

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



ITEM: 3.38  
(ID # 24771)

MEETING DATE:  
Tuesday, April 30, 2024

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salaries of various Human Resources-related job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9420, All District. [Fiscal Year 23/24 Cost – \$40,722, Ongoing Cost - \$264,691, Source of Funds – Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments for the various Human Resources-related job classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9420.

ACTION:Policy

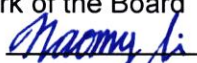
Sarah Franco, Assistant County Executive Officer 4/18/2024

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez 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: April 30, 2024  
xc: H.R.

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<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>	\$40,722	\$264,691	\$305,413	\$264,691
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Department Budget			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 23/24	

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

**BACKGROUND:**

The Human Resources (HR) Department is responsible for supporting the life cycle of the employee. From interviewing, hiring, and on-boarding, to negotiating union contracts, planning retirements, or investigating issues in the work environment, staff members give assurance to management and the public that the County is in full compliance with federal, state, and local laws and regulations. HR also reviews overall compensation through market research and analysis. Furthermore, HR strives to create an employee growth mindset by promoting professional development and offering numerous educational opportunities for employees at all levels.

Since 2020, the County has faced difficulty in attracting and retaining valued staff; a challenge which HR has experienced first-hand in working with other Departments, as well as within HR. Approximately 10 months ago, HR reviewed and adjusted the salaries of 15 HR-related job classes (i.e.: HR Technician Series, HR Analyst series, etc.) based on an independent market review conducted by HR Dynamics and Performance Management, Inc. Since that time, the Classification and Compensation (Class and Comp) Division identified an additional 14 HR-related job classes whose respective salaries, based on internal market review and historical salary comparisons over the last 20 years, have shared or closely aligned with the job classes that were adjusted in 2023. As such, it is recommended to adjust the following 14 HR classes (see Salary Adjustments below) based on internal parity or to maintain historical salary differences among HR-related job classes, which will help streamline current HR job classes and better position the department in continuing to attract and retain talented staff.

**Salary Adjustments:**

The following recommended salary adjustments are based on parity with current HR-related job classifications or maintaining historical salary difference among job classes. Furthermore, with the implementation of the proposed salary adjustments, cost will be incurred to bring incumbents below the new minimum up to the new minimum. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

Claims Adjuster Trainee: It is recommended to adjust the salary plan/grade MCO 268 (\$44,928 - \$65,683/year) to salary plan/grade MCO 407 (\$55,942 - \$79,261/year). The salary adjustment ensures parity with the Human Resources Analyst I job class. There are no upfront costs as there are currently 0 incumbents in this classification.

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Claims Adjuster I: It is recommended to adjust the salary plan/grade MCO 399 (\$55,392 - \$81,070/year) to salary plan/grade MCO 545 (\$69,295 - \$98,291/year). The salary adjustment ensures parity with the Human Resources Analyst II job class. The cost to grant these adjustments is approximately \$2,607 in salaries and benefits for FY 23/24.

Claims Adjuster II: It is recommended to adjust the salary plan/grade MCO 564 (\$71,439 - \$96,596/year) to salary plan/grade MCO 643 (\$81,553 - \$115,758/year). The salary adjustment ensures parity with the Human Resources Analyst III job class. 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 Claims Adjuster: It is recommended to adjust the salary plan/grade MCO 574 (\$73,281 - \$107,371/year) to salary plan/grade MCO 703 (\$99,305 - \$140,656/year). The salary adjustment ensures parity with the Senior Human Resources Analyst job class. The cost to grant these adjustments is approximately \$3,240 in salaries and benefits for FY 23/24.

Claims Program Supervisor: It is recommended to adjust the salary plan/grade MCO 650 (\$81,342 - \$119,181/year) to salary plan/grade MCO 732 (\$110,229 - \$156,128/year). The salary adjustment preserves the current promotional incentive (11% at both the minimum and maximum) between the Claims Program Supervisor job class and the proposed salary of the Senior Claims Adjuster job class (above). The cost to grant these adjustments is approximately \$867 in salaries and benefits for FY 23/24.

Safety Coordinator Trainee: It is recommended to adjust the salary plan/grade MCO 283 (\$45,478 - \$66,433/year) to salary plan/grade MCO 407 (\$55,942 - \$79,261/year). The salary adjustment ensures parity with the Human Resources Analyst I job class. The cost to grant these adjustments is approximately \$1,536 in salaries and benefits for FY 23/24.

Safety Coordinator: It is recommended to adjust the salary plan/grade MCO 479 (\$64,541 - \$94,483/year) to salary plan/grade MCO 643 (\$81,553 - \$115,758/year). The salary adjustment ensures parity with the Human Resources Analyst III job class. The cost to grant these adjustments is approximately \$13,857 in salaries and benefits for FY 23/24.

Senior Safety Coordinator: It is recommended to adjust the salary plan/grade MCO 563 (\$71,338 - \$104,506/year) to salary plan/grade MCO 703 (\$99,305 - \$140,656/year). The salary adjustment ensures parity with the Senior Human Resources Analyst job class. The cost to grant these adjustments is approximately \$15,677 in salaries and benefits for FY 23/24.

Safety Industrial Hygienist III: It is recommended to adjust the salary plan/grade MCO 518 (\$67,302 - \$98,586/year) to salary plan/grade MCO 675 (\$93,684 - \$132,694/year). The salary adjustment preserves the historical salary percent difference (6% at both the minimum and maximum) between the Safety Industrial Hygienist III job class and the proposed salary of the Senior Safety Coordinator job class (above). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum

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base salary.

Loss Control Specialist: It is recommended to adjust the salary plan/grade MCO 479 (\$64,541 - \$94,483/year) to salary plan/grade MCO 643 (\$81,553 - \$115,758/year). The salary adjustment ensures parity with the Human Resources Analyst III job class. The cost to grant these adjustments is approximately \$2,649 in salaries and benefits for FY 23/24.

Workers' Compensation Claims Technician: It is recommended to adjust the salary plan/grade MCO 190 (\$38,042 - \$55,556/year) to salary plan/grade MCO 302 (\$47,368 - \$67,039/year). The salary adjustment preserves the historical salary percent difference (18.10% at the minimum and 18.23% at the maximum) between Workers' Compensation Claims Technician job class and the proposed salary of the Claims Adjuster Trainee job class (above). The cost to grant these adjustments is approximately \$289 in salaries and benefits for FY 23/24.

Workers' Compensation Utilization Review Technician: It is recommended to adjust the salary plan/grade MCO 399 (\$55,392 - \$81,070/year) to salary plan/grade MCO 545 (\$69,295 - \$98,291/year). The salary adjustment ensures parity with the Human Resources Analyst II job class. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Workers' Compensation Utilization Review Nurse: It is recommended to adjust the salary plan/grade MCO 557 (\$70,217 - \$100,167/year) to salary plan/grade MCO 671 (\$87,717 - \$111,637/year). The salary adjustment ensures parity with the Registered Nurse III - CE job class; a job class with which the Worker's Compensation Utilization Review Nurse job class has shared the same salary with since its creation. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Workers' Compensation Utilization Review Nurse Case Manager: It is recommended to adjust the salary plan/grade MCO 649 (\$81,219 - \$115,919/year) to salary plan/grade MCO 707 (\$101,506 - \$129,187/year). The salary adjustment preserves the historical salary percent difference (15.72% at both the minimum and maximum) between the Workers' Compensation Utilization Review Nurse Case Manager job class and the current salary of the Registered Nurse III - CE job class. There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the various HR-related 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 23/24 cost to bring all incumbents below the new minimum up to the new

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minimum is approximately \$40,722, which includes benefits.

The department has approved the recommended salary adjustments and any associated salary increases will be absorbed through their respective budget. A budget adjustment is not required.

**ATTACHMENTS**

1. Resolution No. 440-9420

	
Alonzo Barrera, Principal Management Analyst	Dave Rogers, Chief Administrative Officer
4/18/2024	4/18/2024

RESOLUTION NO. 440-9420

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 30, 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>
13521	Claims Adjuster I	MCO 399	MCO 545
13522	Claims Adjuster II	MCO 564	MCO 643
13520	Claims Adjuster Trainee	MCO 268	MCO 407
74783	Claims Program Supervisor	MCO 650	MCO 732
74794	Loss Control Specialist	MCO 479	MCO 643
74684	Safety Coordinator	MCO 479	MCO 643
13478	Safety Coordinator Trainee	MCO 283	MCO 407
73576	Safety Industrial Hygienist III	MCO 518	MCO 675
13523	Senior Claims Adjuster	MCO 574	MCO 703
74686	Senior Safety Coordinator	MCO 563	MCO 703
13472	Workers Compensation Claims Technician	MCO 190	MCO 302
74059	Workers Compensation Utilization Review Nurse	MCO 557	MCO 671
13422	Workers Compensation Utilization Review Nurse Case Manager	MCO 649	MCO 707
13424	Workers Compensation Utilization Review Technician	MCO 399	MCO 545

/kc  
04/16/2024  
440 Resolutions\KC

2  
3 RESOLUTION NO. 440-9420

4  
5 ADOPTED by Riverside County Board of Supervisors on April 30, 2024.

6  
7 ROLL CALL:

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

10 Nays: None

11 Absent: None

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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:  \_\_\_\_\_  
20 Deputy