

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



ITEM: 3.18
(ID # 25910)

MEETING DATE:
Tuesday, September 10, 2024

FROM : HUMAN RESOURCES AND TLMA, WASTE, AND PUBLIC HEALTH

SUBJECT: HUMAN RESOURCES, TRANSPORTATION AND LAND MANAGEMENT AGENCY, WASTE, AND PUBLIC HEALTH: Classification and Compensation recommendation to adjust the salaries of the Planner job class series (Assistant/Associate/Senior/Principal); and amend Ordinance No. 440 Pursuant to Resolution No. 440-9445, All Districts. [Current Year Cost – \$15,575, Ongoing Cost - \$0 – 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the Planner job class series (Assistant/Associate/Senior/Principal).
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9445.

ACTION:Policy


Kim Saruwatari, Director of Public Health 8/27/2024


Andrew Cortez 8/28/2024

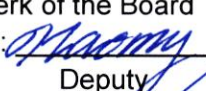

Tami Douglas-Schatz, Director of Human Resources 8/28/2024


Rania Odenbaugh, Assistant Director of TLMA 8/29/2024

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: September 10, 2024
xc: H.R., TMLA, Waster, PH

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	\$15,575	\$20,247	\$35,822	\$0
NET COUNTY COST	N/A	N/A	N/A	N/A
SOURCE OF FUNDS: 100% Departmental Budget			Budget Adjustment: No	
			For Fiscal Year: 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside is the fourth largest county in the State by geographic size, and the tenth largest in the United States by population. It is also one of the fastest growing Counties and is an expansive territory, covering more than 7,300 square miles. The demands in providing exceptional and timely planning services are equally felt among the Planning Department, especially the *Planner* job class series (Assistant/Associate/Senior/Principal). The overwhelming majority of the *Planner Series* exist in the Planning Department, but there are also incumbents in the Department of Waste Resources and a single incumbent in the Public Health Department. Directly serving almost 2.4 million residents and an expansive geographical region, the demands for regional planning and development services are substantial. It is the Board of Supervisors' expectation that the County foster a business and development-friendly climate. Thus, the Planning department relies on trusted partnerships between the various development-related departments, but especially upon the *Planner* job class series to ensure that business is conducted in a way that is highly customer-service oriented and development friendly.

To provide context as to the demands at the scope of planning activities occurring within the Planning Department, the following Planning Department statistics are offered for major cases requiring a public hearing and minor cases that can be approved ministerially:

2023 Planning Cases Received

Month	Major Cases	Minor Cases	Total
January	13	61	74
February	6	51	57
March	15	64	79
April	26	40	66
May	21	44	65
June	22	43	65
July	16	44	60
August	10	40	50
September	11	29	40
October	17	47	64
November	26	46	72
December	1	12	13
Totals	184	521	705

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

Additionally, over the last 12 months, the Planning Department has lost almost twice as many *Planners* than they have been able to hire, despite a continuous recruitment for the *Planner* Series since the Spring of 2024, including advertisements and sourcing efforts.

As illustrated above, incumbents in the *Planner* job class series are saddled with an extremely high and extensive workload, which has resulted in employee turnover and an inability to recruit new talent. Since 2019, the Planning Department has faced a significant challenge in maintaining adequate staffing for the *Planner* job class series, with an approximate cumulative attrition rate of 38.3%, with 34.0% being voluntary in nature. Given the size of the Department and the scope of its demands, any attrition is impactful. This is particularly true when there is a stark contrast between the caseload and available staffing. This ongoing disparity has recently strained the Department's ability to meet the Board of Supervisors' planning and development expectations.

As such, the Classification and Compensation Division reviewed regional, competing counties and cities to ascertain the salaries that current and potential employees may be drawn towards. The salary information was provided to the Planning Department (Attachment 2). The Planning Department, in conjunction with the Executive Office, is requesting to adjust the salaries of the *Planner* series to be competitive within our region (especially Southern California cities, which are also direct competitors and highlight Riverside County's market deficiencies). The proposed salary adjustments include a 5% increase (at both the minimum and maximum) to the current salary of the *Principal Planner*, and a 10% increase (at both the minimum and maximum) to the current salary of the *Senior/Associate/Assistant Planner* job class (see *Figure 1*), which recognizes the high demand and complexity of planning work within our County and better positions Riverside in the regional market. It is anticipated that the improved retention will positively impact those residents and businesses doing business with the Planning Department.

Figure 1:

Job Classification	Current Salary		% Increase	Proposed Salary	
	Min	Max		Min	Max
Principal Planner	\$113,239	\$155,150	5%	\$118,901	\$162,907
(% diff. btwn. Prin. & Sr.)	27.44%	24.78%		21.65%	19.11%
Senior Planner	\$88,854	\$124,339	10%	\$97,739	\$136,773
(% diff. btwn. Sr. & Assoc.)	12.46%	12.47%		12.46%	12.47%
Associate Planner	\$79,011	\$110,551	10%	\$86,912	\$121,606
(% diff. btwn. Assoc. & Asst.)	14.34%	14.83%		14.34%	14.83%
Assistant Planner	\$69,105	\$96,273	10%	\$76,015	\$105,900

Salary Adjustments:

With the implementation of the proposed salary 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.

Principal Planner: It is recommended to adjust the salary plan/grade SEUS 954 (\$113,239 - \$155,150/year) to salary plan/grade SEUS 975 (\$118,901 - \$162,907/year). There are no

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

upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

Senior Planner: It is recommended to adjust the salary plan/grade SEU 754 (\$88,854 - \$124,339/year) to salary plan/grade SEU 840 (\$97,739 - \$136,773/year). The cost to grant these adjustments is approximately \$1,824 in salaries and benefits for FY 24/25.

Associate Planner: It is recommended to adjust the salary plan/grade SEU 597 (\$79,011 - \$110,551/year) to salary plan/grade SEU 728 (\$86,912 - \$121,606/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.

Assistant Planner: It is recommended to adjust the salary plan/grade SEU 403 (\$69,105 - \$96,273/year) to salary plan/grade SEU 534 (\$76,015 - \$105,900/year). The cost to grant these adjustments is approximately \$13,751 in salaries and benefits for FY 24/25.

Impact on Residents and Businesses

It is anticipated that the improved retention will positively impact those residents and businesses doing business with the Planning Department. Adjusting the salary range for the job classifications above appropriately recognizes the extensive planning demands of the County and provides a competitive salary while maintaining existing class progression.

Additional Fiscal Information

TLMA, Waste, and Public Health have approved the recommended salary adjustments. A budget adjustment is not required.

ATTACHMENTS

1. Resolution No. 440-9445
2. Regional Market - Planner Series


Jason Farin, Principal Management Analyst 8/28/2024


Cesar Bernal, PRINCIPAL MGMT ANALYST 8/28/2024

RESOLUTION NO. 440-9445

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on September 10, 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>
74802	Assistant Planner	SEU 403	SEU 534
74804	Associate Planner	SEU 597	SEU 728
74809	Principal Planner	SEUS 954	SEUS 975
74806	Senior Planner	SEU 754	SEU 840

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: 
Deputy

/kc
08/27/2024
440 Resolutions\KC

**Regional Market Overview of the Planner Job Class Series
(Principal/Senior/Associate/Assistant)**

Principal Planner (or equivalent)			
County/City	Job Classification	Current Salary	
		Min	Max
City of Moreno Valley	Principal Planner	\$135,574	\$190,861
City of Ontario	Principal Planner	\$156,104	\$189,675
City of Anaheim	Principal Planner	\$116,606	\$174,910
City of Riverside	Principal Planner	\$107,124	\$165,144
City of Costa Mesa	Principal Planner	\$122,748	\$164,496
County of Riverside	Principal Planner	\$113,239	\$155,150
City of Fontana	Principal Planner	\$120,120	\$146,058
City of Indio	Principal Planner	\$98,760	\$145,914
Los Angeles County	Supervising Regional Planner	\$114,219	\$145,792
City of Orange	Principal Planner	\$110,568	\$141,792
City of Palm Desert	Principal Planner	\$98,384	\$135,013
City of Redlands	Principal Planner	\$101,384	\$129,469
San Bernardino County	Supervising Planner	\$89,003	\$122,554

Senior Planner (or equivalent)			
County/City	Job Classification	Current Salary	
		Min	Max
City of Anaheim	Senior Planner	\$105,766	\$158,648
City of Riverside	Senior Planner	\$92,940	\$143,148
City of Costa Mesa	Senior Planner	\$106,728	\$143,040
Ventura County	Planner IV	\$89,871	\$132,634
Orange County	Senior Planner	\$96,096	\$129,522
County of Riverside	Senior Planner	\$88,854	\$124,339
City of Orange	Senior Planner	\$96,648	\$123,936
Los Angeles County	Principal Regional Planner	\$97,070	\$123,906
San Diego County	Land Use/Environmental Planner III	\$98,259	\$120,682
City of Fontana	Senior Planner	\$98,322	\$119,558
City of Indio	Senior Planner	\$80,898	\$119,524
City of Corona	Senior Planner	\$93,096	\$113,160
San Bernardino County	Planner III	\$80,704	\$111,093

Associate Planner (or equivalent)			
County/City	Job Classification	Current Salary	
		Min	Max
City of Anaheim	Associate Planner	\$95,932	\$143,898
City of Ontario	Associate Planner	\$105,394	\$128,024
City of Costa Mesa	Associate Planner	\$92,820	\$124,392
City of Moreno Valley	Associate Planner	\$87,568	\$123,323
Orange County	Associate Planner	\$86,195	\$116,210
Ventura County	Planner III	\$80,453	\$113,054
Los Angeles County	Senior Regional Planner	\$87,086	\$111,168
County of Riverside	Associate Planner	\$79,011	\$110,551
City of Orange	Associate Planner	\$83,220	\$106,704
San Diego County	Land Use/Environmental Planner II	\$84,698	\$104,042
City of Indio	Associate Planner	\$70,354	\$103,945
City of Riverside	Associate Planner	\$77,496	\$103,860
City of Fontana	Associate Planner	\$80,184	\$97,510
San Bernardino County	Planner II	\$69,722	\$95,846
City of Corona	Associate Planner	\$75,888	\$92,232

Assistant Planner (or equivalent)			
County/City	Job Classification	Current Salary	
		Min	Max
City of Costa Mesa	Assistant Planner	\$80,724	\$108,168
City of Moreno Valley	Assistant Planner	\$75,629	\$106,475
Los Angeles County	Regional Planner	\$82,490	\$105,296
County of Riverside	Assistant Planner	\$69,105	\$96,273
City of Ontario	Assistant Planner	\$78,457	\$95,367
City of Indio	Assistant Planner	\$63,675	\$94,077
Orange County	Assistant Planner	\$69,389	\$93,538
City of Anaheim	Assistant Planner	\$75,420	\$91,686
City of Orange	Assistant Planner	\$69,888	\$89,616
San Diego County	Land Use/Environmental Planner I	\$72,883	\$89,502
San Bernardino County	Planner I	\$64,792	\$89,086
City of Fontana	Assistant Planner	\$72,987	\$88,774
City of Riverside	Assistant Planner	\$64,692	\$86,724
Ventura County	Planner I	\$59,705	\$83,732
City of Corona	Assistant Planner	\$68,676	\$83,484