

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



ITEM: 3.23
(ID # 25890)

MEETING DATE:
Tuesday, October 22, 2024

FROM : HUMAN RESOURCES AND District Attorney

SUBJECT: HUMAN RESOURCES AND THE DISTRICT ATTORNEY'S OFFICE:
Classification and Compensation recommendation to adjust the salary of the Victim Services Specialist; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9444. Districts: All [Total Cost \$66,888 Department funds].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Victim Services Specialist.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9444 submitted herewith.

ACTION:

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

8/27/2024

Lisa Pina
Lisa Pina

10/4/2024

Jared Haringsma
Jared Haringsma

10/4/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel 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: October 22, 2024
xc: H.R., DA

Kimberly A. Rector
Clerk of the Board
By: *Kimberly A. Rector*
Deputy

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| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|--|-----------------------------|--------------------------|---------------------------------|---------------------|
| COST | \$ 33,444 | \$ 33,444 | \$66,888 | \$33,444 |
| NET COUNTY COST | \$0 | \$0 | \$0 | \$0 |
| SOURCE OF FUNDS: 100% Department Budget | | | Budget Adjustment: No | |
| | | | For Fiscal Year: 24 / 25 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the District Attorney's Office (DA) is to vigorously enforce the law, pursue the truth, and safeguard the rights of all to ensure that justice is done on behalf of the community. The Department is comprised of 791 employees, spanning numerous divisions. The DA's Victim Services Division requested a market study for the Victim Services Specialist (VSS) classification. The department reported they have been experiencing some recent issues with retention in this critical classification. The VSS classification is responsible for performing a wide variety of trauma informed supportive services to victims, derivative victims, and witness of serious violent crimes. In support of the DA's mission, the VSS play a critical role in informing and supporting victims throughout the criminal justice process. On average, the DA's Office files approximately 60,000 criminal cases each year, and it is one of the largest DA's offices in the state. The ability to recruit and retain talented VSS is critical to the department's operation and support of victims.

Upon review, by Human Resources Department records, in Fiscal Year 2023/2024, the turnover rate for VSS was 21.7%. The turnover rate for fiscal year 2023/2024 was higher than any of the past four fiscal years that preceded it for this classification. The turnover rate exceeds the optimal range, and per the department, it poses a significant threat to their ability to perform the critical functions in support of victims.

Through a market review, the Human Resources Department Classification and Compensation Division found that the VSS was above market at the maximum salary by 24.21% and above market at the minimum salary by 8.60% using our traditional five County market approach. Given the class was found to be above market, Classification and Compensation examined other potential mechanisms to address the turnover concerns expressed by the DA. Through review, it was identified that the turnover was happening with incumbents around the middle and lower end of the salary range, which also happened to be quite large at a 60% spread from minimum to maximum. Given the market results, and review of the salary range, taking this justified atypical approach to reduce the spread will aid the department in lowering their experienced turnover rates. A salary range spread at 60% is at the bounds of common practice. Furthermore, an overly broad salary range for a classification of this level potentially creates multiple issues for new hires. First, the large space at the bottom of the range results in employees starting low in a long range and it will take much longer for them to reach the maximum of the salary range. This, in turn, could provide the opportunity for outside job offers to be more enticing, given an employee could be low in the range for an extended duration. In

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these circumstances, competing job offers could provide the temptation for an increase in pay and can quickly escalate turnover rates.

Given these factors, and the larger than usual spread for this classification's salary range, the Classification and Compensation Division recommends that we refine the current salary grade to a more competitive starting rate by increasing the minimum of the range by 6.6%. This adjustment will reduce the existing broad salary range spread to be more aligned with market and industry standards and more consistently aligned with the salary range structure that the Board approved in December 2023, which is in the process of being implemented Countywide. This approach will alleviate the current retention and recruitment challenges faced by the department, and aid them in recruiting and retaining talented and dedicated VSS employees. It is the department's intent to also review equity for existing employees who have attained status, to ensure that they are retained, and this salary range adjustment does not negatively impact them.

Salary Adjustment:

Victim Services Specialist: It is recommended to adjust the salary plan/grade from SEU9 289 (\$56,127 - \$88,977) to salary plan/grade SEU9 336 (\$59,843 - \$88,997). There are currently 43 incumbents in this class.

Impact on Residents and Businesses

If approved, the requested adjustment would allow the DA to expand on their ability to recruit and retain their valuable and skilled VSS staff, and continue to hire high-quality VSS to serve the community. The VSS provide crucial support for victims of crime and have a significant impact on each victim's experience and wellbeing during a traumatic time.

Additional Fiscal Information

N/A

Attachment

- Resolution No. 440-9444

1 RESOLUTION NO. 440-9444

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on October 22, 2024, that pursuant to Section 8(c) of Ordinance No. 440, the
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,
6 operative 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> |
| 79788 | Victim Services Specialist | SEU9 289 | SEU9 336 |

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14 ROLL CALL:

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

16 Nays: None

17 Absent: None

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19 The foregoing is certified to be a true copy of a resolution duly adopted by said
20 Board of Supervisors on the date therein set forth.

21 KIMBERLY A. RECTOR, Clerk of said Board

22 By: 
23 Deputy

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08/26/2024
28 440 Resolutions\KC

10/22/2024 3.23