

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



ITEM: 3.47  
(ID # 25500)

MEETING DATE:  
Tuesday, July 30, 2024

FROM : HUMAN RESOURCES

**SUBJECT:** HUMAN RESOURCES AND EMERGENCY MANAGEMENT DEPARTMENT:  
Classification and Compensation recommendation to adjust the salary of the Emergency Management Program Supervisor job classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9441, All Districts. [Current Year Cost – \$0, Ongoing Cost - \$0 – 100% Departmental Budgets]

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

1. Approve the salary adjustment to the Emergency Management Program Supervisor job classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9441.

**ACTION:**Policy

*Ramon A. Leon*  
Ramon A. Leon, DEPUTY DIRECTOR OF EMERGENCY MGMT DEPT

7/18/2024

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

7/19/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Perez 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: July 30, 2024  
xc: H.R., EMD

Kimberly A. Rector  
Clerk of the Board

By: *Kimberly A. Rector*  
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>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 100% Departmental Budget</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 24/25</b>	

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

**BACKGROUND:**

**Summary**

The Human Resources Classification and Compensation (Class & Comp) Division is recommending the following salary adjustment to the *Emergency Management Program Supervisor* job class to resolve identified compaction.

Currently, compaction exists between the *Emergency Management Program Supervisor* and subordinate *Senior Emergency Services Coordinator* job class. To resolve the compaction, it is recommended to adjust the salary of the *Emergency Management Program Supervisor* job class to be 5.5% above (at the maximum) the salary of the subordinate *Senior Emergency Services Coordinator* job class (see *Figure 1*).

Figure 1:

<b>Job Classification</b>	<b>Current Salary</b>		<b>Proposed Salary</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
Emergency Management Program Supervisor	\$74,191	\$105,824	\$74,191	\$108,278
(% difference)	2.84%	3.11%	2.84%	5.50%
Senior Emergency Services Coordinator	\$72,142	\$102,633	\$72,142	\$102,633

**Salary Adjustments:**

*Emergency Management Program Supervisor:* It is recommended to adjust the salary plan/grade SEUS 632 (\$74,191 - \$105,824/year) to salary plan/grade SEUS 633 (\$74,191 - \$108,278/year).

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses. Adjusting the salary range for the job classification above will resolve the current compaction issue. Ultimately, the recommended salary adjustment will position the County to provide a competitive salary and ensure proper salary progression.

**Additional Fiscal Information**

There are no upfront costs associated with this request. However, incumbents currently at the maximum base salary will receive an increase on their respective anniversary date. The costs associated with their future salary adjustment for FY 24/25 is approximately \$9,900.

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

**ATTACHMENTS**

1. Resolution No. 440-9441

*Rebecca S Cortez*  
Rebecca S Cortez, Principal Management Analyst

7/16/2024

*Cesar Bernal*  
Cesar Bernal, PRINCIPAL MGMT ANALYST

7/22/2024

1 RESOLUTION NO. 440-9441

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on July 30, 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:  
7

8 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
9 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
37863	Emergency Management Program Supervisor	SEUS 632	SEUS 633

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14  
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  
22 KIMBERLY A. RECTOR, Clerk of said Board

23 By:  \_\_\_\_\_

24 Deputy

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27 /kc

07/11/2024

28 440 Resolutions\KC

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