

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



ITEM: 3.24  
(ID # 24231)

MEETING DATE:  
Tuesday, February 27, 2024

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification & Compensation recommendation to adjust the salaries of various Management/Confidential/Unrepresented/Parks job classifications related to the Administrative Services class series; and amend Ordinance No. 440 pursuant to Resolution No. 440-9414 submitted herewith, All Districts. [Cost \$83,884, Source of Funds – 100% Department Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of various Management/Confidential/Unrepresented/Parks job classifications related to the Administrative Services class series.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9414.

ACTION:Policy

*Sarah Franco*

Sarah Franco, Assistant County Executive Officer 2/15/2024

---

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez 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 27, 2024  
xc: H.R.

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

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$83,884	\$272,624	\$356,508	\$272,624
<b>NET COUNTY COST</b>	\$17,079	\$55,507	\$72,586	\$55,507
<b>SOURCE OF FUNDS: 100% Department Funds</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: FY 23/24</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Human Resources Classification and Compensation Division (Class and Comp) conducted a County-wide salary review of the Management/Confidential/Unrepresented/Parks (MCU/Parks) classifications in the *Administrative Services* series. The *Administrative Services* series provide various administrative, financial, personnel, research, and analytical functions or services to their assigned department. Due to recent salary adjustments, pre-existing reporting structures, overall parity, and established career pathways, salary ranges have become misaligned and, in some cases, compacted. For these reasons above, the salaries of the following job classifications were examined:

1. *Deputy Director, Sheriff's Administrative Services*
2. *Administrative Support Services Manager*
3. *TLMA Administrative Services Manager*
4. *Administrative Services Manager III*
5. *Administrative Services Manager II*
6. *Administrative Services Manager II - Parks*
7. *Administrative Services Manager I*
8. *Administrative Services Manager I - Parks*
9. *Administrative Services Officer*
10. *Administrative Services Supervisor - CE*
11. *Senior Administrative Services Analyst - CE*
12. *Administrative Services Analyst II - CE*
13. *Administrative Services Analyst I - CE*
14. *Administrative Services Assistant - CN*

A market review for the MCU/Parks classifications in the *Administrative Services* series was conducted using the five-county market to ensure market competitiveness. The results of the study highlight the following:

1. *Administrative Services Manager III*: Current salary of \$88,109 - \$139,757/year is below the market at the minimum base salary by approximately 29% and below at the market at the maximum base salary by approximately 25% (**Attachment 2**).
2. *Administrative Services Manager II*: Current salary of \$83,589 - \$132,616/year is below the market at the minimum base salary by approximately 17% and below at the market at the maximum base salary by approximately 7% (**Attachment 3**).
3. *Administrative Services Manager II - Parks*: Current salary of \$83,589 - \$132,616/year is

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

- below the market at the minimum base salary by approximately 17% and below at the market at the maximum base salary by approximately 7% (**Attachment 3**).
4. *Administrative Services Manager I*: Current salary of \$74,387 - \$117,933/year is below the market at the minimum base salary by approximately 16% and below at the market at the maximum base salary by approximately 8% (**Attachment 4**).
  5. *Administrative Services Manager I - Parks*: Current salary of \$74,387 - \$117,933/year is below the market at the minimum base salary by approximately 16% and below at the market at the maximum base salary by approximately 8% (**Attachment 4**).
  6. *Administrative Services Officer*: Current salary of \$68,049 - \$104,980/year is below the market at the minimum base salary by approximately 23% and below at the market at the maximum base salary by approximately 8% (**Attachment 5**).
  7. *Administrative Services Supervisor - CE*: Current salary of \$66,258 - \$92,650/year is below the market at the minimum base salary by approximately 8% and below at the market at the maximum base salary by approximately 6% (**Attachment 6**).
  8. *Senior Administrative Services Analyst - CE*: Current salary of \$66,400 - \$87,809/year is below the market at the minimum base salary by approximately 1% and below at the market at the maximum base salary by approximately 4% (**Attachment 7**).
  9. *Administrative Services Analyst II - CE*: Current salary of \$61,912 - \$83,949/year is below the market at the minimum base salary by approximately 6% and below at the market at the maximum base salary by approximately 4% (**Attachment 8**).
  10. *Administrative Services Analyst I - CE*: Current salary of \$54,158 - \$71,275/year is below the market at the minimum base salary by approximately 1% and above at the market at the maximum base salary by approximately 1% (**Attachment 9**).
  11. *Administrative Services Assistant - CN*: Current salary of \$45,468 - \$61,925/year is below the market at the minimum base salary by approximately 7% and above at the market at the maximum base salary by approximately 2% (**Attachment 10**).

**Salary Adjustment:**

It is recommended to adjust the salaries of 10 of the 11 job classifications above to market. Additionally, it is recommended that the salary ranges of the remaining 3 job classifications (*Deputy Director, Sheriff's Administrative Services, Administrative Support Services Manager, and TLMA Administrative Services Manager*) be adjusted to preserve historical spreads and avoid compaction with supervisory and/or managerial level classifications. It is further recommended to set the minimum salary of the Administrative Services Manager III at its historical spacing from the Administrative Services Manager II minimum salary, and to set the maximum salary at parity with the TLMA Administrative Services Manager.

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.

**Deputy Director, Sheriff's Administrative Services:** It is recommended to adjust the salary plan/grade from MRP 501 (\$97,915 - \$151,326) to salary plan/grade MRP 642 (\$118,340 -

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

\$168,296). The proposed adjustment ensures there is no compaction with the Administrative Services Manager III job class and preserves historical spreads between the two levels. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Support Services Manager:** It is recommended to adjust the salary plan/grade from MRP 406 (\$90,361 - \$143,432) to salary plan/grade MRP 596 (\$109,214 - \$159,514). The proposed adjustment serves to preserve historical spreads with the Administrative Services Manager III job class. The cost to grant these adjustments is approximately \$1,624, in salaries and benefits for FY 23/24.

**TLMA Administrative Services Manager:** It is recommended to adjust the salary plan/grade from MRP 499 (\$97,915 - \$155,426) to salary plan/grade MRP 570 (\$106,488 - \$155,426). The proposed adjustment serves to bring the salary of this classification up to the proposed salary of the Administrative Services Manager III job class. Doing so will honor the original intent of the clone from which this classification was created. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Manager III:** It is recommended to adjust the salary plan/grade from MRP 382 (\$88,109 - \$139,757) to salary plan/grade MRP 570 (\$106,488 - \$155,426). This proposal is based on the recommended market mean (**Attachment 2**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Manager II:** It is recommended to adjust the salary plan/grade from MRP 345 (\$83,589 - \$132,616) to salary plan/grade MRP 521 (\$101,023 - \$143,092). This proposal is based on the recommended market mean (**Attachment 3**). The cost to grant these adjustments is approximately \$8,303, in salaries and benefits for FY 23/24.

**Administrative Services Manager II - Parks:** It is recommended to adjust the salary plan/grade from PMRP 345 (\$83,589 - \$132,616) to salary plan/grade PMRP 520 (\$101,023 - \$143,092). This proposal is based on the recommended market mean (**Attachment 3**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Manager I:** It is recommended to adjust the salary plan/grade from MRP 250 (\$74,387 - \$117,933) to salary plan/grade MRP 449 (\$92,982 - \$127,778). This proposal is based on the recommended market mean (**Attachment 4**). The cost to grant these adjustments is approximately \$23,880, in salaries and benefits for FY 23/24.

**Administrative Services Manager I - Parks:** It is recommended to adjust the salary plan/grade from PMRP 250 (\$74,387 - \$117,933) to salary plan/grade PMRP 385 (\$92,982 - \$127,778). This proposal is based on the recommended market mean (**Attachment 4**). There are no

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

upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Officer:** It is recommended to adjust the salary plan/grade from MRP 181 (\$68,049 - \$104,980) to salary plan/grade MRP 381 (\$88,135 - \$117,286). This proposal is based on the recommended market mean (**Attachment 5**). The cost to grant these adjustments is approximately \$50,078, in salaries and benefits for FY 23/24.

**Administrative Services Supervisor - CE:** It is recommended to adjust the salary plan/grade from MCO 507 (\$66,258 - \$92,650) to salary plan/grade MCO 570 (\$72,319 - \$98,976). This proposal is based on the recommended market mean (**Attachment 6**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Senior Administrative Services Analyst - CE:** It is recommended to adjust the salary plan/grade from MCO 510 (\$66,400 - \$87,809) to salary plan/grade MCO 517 (\$67,253 - \$91,875). This proposal is based on the recommended market mean (**Attachment 7**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Analyst II - CE:** It is recommended to adjust the salary plan/grade from MCO 447 (\$61,912 - \$83,949) to salary plan/grade MCO 502 (\$65,861 - \$87,423). This proposal is based on the recommended market mean (**Attachment 8**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Analyst I - CE:** It is recommended to adjust the salary plan/grade from MCO 387 (\$54,158 - \$71,275) to salary plan/grade MCO 386 (\$54,239 - \$71,953). This proposal is based on the recommended market mean (**Attachment 9**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Administrative Services Assistant - CN:** It is recommended to adjust the salary plan/grade from EMCO 360 (\$45,468 - \$61,925) to salary plan/grade EMCO 363 (\$48,630 - \$62,034). This proposal is based on the recommended market mean (**Attachment 10**). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Additional Fiscal Information**

The total cost (salaries and benefits) to grant all existing incumbents below the current minimum base salary to the new, proposed minimum base salary is approximately \$83,884 for the remainder of the 23/24 fiscal year and \$272,624 for next fiscal year (**Attachment 11**). All departments with current incumbents in the MCU/Parks job classifications above have approved the recommended salary adjustments and any associated salary increases, which will be



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

absorbed through their respective budgets. A budget adjustment is not required.

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses. Adjusting the salary of the aforementioned job classifications will position the County to provide more competitive salaries that are within market and better equip the County to continue to attract and retain staff in these positions.

**Attachments:**

- 1) Resolution No. 440-9414
- 2) Administrative Services Manager III Market Data
- 3) Administrative Services Manager II Market Data
- 4) Administrative Services Manager I Market Data
- 5) Administrative Services Officer Market Data
- 6) Administrative Services Supervisor Market Data
- 7) Senior Administrative Services Analyst Market Data
- 8) Administrative Services Analyst II Market Data
- 9) Administrative Services Analyst I Market Data
- 10) Administrative Services Assistant Market Data
- 11) Total Cost Summary

  
Alonzo Barrera, Principal Management Analyst 2/15/2024

  
Dave Rogers, Chief Administrative Officer 2/22/2024

**REVISED**

RESOLUTION NO. 440-9414

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 27, 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:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74088	Administrative Services Analyst I - CE	MCO 387	MCO 386
74110	Administrative Services Analyst II - CE	MCO 447	MCO 502
74089	Administrative Services Assistant - CN	EMCO 360	EMCO 363
74191	Administrative Services Manager I	MRP <b>250</b>	MRP 449
85092	Administrative Services Manager I – Parks	PMRP 250	PMRP 385
74113	Administrative Services Manager II	MRP 345	MRP 521
85061	Administrative Services Manager II - Parks	PMRP 345	PMRP 520
74273	Administrative Services Manager III	MRP 382	MRP 570
74213	Administrative Services Officer	MRP 181	MRP 381
74316	Administrative Services Supervisor - CE	MCO 507	MCO 570
77625	Administrative Support Services Manager	MRP 406	MRP 596
74287	Deputy Director, Sheriff’s Administrative Services	MRP 501	MRP 642
77624	Senior Administrative Services Analyst - CE	MCO 510	MCO 517
74278	TLMA Administrative Services Manager	MRP 499	MRP 570

/kc  
Revised  
02/29/2024

Item 3.24  
02/27/2024

/kc  
02/06/2024  
440 Resolutions\KC

FEB 27 2024

**3.24**

RESOLUTION NO. 440-9414

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 27, 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:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74088	Administrative Services Analyst I - CE	MCO 387	MCO 386
74110	Administrative Services Analyst II - CE	MCO 447	MCO 502
74089	Administrative Services Assistant - CN	EMCO 360	EMCO 363
74191	Administrative Services Manager I	MRP 520	MRP 449
85092	Administrative Services Manager I – Parks	PMRP 250	PMRP 385
74113	Administrative Services Manager II	MRP 345	MRP 521
85061	Administrative Services Manager II - Parks	PMRP 345	PMRP 520
74273	Administrative Services Manager III	MRP 382	MRP 570
74213	Administrative Services Officer	MRP 181	MRP 381
74316	Administrative Services Supervisor - CE	MCO 507	MCO 570
77625	Administrative Support Services Manager	MRP 406	MRP 596
74287	Deputy Director, Sheriff's Administrative Services	MRP 501	MRP 642
77624	Senior Administrative Services Analyst - CE	MCO 510	MCO 517
74278	TLMA Administrative Services Manager	MRP 499	MRP 570

/kc  
02/06/2024  
440 Resolutions\KC

02/27/2024 3.24



2  
3 RESOLUTION NO. 440-9414

4  
5 ADOPTED by Riverside County Board of Supervisors on August 29, 2024.

6  
7 ROLL CALL:

8  
9 Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

10 Nays: None

11 Absent: None

12  
13  
14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of  
15 Supervisors on the date therein set forth.

16  
17 KIMBERLY A. RECTOR, Clerk of said Board

18  
19 By: Naomy Li  
20 Deputy

# External Market Survey Data

## Admin Svcs Manager III

Riv Co Class Code: 74273

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Services Manager III</a>	1004	\$123,288	\$166,152	34.77%
Orange County	<a href="#">Administrative Manager III</a>	8013MA	\$114,026	\$200,242	75.61%
San Bernardino County	<i>No Comparable Class</i>				
San Diego County	<i>No Comparable Class</i>				
Ventura County	<a href="#">Administrative Services Director III</a>	1786	\$136,590	\$191,225	40.00%
County Mean:			\$124,634	\$185,873	49.13%
County Median:			\$123,288	\$191,225	55.10%
<b>Riverside County</b>	<a href="#">Administrative Services Manager III</a>	74273	\$88,109	\$139,757	58.62%
Dollar difference from Mean:			<b>-\$36,525</b>	<b>-\$46,116</b>	
Percentage difference from mean:			<b>-29.31%</b>	<b>-24.81%</b>	
Dollar difference from median:			<b>-\$35,179</b>	<b>-\$51,468</b>	
Percentage difference from median:			<b>-28.53%</b>	<b>-26.91%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/4/2024

By: DF

# External Market Survey Data

## Admin Svcs Manager II

Riv Co Class Code: 74113

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Services Manager II</a>	1003	\$94,243	\$127,000	34.76%
Orange County	<a href="#">Administrative Manager II</a>	8012MA	\$91,208	\$162,094	77.72%
San Bernardino County	<a href="#">Administrative Manager</a>	1100	\$94,016	\$129,522	37.77%
San Diego County	<a href="#">Administrative Services Manager II</a>	2369	\$103,397	\$125,694	21.57%
Ventura County	<a href="#">Administrative Services Director II</a>	1785	\$122,250	\$171,151	40.00%
	County Mean:		\$101,023	\$143,092	41.64%
	County Median:		\$94,243	\$129,522	37.43%
<b>Riverside County</b>	<a href="#">Administrative Services Manager II</a>	74113	\$83,589	\$132,616	58.65%
	Dollar difference from Mean:		<b>-\$17,434</b>	<b>-\$10,476</b>	
	Percentage difference from mean:		<b>-17.26%</b>	<b>-7.32%</b>	
	Dollar difference from median:		<b>-\$10,654</b>	<b>\$3,095</b>	
	Percentage difference from median:		<b>-11.30%</b>	<b>2.39%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/4/2024

By: DF

# External Market Survey Data

## Admin Svcs Manager I

Riv Co Class Code: 74191

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Services Manager I</a>	1002	\$86,869	\$117,064	34.76%
Orange County	<a href="#">Administrative Manager I</a>	8011MA	\$65,603	\$130,374	98.73%
San Bernardino County	<i>No Comparable Class</i>				
San Diego County	<a href="#">Administrative Services Manager I</a>	2368	\$94,058	\$114,317	21.54%
Ventura County	<a href="#">Administrative Services Director I</a>	1784	\$106,682	\$149,355	40.00%
	County Mean:		\$88,303	\$127,778	44.70%
	County Median:		\$90,463	\$123,719	36.76%
<b>Riverside County</b>	<a href="#">Administrative Services Manager I</a>	74191	\$74,387	\$117,933	58.54%
	Dollar difference from Mean:		<b>-\$13,916</b>	<b>-\$9,845</b>	
	Percentage difference from mean:		<b>-15.76%</b>	<b>-7.70%</b>	
	Dollar difference from median:		<b>-\$16,076</b>	<b>-\$5,786</b>	
	Percentage difference from median:		<b>-17.77%</b>	<b>-4.68%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/4/2024

By: DF

# External Market Survey Data

## Administrative Services Officer

Riv Co Class Code: 74213

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<i>No Comparable Class</i>				#VALUE!
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<i>No Comparable Class</i>				
San Diego County	<a href="#">Principal Administrative Analyst</a>	2367	\$94,640	\$115,024	21.54%
Ventura County	<a href="#">Administrative Officer I</a>	34	\$81,630	\$114,293	40.01%
	County Mean:		\$88,135	\$114,659	30.09%
	County Median:		\$88,135	\$114,659	30.09%
<b>Riverside County</b>	<a href="#">Administrative Services Officer</a>	74213	\$68,049	\$104,980	54.27%
	Dollar difference from Mean:		<b>-\$20,086</b>	<b>-\$9,678</b>	
	Percentage difference from mean:		<b>-22.79%</b>	<b>-8.44%</b>	
	Dollar difference from median:		<b>-\$20,086</b>	<b>-\$9,678</b>	
	Percentage difference from median:		<b>-22.79%</b>	<b>-8.44%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/4/2024

By: DF



# External Market Survey Data

## Administrative Services Supervisor

Riv Co Class Code: 74199

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Supervising Administrative Assistant I</a>	896	\$71,152	\$95,884	34.76%
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<a href="#">Administrative Supervisor I</a>	1090	\$73,486	\$101,296	37.84%
San Diego County	<i>No Comparable Class</i>				
Ventura County	<i>No Comparable Class</i>				
	County Mean:		\$72,319	\$98,590	36.33%
	County Median:		\$72,319	\$98,590	36.33%
<b>Riverside County</b>	<a href="#">Administrative Services Supervisor</a>	74199	\$66,258	\$92,650	39.83%
	Dollar difference from Mean:		<b>-\$6,061</b>	<b>-\$5,940</b>	
	Percentage difference from mean:		<b>-8.38%</b>	<b>-6.03%</b>	
	Dollar difference from median:		<b>-\$6,061</b>	<b>-\$5,940</b>	
	Percentage difference from median:		<b>-8.38%</b>	<b>-6.03%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/4/2024

By: DF

# External Market Survey Data

## Senior Administrative Services Analyst

Riv Co Class Code: 77623

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Assistant III</a>	889	\$71,152	\$95,884	34.76%
Orange County	<a href="#">Staff Specialist</a>	8543GE	\$61,090	\$81,682	33.71%
San Bernardino County	<a href="#">Staff Analyst II</a>	19647	\$66,768	\$91,749	37.41%
San Diego County	<i>No Comparable Class</i>				
Ventura County	<a href="#">Administrative Assistant IV</a>	1615	\$70,004	\$98,183	40.25%
	County Mean:		\$67,253	\$91,875	36.61%
	County Median:		\$68,386	\$93,817	37.19%
<b>Riverside County</b>	<a href="#">Senior Administrative Services Analyst</a>	77623	\$66,400	\$87,809	32.24%
	Dollar difference from Mean:		<b>-\$853</b>	<b>-\$4,066</b>	
	Percentage difference from mean:		<b>-1.27%</b>	<b>-4.43%</b>	
	Dollar difference from median:		<b>-\$1,986</b>	<b>-\$6,008</b>	
	Percentage difference from median:		<b>-2.90%</b>	<b>-6.40%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/4/2024

By: DF

# External Market Survey Data

## Administrative Services Analyst II

Riv Co Class Code: 74106

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Assistant II</a>	888	\$63,840	\$86,020	34.74%
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<a href="#">Staff Analyst I</a>	19646	\$57,616	\$79,165	37.40%
San Diego County	<a href="#">Administrative Analyst II</a>	2303	\$78,312	\$95,202	21.57%
Ventura County	<a href="#">Administrative Assistant III</a>	1611	\$63,677	\$89,305	40.25%
	County Mean:		\$65,861	\$87,423	32.74%
	County Median:		\$63,758	\$87,663	37.49%
<b>Riverside County</b>	<a href="#">Administrative Services Analyst II</a>	74106	\$61,912	\$83,950	35.59%
	Dollar difference from Mean:		<b>-\$3,949</b>	<b>-\$3,473</b>	
	Percentage difference from mean:		<b>-6.00%</b>	<b>-3.97%</b>	
	Dollar difference from median:		<b>-\$1,846</b>	<b>-\$3,713</b>	
	Percentage difference from median:		<b>-2.90%</b>	<b>-4.24%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/5/2024

By: DF

# External Market Survey Data

## Administrative Services Analyst I

Riv Co Class Code: 74105

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Assistant I</a>	887	\$52,275	\$66,731	27.65%
Orange County	No Comparable Class				
San Bernardino County	<a href="#">Staff Analyst Trainee</a>	19649	\$48,589	\$65,229	34.25%
San Diego County	<a href="#">Administrative Analyst I</a>	2304	\$63,440	\$77,106	21.54%
Ventura County	<a href="#">Administrative Assistant I</a>	30	\$52,653	\$73,668	39.91%
	County Mean:		\$54,239	\$70,683	30.32%
	County Median:		\$52,464	\$70,199	33.80%
<b>Riverside County</b>	<a href="#">Administrative Services Analyst I</a>	74105	\$54,158	\$71,275	31.61%
	Dollar difference from Mean:		<b>-\$81</b>	<b>\$592</b>	
	Percentage difference from mean:		<b>-0.15%</b>	<b>0.84%</b>	
	Dollar difference from median:		<b>\$1,694</b>	<b>\$1,076</b>	
	Percentage difference from median:		<b>3.23%</b>	<b>1.53%</b>	

Notes:

Run Date:

Date Prepared/Revised: 1/5/2024

By: DF

# External Market Survey Data

## Administrative Services Assistant

Riv Co Class Code: 74114

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<a href="#">Administrative Aid</a>	886	\$48,556	\$55,603	14.51%
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<i>No Comparable Class</i>				
San Diego County	<a href="#">Administrative Trainee (T)</a>	2306	\$55,058	\$66,914	21.53%
Ventura County	<a href="#">Administrative Aide</a>	20	\$42,276	\$59,177	39.98%
	County Mean:		\$48,630	\$60,565	24.54%
	County Median:		\$48,556	\$59,177	21.87%
<b>Riverside County</b>	<a href="#">Administrative Services Assistant</a>	74114	\$45,468	\$61,925	36.20%
	Dollar difference from Mean:		<b>-\$3,162</b>	\$1,361	
	Percentage difference from mean:		<b>-6.50%</b>	2.25%	
	Dollar difference from median:		<b>-\$3,088</b>	\$2,748	
	Percentage difference from median:		<b>-6.36%</b>	4.64%	

Notes:

Run Date:

Date Prepared/Revised: 1/5/2024

By: DF



Total Cost by Department including Benefit Roll UP for 1 full FY			Total Cost by Department including Benefit Roll UP for 23/24 FY			Source of Funds		Net County Cost %
Dept ID	Department	Cost	Dept ID	Department	Cost			
113	Human Resources (HR)	\$5,877.86	113	Human Resources (HR)	\$1,808.57	HR Constructed Services	0%	
120	Assessor Clerk Recorder (ACR)	\$4,877.15	120	Assessor Clerk Recorder (ACR)	\$1,500.66	Department Revenues	0%	
220	District Attorney (DA)	\$28,882.37	220	District Attorney (DA)	\$8,886.88	Net County Cost/Departmental Allocation	100%	
230	Child Support Services	\$9,964.05	230	Child Support Services	\$3,065.86	66%Fed/34% State	0%	
240	Public Defender	\$7,155.74	240	Public Defender	\$2,201.77	General Fund	100%	
250	Sheriff	\$10,685.95	250	Sheriff	\$3,287.98	Sheriff's Budget	100%	
260	Probation	\$5,150.68	260	Probation	\$1,584.83	Department Budget	100%	
313	Transportation	\$10,144.60	313	Transportation	\$3,121.42	Transportation budget-Fund 20000	0%	
410	Behavioral Health	\$17,781.65	410	Behavioral Health	\$5,471.28	State/Federal	0%	
420	Public Health	\$28,546.33	420	Public Health	\$8,783.49	State	0%	
430	RUHS Medical Center	\$43,720.98	430	RUHS Medical Center	\$13,452.61	Hospital Enterprise Funds	0%	
450	Waste Resources	\$18,161.50	450	Waste Resources	\$5,588.15	Waste Resource Enterprise Funds	0%	
510	Department of Public Social Services (DPSS)	\$60,534.56	510	Department of Public Social Services (DPSS)	\$18,626.02	Fed - 51%, State - 21%, Realign - 22%	6%	
720	Facilities Management	\$15,863.24	720	Facilities Management	\$4,881.00	Departmental Budget	ISF	
730	Purchasing	\$5,277.22	730	Purchasing	\$1,623.76	Department Budget (Paid for primarily out of Fleet Rates)	0%	
<b>Total Cost including Benefit Roll UP for 1 full FY</b>		<b>\$272,624</b>	<b>Total Cost including Benefit Roll UP for 23/24 FY</b>		<b>\$83,884</b>			