

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



ITEM: 3.28
(ID # 25128)

MEETING DATE:
Tuesday, June 11, 2024

FROM : HUMAN RESOURCES

SUBJECT: HUMAN RESOURCES – RIVERSIDE SHERIFF’S OFFICE: Classification & Compensation Recommendation to adjust the salary of the Sheriff’s Food Services Administrator and amend Ordinance No. 440 pursuant to Resolution No. 440-9425 submitted herewith, All Districts. [Total cost \$0, with an ongoing cost of \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Sheriff’s Food Services Administrator classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9425.

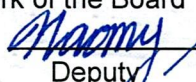
ACTION:Policy


Tami Douglas-Schatz, Director of Human Resources 5/23/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington and Gutierrez
Nays: None
Absent: Perez
Date: June 11, 2024
xc: H.R.

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: Department Budget			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Classification and Compensation (C&C) Division received a request from the Riverside Sheriff's Office (RSO) to perform a market study for their *Sheriff's Food Services Administrator* classification. The purpose of this market study is to ensure this classification will be competitive within the market in fiscal year 24/25. This classification was found to be below market by 21.87% at the minimum rate and below market by 9.88% at the maximum rate. Bringing this classification up to market value will allow RSO to maintain a competitive advantage in the market and to enable successful retention and recruitment strategies for this critical role.

Salary Adjustments:

Sheriff's Food Services Administrator: It is recommended to adjust the salary plan/grade MRP 345 (\$87,768.41 - \$139,246.96) to salary plan/grade MRP 528 (\$106,986.69 - \$147,151.91). There is currently 1 incumbent in this classification.

Additional Fiscal Information:

No immediate cost is incurred with this market adjustment as the rate of the incumbent in this classification is currently above the proposed minimum rate and does not require an adjustment.

Impact on Residents and Businesses

Approval of this recommendation will have no direct impact to residents or businesses.

Attachments:

- Sheriff's Food Services Administrator Market Survey
- Resolution No. 440-9425


Alonzo Barrera, Principal Management Analyst 6/5/2024

1 RESOLUTION NO. 440-9425

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on June 11, 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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8 Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
9 78351	Sheriff's Food Services Administrator	MRP 345	MRP 528

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15 ROLL CALL:

16 Ayes: Jeffries, Washington, Spiegel, and Gutierrez

17 Nays: None

18 Absent: Perez

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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
23 By:  _____

24 Deputy

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26
27 /kc

05/22/2024

28 440 Resolutions\KC

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External Market Survey Data

Classification Name: Sheriff's Food Services Administrator

Riv Co Class Code: 78351

Market Research						Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Manager, Food Services, Sheriff	4821	\$114,503.04	\$154,304.88	34.76%	\$134,403.96	\$64.62	
Orange County	No Comparable Classification					\$0.00	\$0.00	
San Bernardino County	Sheriff's Food Services Director	19508	\$95,888.00	\$132,121.60	37.79%	\$114,004.80	\$54.81	
San Diego County	Sheriff's Food Services Manager	4458	\$112,694.40	\$136,988.80	21.56%	\$124,841.60	\$60.02	e
Ventura County	Sheriff's Senior Manager I	525	\$110,569.03	\$155,029.25	40.21%	\$132,799.14	\$63.85	
	County Mean:		\$106,986.69	\$147,151.91	37.54%			
	County Median:		\$110,569.03	\$154,304.88	39.56%			
Riverside County	Sheriff's Food Services Administrator	78351	\$83,589	\$132,616	58.65%	\$108,102.59		
	Dollar difference from Mean:		-\$23,398	-\$14,536				
	Percentage difference from mean:		-21.87%	-9.88%				
	Dollar difference from median:		-\$26,980	-\$21,689				
	Percentage difference from median:		-24.40%	-14.06%				

PICs:	Reports to Correctional Captain. Proposed rate will have no compaction with Correctional Captain.
Notes:	Ventura Sheriff's Senior Manager I is a civilian class that is responsible for the management of a work unit. The Supervisor - Sheriff Food Services (1001) at Ventura County states that the Sheriff's Senior Manager I is the manager with overall responsibility for the Food Services Program in the Sheriff's detention facilities, making it the best comparable in Ventura. San Diego has been excluded because it has a spread below 25%.

Run Date: 4/24/2024

Date Prepared/Revised: BQ