

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



ITEM: 3.31
(ID # 24898)

MEETING DATE:

FROM : HUMAN RESOURCES AND TLMA, and FIRE

Tuesday, June 04, 2024

SUBJECT: HUMAN RESOURCES, TLMA, and FIRE: Classification & Compensation recommendation to adjust the salary of the Airport Operations and Maintenance Worker class series (I/II/Supv.), adjust the salary of the Lead Fire Operations and Maintenance Worker job class, create a Fire Operations and Maintenance Worker job class; and amend Ordinance No. 440 pursuant to Resolution No. 440-9424 submitted herewith, All Districts. [Total Cost \$0 with an ongoing cost of \$5,071, 100% Department Funded]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Airport Operations and Maintenance Worker class series (I/II/Supv.);
2. Approve the recommendation to adjust the salary of the Lead Fire Operations and Maintenance Worker job class;
3. Approve the recommendation to create a journey-level Fire Operations and Maintenance Worker job class; and
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9424.

ACTION:Policy

Geoff Pemberton
Geoff Pemberton, Chief Deputy County Fire

5/16/2024

Angela Jamison
Angela Jamison, County Airport Manager

5/20/2024

Tami Douglas-Schatz
Tami Douglas-Schatz, Director of Human Resources

5/20/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, 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: June 4, 2024
xc: H.R., TMLA, Fire

Kimberly A. Rector
Clerk of the Board

By: *Naomy A.*
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	\$ 237	\$ 5,071	\$ 0	\$ 5,071
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Transportation and Land Management Agency (TLMA) - Aviation Division is responsible for operating and maintaining five County owned airports: Chiraco Summit, French Valley, Hemet-Ryan, Jacqueline Cochran, and Blythe. The Aviation Division provides services that include on-field fuel services, hangar rentals, flight school, ground transportation, support services for recreational flyers, business development assistance, property management, and hosting County sponsored airshow events.

The Riverside County Fire Department is an integrated, cooperative, regional fire protection system providing fire, emergency medical services, technical rescue, and hazardous materials response to approximately 1.6 million residents in the unincorporated area, in 20 partner fire cities, and one community services district.

TLMA and Fire expressed difficulty attracting and retaining employees in County *Operations and Maintenance Worker* job classes within their respective departments and requested a market study to ensure salary competitiveness. The Human Resources Department - Classification and Compensation Division (Class and Comp) conducted market surveys on all *Airport Operations and Maintenance Worker* job classes (I/II/Supv.) (no market data was found for the *Lead Fire Operations and Maintenance Worker* job class), which highlighted that the class series is severely under market (**Attachment 2 - 4**). Additionally, Fire requested that a new journey-level, *Fire Operations and Maintenance Worker* job class be created to ensure appropriate career development and progression.

Class and Comp recommends adjusting the salaries of the *Airport Operations and Maintenance Worker* series based on external market data and to establish a new journey-level *Fire Operations and Maintenance Worker* class at parity with the journey-level *Airport Operations and Maintenance Worker II*. The *Lead Fire Operations and Maintenance Worker* is recommended to receive a salary adjustment based on the historic salary difference between the lead and journey-level classes in the *Fairgrounds Operations and Maintenance Worker* series (See *Figure 1*).

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Figure 1

Job Classification	Current Salary		Proposed Salary	
	Minimum	Maximum	Minimum	Maximum
Airport Operations & Maintenance Supervisor	\$57,278	\$82,134	\$73,133	\$96,969
Lead Fire Operations and Maintenance Worker	\$48,676	\$72,423	\$59,670	\$77,369
Airport Operations & Maintenance Worker II	\$43,067	\$64,127	\$53,612	\$69,576
Fire Operations and Maintenance Worker	n/a	n/a	\$53,612	\$69,576
Airport Operations & Maintenance Worker I	\$40,879	\$60,800	\$46,708	\$63,337

Salary Adjustments

With the implementation of the proposed 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.

Airport Operations and Maintenance Supervisor: It is recommended to adjust the salary plan/grade from SEUS 353 (\$57,278 - \$82,134/year) to salary plan/grade SEUS 614 (\$73,133 - \$96,969/year). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Airport Operations and Maintenance Worker II: It is recommended to adjust the salary plan/grade from LIU 314 (\$43,067 - \$64,127/year) to salary plan/grade LIU 566 (\$53,612 - \$69,576/year). The cost to grant these adjustments is approximately \$144 in salaries and benefits for FY 23/24.

Airport Operations and Maintenance Worker I: It is recommended to adjust the salary plan/grade from LIU 261 (\$40,879 - \$60,800/year) to salary plan/grade LIU 398 (\$46,708 - \$63,337/year). The cost to grant these adjustments is approximately \$93 in salaries and benefits for FY 23/24.

Lead Fire and Operations Maintenance Worker: It is recommended to adjust the salary plan/grade from LIU 452 (\$48,676 - \$72,423/year) to salary plan/grade LIU 688 (\$59,670 - \$77,369/year). 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 Additions

Fire Operations and Maintenance Worker: It is recommended to add this classification to the Class and Salary Listing using salary plan/grade LIU 566 (\$53,612 - \$69,576/year). The new class specification is attached (**Attachment 5**).

Impact on Residents and Businesses

This request does not have a direct impact on residents and business. Adjusting the salary range of the 4 job classifications above will position the County to provide a competitive salary that is within market and better equip the County to attract and retain staff in these positions.

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Additionally, the approval of the proposed *Fire Operations and Maintenance Worker* will create a class series where incumbents can develop and progress within their field.

Additional Fiscal Information

The total cost to adjust all existing incumbents below the new minimum up to the new minimum salary is approximately \$237 for the remainder of FY 23/24 and \$5,071 for FY 24/25. These costs include both salaries and benefits.

Cost breakdown by department:

DEPARTMENT	FISCAL YEAR 23/24	FISCAL YEAR 24/25
TRANSPORTATION	\$237	\$5,071
FIRE	\$0	\$0

Both departments have approved the recommended salary adjustments and any associated salary increases will be absorbed through their respective budget. A budget adjustment is not required.

Creating the *Fire Operations and Maintenance Worker* will have no immediate upfront costs to the Department. Fire will add this position(s) to their budget via a Classification Transaction Request at a later date. However, the cost to add one *Fire Operations and Maintenance Worker* is approximately \$100,885 for one full year, which includes salary and benefits.

Attachments

1. Resolution No. 440-9424
2. Airport Operations and Maintenance Supervisor Market Data
3. Airport Operations and Maintenance Worker II Market Data
4. Airport Operations and Maintenance Worker I Market Data
5. Fire Operations and Maintenance Worker Job Description


Rebecca S Cortez, Principal Management Analyst 5/20/2024


Jason Farin, Principal Management Analyst 5/20/2024


Alonzo Barrera, Principal Management Analyst 5/21/2024

RESOLUTION NO. 440-9424

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 4, 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 approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
62110	+	Fire Operations and Maintenance Worker	LIU 566

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 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>
62105	Airport Operations and Maintenance Supervisor	SEUS 353	SEUS 614
62100	Airport Operations and Maintenance Worker I	LIU 261	LIU 398
62101	Airport Operations and Maintenance Worker II	LIU 314	LIU 566
62109	Lead Fire Operations and Maintenance Worker	LIU 452	LIU 688

/kc
05/16/2024
440 Resolutions\KC

2
3 RESOLUTION NO. 440-9424

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5 ADOPTED by Riverside County Board of Supervisors on June 04, 2024.

6
7 ROLL CALL:


8
9 Ayes: Jeffries, Spiegel, Perez, Washington, 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:  _____
20 Deputy

External Market Survey Data

Classification Name: Airport Ops and Maint. Supervisor

Riv Co Class Code: 62105

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC Annual	HASC 50%	
Los Angeles County	No Comparable Class	n/a					\$0.00			
Orange County	Airport Maintenance Supervisor	3553	\$78,374	\$105,560	34.69%	\$91,967.20	\$44.22			
San Bernardino County	Airport Operations Manager	1209	\$73,486	\$101,296	37.84%	\$87,391.20	\$42.02			
San Diego County	Senior Airport Technician	7005	\$70,304	\$86,341	22.81%	\$78,322.50	\$37.66			
Ventura County	No Comparable Class	n/a								
City of Palm Springs	Airport Operations Supervisor	MX50-010	\$70,368	\$94,680	34.55%	\$82,524.00	\$39.68			
County Mean:			\$73,133	\$96,969	32.59%					
County Median:			\$70,336	\$90,511	28.68%					
Riverside County	Airport Operations and Maintenance Supervisor	62105	\$57,278	\$82,134	43.40%		\$54,550	\$78,223		
Dollar difference from Mean:			-\$15,856	-\$14,835						
Percentage difference from mean:			-21.68%	-15.30%						
Dollar difference from median:			-\$13,058	-\$8,376						
Percentage difference from median:			-18.57%	-9.25%						

Notes:

Run Date: 8/10/2023

Date Prepared/Revised: 3/12/2024 By: DP

External Market Survey Data

Classification Name: Airport Ops and Maint. Worker II

Riv Co Class Code: 62101

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC Annual	HASC 50%	
Los Angeles County	No Comparable Class	n/a								
Orange County	No Comparable Class	n/a								
San Bernardino County	Airport Operations Technician II	1200	\$51,002	\$70,158	37.56%	\$60,580.00	\$29.13			
San Diego County	Airport Technician	7001	\$56,222	\$68,994	22.72%	\$62,608.00	\$30.10			
Ventura County	No Comparable Class	n/a								
City of Palm Springs	No Comparable Class	n/a								
County Mean:			\$53,612	\$69,576	29.78%					
County Median:			\$53,612	\$69,576	29.78%					
Riverside County	Airport Operations and Maintenance Worker II	62101	\$43,068	\$64,127	48.90%		\$41,017	\$61,073		
Dollar difference from Mean:			-\$10,544	-\$5,450						
Percentage difference from mean:			-19.67%	-7.83%						
Dollar difference from median:			-\$10,544	-\$5,450						
Percentage difference from median:			-19.67%	-7.83%						

Notes:

Run Date: 8/17/2023

Date Prepared/Revised: 3/13/2024 By: DP

External Market Survey Data

Classification Name: Airport Ops and Maint. Worker I

Riv Co Class Code: 62100

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC Annual	HASC 50%	
Los Angeles County	Airport Maintenance Worker	6077	\$45,463	\$61,218	34.65%	\$53,340.12	\$25.64			
Orange County	Airport Maintenance Worker	3551	\$47,237	\$63,606	34.65%	\$55,421.50	\$26.64			
San Bernardino County	Airport Operations Technician I	1205	\$47,424	\$65,187	37.46%	\$56,305.60	\$27.07			
San Diego County	No Comparable Class	n/a								
Ventura County	No Comparable Class	n/a								
City of Palm Springs	No Comparable Class	n/a								
County Mean:			\$46,708	\$63,337	35.60%					
County Median:			\$22,731	\$30,609	34.65%					
Riverside County	Airport Operations and Maintenance Worker I	62100	\$40,880	\$60,800	48.73%		\$38,933	\$57,905		
Dollar difference from Mean:			-\$5,828	-\$2,537						
Percentage difference from mean:			-12.48%	-4.01%						
Dollar difference from median:			\$18,148	\$30,191						
Percentage difference from median:			79.84%	98.64%						

Notes: Los Angeles County: Requirements include possession of a commercial pilots certificate.

Run Date: 8/17/2023

Date Prepared/Revised: 3/13/2024 By: DP



FIRE OPERATIONS & MAINTENANCE WORKER

Class Code:

Bargaining Unit: LIUNA - Trades, Crafts &
Labor

COUNTY OF RIVERSIDE
Established Date:
Revision Date:

SALARY RANGE

\$25.77 - \$33.45 Hourly
\$4,467.65 - \$5,798.02 Monthly
\$53,611.80 - \$69,576.20 Annually

CLASS CONCEPT:

Under general supervision, assigns, inspects, and performs moderately difficult tasks related to a variety of grounds maintenance and landscape gardening work for the Fire Department; performs semi-skilled building repair and maintenance work; provides task supervision for operation and maintenance staff, temporary, seasonal, and jail trustee workers in the performance of gardening or building maintenance duties; provides direct support for the operation of the Fire Department Training Program; be responsible for the readiness and function of grounds, structures, training props, and related equipment used daily and for training events; and performs other related duties as required.

The Fire Operations & Maintenance Worker is a journey level classification and reports to the Operations and Maintenance Supervisor. Incumbents spend most of their time providing for the care and up-keep of Fire Department training facilities, assisting users of the facilities, and performing general gardening, grounds work and interior and exterior building maintenance.

REPRESENTATION UNIT:

LIUNA - Trades, Crafts & Labor

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plant, cultivate, water and spray plants, lawns, shrubs, and trees; transplant trees and shrubs; prune plants, shrubs, and trees; select and apply fertilizers, insecticides, and other chemicals; maintain irrigation systems, hoses, tools, supplies, and other gardening equipment; assemble, install and maintain grounds equipment; install and repair fences; repair asphalt parking lots and other paved surfaces; operate and maintain a forklift; operate a variety of trucks and trailers to transport training materials; clean and service restrooms.

- Construct and maintain training props based on department plans and specifications; inspect training props, building and grounds areas to evaluate existing conditions, determine areas needing maintenance or improvement work, identify more efficient operational procedures, and minimize potential safety hazards; report the need for complex, skilled maintenance repairs to management staff; apply paint to equipment and building interiors and exteriors; maintain and make minor repairs to plumbing systems, air conditioning and heating, and other mechanical equipment; perform semi-skilled carpentry work, basic metal fabrication and welding; service and repair doors, gate locks, and latches; perform general custodial duties.

- May coordinate the use of the facility and its improvements; answer questions from and resolve problems involving fire training props and available grounds or structures; may assist facility users with temporary construction and access to utility connections, and may render other similar services for indoor and outdoor events which take place at the training facility; assist to ensure appropriate security measures are maintained to protect areas in and around buildings and restricted access areas; coordinate or provide general safety inspection of training prop installations.

RECRUITING GUIDELINES:

OPTION I

Experience: One year of experience performing the full range of duties regarding grounds maintenance or landscape gardening work, combined with general building maintenance and operational readiness responsibility.

ALL OPTIONS

Knowledge of: The methods and practices of gardening, lawn installation and maintenance; hand power tools, equipment, and materials used in grounds maintenance and carpentry, plumbing, metal fabrication, welding, masonry, painting, and electrical trades; the use and properties of pesticides, fertilizers, and related chemicals; custodial supplies and equipment.

Ability to: Read and follow both written and oral instructions; perform a variety of routine grounds, building, equipment, and vehicle maintenance and repair; operate equipment used in building and grounds maintenance; lay out and supervise the work of subordinate operation and maintenance workers, temporary, seasonal or trustee labor; read and interpret building and grounds improvement plans; work effectively without close supervision; maintain records and prepare reports; deal courteously and tactfully with the general public.

OTHER REQUIREMENTS:

License: A valid California Class C Driver's License is required to perform job-related essential functions. Some positions may require a valid California Class B Driver's License to drive assigned vehicles.

For those positions designated by the Department of Transportation (DOT) as safety-sensitive, applicants are required to complete a DOT mandated alcohol and drug-screening. (A positive test or refusal to test during the past two years will disqualify an applicant from consideration for County employment). Reference checks from former DOT regulated employers are also required. Applicants must submit a Department of Motor Vehicles (DMV) driving record prior to hire.

Employees in safety-sensitive positions are subject to DOT alcohol/drug testing in the following situations: random, reasonable suspicion/cause, return-to-duty, and post-accident.

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.

Riverside County Board of Supervisors
Request to Speak



Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject to
Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: BRAD AMDEKSON

Address: _____
(only if follow-up mail response requested)

City: Riverside **Zip:** _____

Phone #: _____

Date: 6/4/24 **Agenda #** 3.31

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ **Support** **Oppose** _____ **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

_____ **Support** _____ **Oppose** _____ **Neutral**

I give my 3 minutes to: _____