

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



ITEM: 3.24  
(ID # 26199)

MEETING DATE:  
Tuesday, October 22, 2024

FROM : HUMAN RESOURCES

**SUBJECT:** HUMAN RESOURCES AND VETERANS SERVICES: Classification and Compensation recommendation to establish a new Veterans Services Assistant, Veterans Services Community Liaison and Veterans Services Manager job classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9451, All Districts. [Total Annual Cost \$125,199, 100% Departmental Budget-Prop. 63 Funding]

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

1. Approve the creation of the new job classifications of Veterans Services Assistant, Veterans Services Community Liaison, and Veterans Services Manager.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9451.

**ACTION:** Policy, Position Added

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

10/3/2024

*Gregory Coffos*  
Gregory Coffos, Director of Veterans Services

10/7/2024

---

**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., Veterans Services

Kimberly A. Rector  
Clerk of the Board  
By *Kimberly A. Rector*  
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>	\$86,676	\$125,199	\$125,199	\$125,199
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 100% Department Budget - Prop. 63 Funding</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 24/25</b>	

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

**BACKGROUND:**

**Summary**

The Riverside County Veterans Services Department is dedicated to providing advocacy, benefits counseling, claims assistance, and education to former Military personnel and their families through services aimed at assisting them in fully accessing veterans benefits and services for which they are eligible. Community outreach events support the efforts of the department to meet veterans where they are and provide services to historically under-served communities.

The Department is currently staffed with *Veterans Services Representative I, II* and *Senior (VSR I, II, Sr)* who assist veterans with services and benefits in the office and may be assigned field duties as needed. There are also various clerical staff including *Office Assistants* who assist the VSRs with clerical duties. Some of the *Office Assistants* have had certification training with the California Veterans Service Representative Academy (CVSRA). This certification training allows them direct access to the Veterans Affairs (VA) claim file where they can assist veterans with status updates, allowing the VSRs to focus more on claims assistance for the veterans. The Department would like to create a *Veterans Services Assistant (VSA)* job classification that will be able to provide clerical assistance as well as have full access to the VA claims files to assist veterans. The certification training will prepare the VSAs with the knowledge and skills needed to develop and advance into the VSR role. The creation of this new classification will allow the Department to secure talented staff with certification training and develop them into the full Veterans Services Representative class with time, creating a useful and powerful career progression and retention tool within this critical area.

The Department is also involved with community outreach services which need dedicated and skilled staff to go into the community and provide services to eligible veterans and their families. In order to accomplish this goal, the Department is requesting to create a *Veterans Services Community Liaison* job classification where incumbents will visit facilities in the community such as shelters, community centers and soup kitchens to offer services and benefits to eligible veterans. The creation of this new classification will allow the Department to expand on their meaningful connections with veterans and more directly connect them with services and benefits.

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

In addition, the Department is requesting to create a *Veterans Services Manager (VSM)* job classification who will supervise and oversee staff in the field and/or branch offices. The *VSM* will provide full supervision to staff as well as assist the *Director* and *Assistant Director of Veterans Services* with administrative duties and provide comprehensive services to veterans throughout the County. The creation of this new classification will enable the Department to provide more direct support for the day-to-day activities in the field and/or branch offices.

**FINDINGS**

The Human Resources' Classification and Compensation Division conducted a market review of the five surrounding counties. Through the review, there were no comparable classifications found for a *Veterans Services Community Liaison* or *Veterans Services Manager*, and there was insufficient market data for the *Veterans Services Assistant*, given this exact structure does not exist in other comparable jurisdictions. Due to the limited comparable classifications, the salary for the *Veterans Services Assistant* is set approximately 5.5% above the minimum and maximum of the *Office Assistant III* salary range. The salary for the *Veterans Services Community Liaison* is set approximately 5.5% above the minimum and maximum of the *Senior Veterans Services* salary range. The salary for the *Veterans Services Manager* is set approximately 11% above the minimum and maximum of the *Veterans Services Community Liaison* salary range.

**Classification Additions:**

**Veterans Services Assistant:** It is recommended to add this classification to the Class and Salary Listing using salary plan/grade LIU 213 (\$38,969 - \$58,002/year). The new class specification is attached (**Attachment 2**).

**Veterans Services Community Liaison:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 359 (\$67,184 - \$86,344/year). The new class specification is attached (**Attachment 3**).

**Veterans Services Manager:** It is recommended to add this classification to the Class and Salary Listing using salary plan/grade MRP 206 (\$74,574 - \$95,842/year). The new class specification is attached (**Attachment 4**).

**At-Will Designation:**

**Veterans Services Manager:** It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Director of Veterans Services. There is no financial impact to implement this change.

**Impact on Residents and Businesses**

This request will indirectly benefit residents and businesses through the additional support and structure it will provide Riverside County Veterans' Services. Approval of the recommended classification creations will allow the Department to expand on its ability to recruit and retain highly qualified individuals to serve veterans and their families. The Department is dedicated to providing comprehensive and compassionate assistance, ensuring veterans and their families

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

access the benefits, resources, and opportunities available.

**Additional Fiscal Information**

The creation of the Veterans Services Assistant, and Veterans Services Manager will have no immediate up-front cost to the Department. The department will add these positions to their budget via a separate Board agenda item or Classification Transaction Request at a later date. However, the department would like to add 1 Veterans Services Community Liaison position through the Form 11, which will be approximately \$125,199/year per position, including benefits.

**ATTACHMENTS**

1. Resolution No. 440-9451;
2. Veterans Services Assistant Job Description;
3. Veterans Services Community Liaison Job Description; and
4. Veterans Services Manager Job Description.

  
Cesar Bernal, PRINCIPAL MGMT ANALYST 10/15/2024

RESOLUTION NO. 440-9451

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 22, 2024, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
79914	+	Veterans Services Assistant	LIU 213
79916	+	Veterans Services Community Liaison	SEU 359
79917	+	Veterans Services Manager	MRP 206

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
79917	+	Veterans Services Manager

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to make the following listed change(s), operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
79916	+1	5400100000	Veterans Services Community Liaison

/kc  
10/03/2024  
440 Resolutions\KC

2  
3 RESOLUTION NO. 440-9451

4  
5 ADOPTED by Riverside County Board of Supervisors on October 22, 2024.

6  
7 ROLL CALL:

8  
9 Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

10 Nays: None

11 Absent: None

12  
13  
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:  \_\_\_\_\_  
20 Deputy

21  
22  
23  
24 10/22/2024 3.24



## VETERANS SERVICES ASSISTANT

Class Code: 79914

COUNTY OF RIVERSIDE  
Established Date: XXX X, XXXX  
Revision Date: XXX X, XXXX

### SALARY RANGE

\$18.74 - \$27.89 Hourly  
\$3,247.44 - \$4,833.54 Monthly  
\$38,969.35 - \$58,002.49 Annually

### CLASS CONCEPT:

Under general supervision, supports staff in providing direct services to veterans, their dependents and survivors in the preparation and presentation of less complex claims for benefits authorized under current law; performs other related duties as required.

The Veterans Services Assistant is an entry level classification and reports to a supervisory or manager level position. Incumbents in this class perform work that is of a highly specialized nature requiring significant expertise and performed with a great degree of independence. Incumbents perform the most routine and least complex functions in obtaining benefits from federal, state and local governments for veterans. The Veterans Services Assistant is responsible for performing administrative clerical support work involving a variety of complex programs and services within the department. Incumbents will provide support with case management and claims processes, interpreting and explaining program regulations, policies and procedures, explaining program benefits and resources and preparing necessary correspondence and reports.

**REPRESENTATION UNIT:** LIUNA - Support Services

### EXAMPLES OF ESSENTIAL DUTIES (MAY INCLUDE BUT NOT LIMITED TO):

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Perform complex clerical work requiring the application of laws, policies, procedures, and specialized terminology; prepare and process materials which require the review of complex source material and a thorough familiarity with policies, procedures, terminology and various applicable laws in order to obtain the necessary data.
- Provide information to the public or interdepartmental representatives in situations where judgment and interpretation of departmental policies, rules and regulations on benefits are required.

- Review a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable ordinances; answer questions involving searching for and summarizing technical data, laws, policies, or procedures.
- Design or revise office forms; set up and maintain complex filing systems; review office procedures and recommend changes to improve office efficiency and effectiveness.
- Initiate replies to routine correspondence; compose correspondence and other materials requiring the application of subject matter knowledge and discrimination in the selection of data.
- May provide technical guidance and/or training to clerical staff; may assign and review the work of clerical staff; prepare and revise written procedures.
- Type a wide variety of complex material such as difficult statistical and budgetary tabulations, highly confidential reports and letters, priority manuscripts or contracts, and other specialized documents from rough, plain, corrected copy, or dictated material utilizing information processing equipment.
- Explain program benefits, requirements, and procedures to veterans and their dependents.
- Gather information through interviews with veterans, dependents or next of kin to determine eligibility for benefits; research, gather and review information on behalf of claimants.
- Obtain evidence to support a veteran or their dependents claim for services from other agencies or jurisdictions.
- Maintain case files of supporting documents including military records, marriage certificates, divorce decrees, birth records and correspondence; document services provided; assemble supporting documentation necessary to prepare and submit claims, i.e., compensation, pension, healthcare, burial, etc.
- Review and process all college fee waiver applications.
- Operate a variety of office automation and peripheral equipment; use an automated system to input and retrieve information.
- Maintain familiarity with other types of aid and social service organizations and refer veterans or their dependents to proper agencies including Social Security, Medicare, General Assistance/Medi-Cal and mental health services.
- Perform itinerant travel to outlying offices; assist in planning conferences, meetings and special events; order office supplies.

**RECRUITING GUIDELINES:**

Experience: Two years of clerical experience, at least one year in a position requiring interviewing, counseling and/or guidance or obtaining information in fields similar to employment agencies, disability insurance, Social Security, hospital or social service agencies.



Knowledge of: The principles, methods, and equipment used in information processing; interviewing techniques; correct English usage, grammar, spelling, vocabulary, punctuation, format, and style; office procedures, including preparing correspondence and reports, filing, and operating standard office equipment.

Ability to: Understand the capabilities and applications of information processing equipment considering the requirements of the unit; explain laws, policies and procedures; identify relevant supporting information; make determination and recommendations; use initiative and judgment in setting up formats for a variety of documents; provide guidance to and train staff; proof and correct copy into acceptable final form; store and retrieve a variety of documents and subdocuments; meet departmental production and accuracy standards; establish and maintain effective working relationships.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

Employee must obtain United States Department of Veteran Affairs (USDVA) accreditation through the California Department of Veteran Affairs (CDVA) within the first 12 months of employment.

Service in the Armed Forces of the United States with an honorable discharge is desired but not required.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



## VETERANS SERVICES COMMUNITY LIAISON

Class Code: 79916

COUNTY OF RIVERSIDE  
Established Date: XXX X, XXXX  
Revision Date: XXX X, XXXX

### SALARY RANGE

\$32.30 - \$41.51 Hourly  
\$5,664.10 - \$7,065.10 Monthly  
\$67,183.71 - \$86,344.08 Annually

### CLASS CONCEPT:

Under general direction, plans and coordinates outreach services to connect veterans to comprehensive support services that will lead to them reaching their highest level of independence; assists veterans, their dependents and survivors in obtaining benefits from federal, state and local government agencies; coordinates program activities with other services within the department; performs other related duties as required.

The Veterans Services Community Liaison class is a journey level classification that reports to the Assistant Director of Veterans Services. Incumbents are responsible for the planning, coordination, and implementation of specialized outreach programs and activities.

**REPRESENTATION UNIT:** SEIU - Professional

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Establish program goals and objectives and determine priorities; provide technical assistance, and consultation to staff.
- Interpret and implement state and federal program mandates; establish and interpret program policy; monitor and evaluate program activities and budget expenditures; collect and analyze statistical data.
- Develop and write proposals for grant applications.
- Prepare annual and quarterly reports; meet with interested community organizations to promote program goals.
- Conduct educational outreach activities and develop program information materials for distribution to organizations, community groups, schools, and the general public.

- Represent the department at meetings with local, state, and federal program representatives; represent the office at outreach and veterans related events throughout the County.
- Visit facilities (shelters, community centers, transitional housing, sober living programs, soup kitchens, etc.) throughout the county where U.S. military veterans may gather to inform them of services and benefits available to them.
- Maintain outreach client information database and referrals to the programs; maintain a database of veteran's services available to veterans in the County of Riverside; track veterans referred for program entry and screening appointments.
- Schedule screenings and/or transportation on behalf of veterans with the treatment facilities.
- Produce reports of veterans encountered by the outreach team.
- Greet and register clients; create client profiles provide office support to Veterans Services and Veterans Commission meetings; prepare a variety of reports, records, and correspondence.
- Establish contacts within the veteran's community, veterans' services providers, local employers, and veterans' organizations.
- Identify opportunities to conduct outreach events designed to inform veterans and veterans services providers of the services available to them and how to access these services; maintain an outreach and communications plan.
- Help develop strategies to coordinate services between veterans' organizations and the department with the goal of increasing access to services for all veterans.
- Provide training to veterans, their family members, and veterans services organizations on how to access services.
- Regularly conduct research on veteran's outreach strategies and make recommendations on new ideas of how to increase awareness and participation.
- Drive frequent, long distances away from the home office to conduct field visits; attend meetings, trainings, conferences and community events; may conduct visits to out-stationed staff at remote locations and outlying offices.

**RECRUITING GUIDELINES:**

**OPTION I**

Experience: One year as a Senior Veterans Services Representative with Riverside County.

**OPTION II**

Education: Graduation from an accredited college or university with a bachelor's degree, preferably

with a major in psychology, sociology, social welfare, social/human services, criminal justice, counseling, or a closely related field to the assignment.

Experience: One year in the preparation and development of claims for presentation to the Veterans Administration.

**ALL OPTIONS**

Knowledge of: Administrative principles applicable to the organization and functions of program planning, implementation, and evaluation; organization and activities of the Veterans Administration and other veteran agencies; community resources and their organizations and functions; elements of supervision and principles of personnel management; budget preparation and control; grantsmanship; public relations and marketing.

Ability to: Train, and coordinate the work of staff; analyze operations and services related to programs; interpret legislative and administrative mandates and regulations to project probable impact to the organization; develop and prepare grant applications; monitor expenditures and maintain fiscal control; establish and maintain effective working relationships with local, federal and state program agencies, and the general public; prepare comprehensive and clear oral and written reports and presentations.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License is required.

Must maintain accreditation with the United States Department of Veterans Affairs (USDVA) through the California Department of Veterans Affairs (CDVA).

Service in the Armed Forces of the United States with an honorable discharge is desired but not required.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



## VETERANS SERVICES MANAGER

Class Code: 79917

COUNTY OF RIVERSIDE  
Established Date: XXX X, XXXX  
Revision Date: XXX X, XXXX

### SALARY RANGE

\$35.85 - \$46.08 Hourly  
\$6,214.23 - \$7,986.49 Monthly  
\$74,573.92 - \$95,841.93 Annually

### CLASS CONCEPT:

Under general direction, provides management oversight and supervision of the Veterans Services regional operations and branch offices; performs complex veterans' claims work involving the presentation and preparation of legal evidence; counsels and assists veterans and their dependents in obtaining veterans' benefits performs other related duties as required.

The Veterans Services Manager is an advanced level manager classification and reports to the Director of Veterans Services. This class is characterized by the primary responsibility for specialized program administration and managerial oversight of branch offices within the Department of Veterans Services. Incumbents plan, organize, and direct through subordinates the work of Veterans Services Representatives, in addition to conducting the administrative responsibilities of reviewing, evaluating, modifying existing and developing new methods and procedures to ensure the standardization of all aspects of veterans' services work.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Director of Veterans Services.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

**REPRESENTATION UNIT:** Management Resolution - Management

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Conduct on-the-job trainings for Veterans Services Representatives to include CalVet/CACVSO accreditation training and continuing education unit training.
- Supervise staff, plan, organize, coordinate, and direct the activities of the Department of Veterans Services under the direction of the Director of Veteran Services.
- Maintain a case load of clients seeking and receiving services available to veterans.
- Define problems, develop recommendations, plan, coordinate and initiate action with minimal direction; collect, interpret and evaluate information and data to identify operational needs and validate conclusions.
- Represent the County in contacts with other governmental or community agencies and the public, including outreach events, public meetings, and other related events.
- Prepare written reports and correspondence.
- Review and evaluate the performance of subordinate staff; participate in the selection of employees; ensure standardization of methods and procedures utilized in all aspects of veterans' services work; modify procedures to improve effectiveness.
- Evaluate the need for changes in work procedures resulting from new County, state, or federal laws and regulations and review work of subordinates for compliancy purposes.
- Prepare the regional annual budget by projecting costs and preparing justification documents; write requests for budget adjustments.
- Responsible for ensuring compliance with grant requirements; assist with preparing grant reports including statistical and program information.
- Prioritize workload to meet organizational objectives; review and evaluate work methods and procedures; listen, respond to, and resolve staff problems and concerns; develop and assist direct reports and professional staff in developing standards against which to evaluate and measure performance and service levels.
- Participate in developing and implementing goals, objectives, policies, and standards applicable to divisional management responsibility.
- Communicate with the Director and Assistant Director concerning operational difficulties/conflicts, business process improvements and procedural changes; oversee and identify required changes for case management system.
- Review and approve staff payroll time reports; direct the preparation of requisitions for supplies and equipment.

**RECRUITING GUIDELINES:**

**OPTION I**

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with major coursework in psychology, sociology, social welfare, social/human services, public administration, or a closely related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

Experience: One year as a Senior Veterans Services Representative for the County of Riverside.

**OPTION II**

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with major coursework in psychology, sociology, social welfare, social/human services, public administration, or a closely related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

Experience: Three years of supervising a social services or veterans services team in a governmental agency or non-profit, responsible for administrative, management, or staff capacity which provided a full understanding of customer needs.

**ALL OPTIONS**

Knowledge of: Legal Procedures; federal, state and local legislation affecting veterans; interviewing and recordkeeping techniques; medical and legal terminology as it pertains to veterans' benefits; the principles of supervision, including training, instructional methods, and techniques.

Ability to: Plan, organize, administer, and coordinate projects and operations consistent with policies and goals; read, analyze, and interpret complex written material; prepare, apply laws, rules, and regulations applicable to veterans' benefits to specific cases and reach appropriate decisions; analyze and evaluate systems and procedures to resolve problems or to recommend appropriate courses of action; evaluate staff performance; develop and implement on the job training of subordinate staff; interact effectively with people from diverse cultures and socio-economic backgrounds; prepare clear, comprehensive reports and records; establish and maintain effective working relationships with those contacted in the course of work.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Class C Driver's License is required.

Employee must obtain United States Department of Veterans Affairs (USDVA) accreditation through the California Department of Veterans Affairs (CDVA) within 12 months of employment.

Service in the Armed Forces of the United States with an honorable discharge is desired but not required.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.