

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



ITEM: 3.89  
(ID # 25258)

MEETING DATE:  
Tuesday, June 25, 2024

**FROM :** HUMAN RESOURCES AND REGIONAL PARKS AND OPEN-SPACE DISTRICT

**SUBJECT:** HUMAN RESOURCES AND REGIONAL PARKS AND OPEN-SPACE DISTRICT:  
Classification and Compensation recommendation to adjust the salaries of various Parks-related job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9426, All Districts. [Fiscal Year 23/24 Cost – \$0, Ongoing Cost - \$0, Source of Funds – Departmental Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the salary adjustments to the various Parks-related job classifications.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9426.

**ACTION:Policy**

  
Kyla R. Brown, General Manager

6/6/2024

  
Tami Douglas-Schatz, Director of Human Resources

6/16/2024

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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: June 25, 2024  
xc: H.R., Parks

Kimberly A. Rector  
Clerk of the Board

By:   
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>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	N/A	N/A	N/A	N/A
<b>SOURCE OF FUNDS: 100% Departmental Funds</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 23/24</b>	

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

**BACKGROUND:**

**Summary**

The Riverside County Regional Park and Open-Space District (RivCo Parks) is dedicated to providing high quality recreational opportunities and preserving important features of the County's natural, cultural, and historical heritage. RivCo Parks is responsible for overseeing a variety of programs that help to provide residents with a well-balanced system of parks. Many of these programs are operated under bureaus which include: Parks and Resources, Planning, Development, and Interpretation, and Business Operations.

Historically, Parks job classes have shared the same salary with their respective, non-Parks job class counterparts. However, over time, the salaries of these job classes have become out of sync. As such, it is recommended to adjust the following 11 Parks job classes (see Salary Adjustments below) to match the salary of their non-Parks job class counterpart, which will 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 non -Parks job class counterparts.

**Lifeguard - Parks:** It is recommended to adjust the salary plan/grade PKG 109 (\$35,941 - \$42,879/year) to salary plan/grade PKG 104 (\$35,941 - \$43,238/year). The salary adjustment ensures parity with the Lifeguard job class.

**Office Assistant I - Parks:** It is recommended to adjust the salary plan/grade EPKG 107 (\$35,941 - \$40,152/year) to salary plan/grade EPKG 108 (\$35,941 - \$44,560/year). The salary adjustment ensures parity with the Office Assistant I job class.

**Office Assistant II - Parks:** It is recommended to adjust the salary plan/grade PKG 115 (\$35,941 - \$44,270/year) to salary plan/grade PKG 106 (\$35,941 - \$49,492/year). The salary adjustment ensures parity with the Office Assistant II job class.

**Office Assistant III - Parks:** It is recommended to adjust the salary plan/grade PKG 134 (\$35,941 - \$49,101/year) to salary plan/grade PKG 148 (\$36,938 - \$54,979/year). The salary adjustment ensures parity with the Office Assistant III job class.



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Park Aide - Parks: It is recommended to adjust the salary plan/grade PKG 125 (\$35,941 - \$47,414/year) to salary plan/grade PKG 108 (\$35,941 - \$52,191/year). The salary adjustment ensures parity with the Park Aide job class.

Grounds Worker - Parks: It is recommended to adjust the salary plan/grade PKG 144 (\$35,941 - \$49,607/year) to salary plan/grade PKG 145 (\$36,597 - \$54,422/year). The salary adjustment ensures parity with the Grounds Worker job class.

Recreation Coordinator - Parks: It is recommended to adjust the salary plan/grade PKG 153 (\$37,834 - \$53,270/year) to salary plan/grade PKG 166 (\$40,232 - \$59,862/year). The salary adjustment ensures parity with the Recreation Coordinator job class.

Park Graphic Arts Illustrator: It is recommended to adjust the salary plan/grade PKG 228 (\$ - \$53,290 - \$62,454/year) to salary plan/grade PKG 229 (\$53,290 - \$70,897/year). The salary adjustment ensures parity with the Graphic Arts Illustrator job class.

Contracts and Grants Analyst - Parks: It is recommended to adjust the salary plan/grade PKG 331 (\$83,471 - \$102,294/year) to salary plan/grade PKG 332 (\$86,830 - \$116,730/year). The salary adjustment ensures parity with the Contracts and Grants Analyst job class.

Senior Maintenance Planner/Inspector - Parks: It is recommended to adjust the salary plan/grade PKG 253 (\$59,844 - \$84,398/year) to salary plan/grade PKG 275 (\$63,065 - \$93,907/year). The salary adjustment ensures parity with the Senior Maintenance Planner/Inspector job class.

Natural Resources Manager - Parks: It is recommended to adjust the salary plan/grade PMRP 301 (\$83,223 - \$128,525/year) to salary plan/grade PMRP 302 (\$83,223 - \$131,990/year). The salary adjustment ensures parity with the Natural Resources Manager - Environmental Programs Department job class.

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges to the 11 Parks job classes above will further equip the Department in continuing to attract and retain staff in these positions.

**Additional Fiscal Information**

There are no immediate costs associated with this request. All current incumbents in any of the 11 job classes above currently earn more than the proposed minimum salary and as such, no costs will be incurred to bring incumbents below the new minimum up to the new minimum.

The department has approved the recommended salary adjustments. A budget adjustment is not required.

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STATE OF CALIFORNIA

ATTACHMENTS

1. Resolution No. 440-9426

  
Douglas Cordonez Jr.       6/10/2024       Alonzo Barrera, Principal Management Analyst      6/17/2024

RESOLUTION NO. 440-9426

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 25, 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>
85082	Contracts and Grants Analyst – Parks	PKG 331	PKG 332
85013	Grounds Worker – Parks	PKG 144	PKG 145
85048	Lifeguard – Parks	PKG 109	PKG 104
85059	Natural Resources Manager – Parks	PMRP 301	PMRP 302
85020	Office Assistant I – Parks	EPKG 107	EPKG 108
85021	Office Assistant II – Parks	PKG 115	PKG 106
85064	Office Assistant III – Parks	PKG 134	PKG 148
85049	Park Aide – Parks	PKG 125	PKG 108
85071	Park Graphic Arts Illustrator	PKG 228	PKG 229
85065	Recreation Coordinator – Parks	PKG 153	PKG 166
85058	Senior Maintenance Planner/Inspector – Parks	PKG 253	PKG 275

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06/06/2024  
440 Resolutions\KC



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Board of Supervisors

County of Riverside

**RESOLUTION NO. 440-9426**

ADOPTED by Riverside County Board of Supervisors on June 25, 2024.

ROLL CALL:

Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez  
Nays: None  
Absent: None

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.

KIMBERLY A. RECTOR, Clerk of said Board

By: *Naomy Li*  
Deputy

**REVISED**

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85059	Natural Resources Manager – Parks	PMRP 301	PMRP 302
85020	Office Assistant I – Parks	EPKG 107	EPKG 108
85021	Office Assistant II – Parks	PKG 115	PKG <b>131</b>
85064	Office Assistant III – Parks	PKG 134	PKG 148
85049	Park Aide – Parks	PKG 125	PKG <b>136</b>
85071	Park Graphic Arts Illustrator	PKG 228	PKG 229
85065	Recreation Coordinator – Parks	PKG 153	PKG 166
85058	Senior Maintenance Planner/Inspector – Parks	PKG 253	PKG 275

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Revised  
06/25/2024

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440 Resolutions/KC

06/25/2024 **3.89**

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3 RESOLUTION NO. 440-9426

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5 ADOPTED by Riverside County Board of Supervisors on June 25, 2024.

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7 ROLL CALL:

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

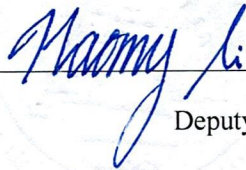
10 Nays: None

11 Absent: None

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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: \_\_\_\_\_

  
Deputy