\$92.94/5 - \$130.71 Hourly
\$16,110.71 - \$22,657.03 Monthly
\$193,328.59 - \$271,884.45 Annually

CLASS CONCEPT:

Under general direction, to assist in planning, organizing, directing, and coordinating the work of a major legal division of the Law Offices of the Public Defender; and to do other work as required.

Incumbents of this class report to the Assistant Public Defender and assist in the management of a major level division(s). Responsibilities are primarily managerial in nature and differs from the Assistant Public Defender by the latter's responsibility to assist the department head in the administration of the Law Offices of the Public Defender. By contrast, positions of the next lower classification, Supervising Deputy Public Defender, provide first-line supervision to major sections within a geographic division, or have charge of a County-wide division of moderate size.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Public Defender.

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, organizes, and directs the work of several staffs comprising a major legal division.

- Coordinates the work flow between legal, investigative, enforcement, and clerical functions.
- Coordinates the functions of the division with the courts and other law enforcement agencies and County departments.
- Develops and implements procedures within the division to accomplish goals, objectives, and statutory mandates.
- Recommends to the Assistant Public Defender the establishment and modification of departmental policies.
- Confers with subordinate attorneys regarding cases that are highly complex, of great interest to the public, or which have significant implications as to legal precedent.
- Provides guidance to subordinate supervisors in the training of employees; makes final selections of applicants for employment and recommends hiring to the department head.
- Reviews, investigates, and makes recommendations as to employee grievance claims and other personnel issues.
- Prepares preliminary budget requests.
- Represents the Public Defender at state and national conferences and before civic, professional, and educational organizations.

RECRUITING GUIDELINES:

Experience: One year of experience as a Supervising Deputy Public Defender with the Riverside County Law Offices of the Public Defender or in an equivalent class with another California county or city.

OR

Experience: Three years of experience in the practice of criminal and/or civil law; Civil law experience must have included primary involvement in Conservatorships, Probate, Guardianships, or other closely related civil cases.

Knowledge of: Legal principles and their application with an emphasis on criminal law; California statutory and case law; principles of supervision, training, modern office management and organization; rules of evidence and the conduct of court proceedings; methods, procedures, and practices of criminal and civil defense; duties, powers, limitations, and responsibilities of the Law Offices of the Public Defender; professional ethics in the practices of law.

Ability to: Supervise and coordinate the work of a staff engaged in the defense of criminal and/or civil cases; review and evaluate the work of subordinates and plan and conduct an effective training program; investigate and defend criminal complaints and actions; analyze serious and complex legal problems and to apply legal principles and practices; present arguments and

statements of fact and law clearly and logically in written and oral form; perform legal research; establish and maintain effective working relationships with others.

OTHER REQUIREMENTS:

License/Certificate: Active membership in the State Bar of California.

Possession of a valid California Driver's License is required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.