

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



ITEM: 3.28
(ID # 24896)

MEETING DATE:
Tuesday, May 21, 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' Elections Coordinator classification series; and Amend Ordinance No. 440 pursuant to Resolution No. 440-9421 submitted herewith, All Districts. [Fiscal Year 23/24 Cost - \$0.00, Ongoing Cost - \$0.00, Source of Funds - Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to Registrar of Voters' Elections Coordinator classification series;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9421 submitted herewith.

ACTION: Policy


Art Tinoco, Registrar of Voters 5/6/2024


Tami Douglas-Schatz, Director of Human Resources 5/6/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Jeffries 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: May 21, 2024
xc: H.R., ROV

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: Department Budget			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 to review potential compaction between Elections' specific job classifications at a supervisory and subordinate level within the Registrar of Voters Department. Under Article 30, Section 2. Salary Compaction of the SEIU Memorandum of Understanding (MOU) 2024 - 2027, salary compaction is defined as when the maximum base salary of a supervisor's salary grade/plan for their classification is less than five and one-half percent (5.5%) of the maximum base salary for the classification held by a subordinate employee. This study revealed the subordinate LIUNA *Elections Coordinator's Assistant* classification is creating the compaction to the supervisory SEIU *Elections Coordinator* classification series. Currently, there is not a 5.5% difference between the maximum salary of the *Elections Coordinator's Assistant* classification and its reports to *Elections Coordinator* classification. It is recommended to adjust the salaries of the *Elections Coordinator* classifications and establish a 5.5% difference between the maximum salary of the subordinate *Elections Coordinator's Assistant* classification. This recommendation will bring the SEIU *Elections Coordinator* classifications in compliance with the MOU.

Salary Adjustments:

With the implementation of the MOU-driven compaction fix, it is also recommended to increase the starting rate of the *Elections Coordinator - Operations* to match the *Elections Coordinator - Services*. The current difference in their respective starting salaries is not supported by market. Benchmarking these classifications at the same rate, aligns better with market and streamlines the existing salary variance between the two classifications performing similar roles. All approximate salary adjustments and costing are detailed and summarized below.

Elections Coordinator - Operations: It is recommended to adjust the salary plan/grade from SEUS 256 (\$50,114 - \$76,989) to salary plan/grade SEUS 532 (\$68,420 - \$83,184).

Elections Coordinator - Services: It is recommended to adjust the salary plan/grade from SEUS 532 (\$68,420 - \$79,736) to salary plan/grade SEUS 532 (\$68,420 - \$83,184).

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Additional Fiscal Information:

The implementation of the salary adjustments will have no immediate costs for the Department considering the salary of both incumbents in the *Elections Coordinator* classifications exceed the proposed minimum salary. The ROV has approved the recommended salary adjustments. A budget adjustment is not required.

Impact on Residents and Businesses:

This request does not have a direct impact on residents and businesses. Approval of the recommended salary adjustments will provide the appropriate salary difference between the supervisory *Elections Coordinator* classifications and the subordinate level classification it supervises, pursuant to the SEIU MOU.

Attachments:

Attachment 1: Resolution No. 440-9421

1 RESOLUTION NO. 440-9421

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on May 21, 2024, that pursuant to Section 8(c) of Ordinance No. 440, the Director
5 of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative
6 at the beginning of the pay period following the date of approval, as follows:
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<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
10 62305	Elections Coordinator - Operations	SEUS 256	SEUS 532
11 13001	Elections Coordinator - Services	SEUS 532	SEUS 532 (\$68,420 - \$83,184)

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15 ROLL CALL:

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

17 Nays: None

18 Absent: None

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20 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.

21 KIMBERLY A. RECTOR, Clerk of said Board

22 By:  _____
23 Deputy

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27 /mh
04/30/2024
440 Resolutions\MH

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