

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



ITEM: 3.48
(ID # 26414)

MEETING DATE:

Tuesday, December 03, 2024

FROM : HUMAN RESOURCES AND Sheriff

SUBJECT: HUMAN RESOURCES AND SHERIFF-CORONER-PA: Classification & Compensation recommendation to establish a new Sheriff's Pilot job classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9459 submitted herewith, All Districts. [Total Cost-\$184,035 100% Sheriff Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Sheriff's Pilot job classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9459.

ACTION:Policy



Donald Sharp, Undersheriff 11/12/2024


Tami Douglas-Schatz, Director of Human Resources 11/21/2024

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: December 3, 2024
xc: HR, Sheriff

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$99,096	\$184,035	\$283,131	\$184,035
NET COUNTY COST	\$99,096	\$184,035	\$283,131	\$184,035
SOURCE OF FUNDS: Department Budget			Budget Adjustment: No	
			For Fiscal Year: FY 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside County Sheriff's Office (RSO) is to serve the public by suppressing and preventing crime through the reduction of criminal recidivism. The department employs over 3,600 dedicated men and women who provide core services throughout the County of Riverside and are dedicated to serving the citizens of its communities with integrity, professionalism, leadership, and loyalty.

To support the efforts of the RSO, the department has the Special Enforcement Bureau (SEB) and Emergency Operations Division (EOD). The SEB houses numerous enforcement teams and other specialized units that respond to critical incidents and complex problems that often involve high risk apprehensions, high risk warrant services, fugitive apprehensions, hostage rescues, active shooters, dignitary protection, barricaded subjects, hazardous devices, maritime operations, counter terrorism details, off-road enforcement, or any special assignment at the request of the Sheriff. The EOD is comprised of the Sheriff's Emergency Response Team (SERT) and the Sheriff's Aviation Unit. The division provides operational, logistical, and emergency support services during routine, extraordinary or catastrophic incidents.

The RSO requested that the Human Resource's Classification and Compensation Division (Class and Comp) consider the feasibility of creating a Sheriff's Pilot job classification. The department utilizes aircraft such as helicopters and fixed wing aircraft in search and rescue operations and general patrol. Currently, the crew piloting these aircraft consist of licensed, sworn Deputies, Corporals, and one Sergeant. However, the needs of the department have evolved, and they would like to reorganize the structure of this unit so that a non-sworn pilot can perform these crucial duties and responsibilities. At present, it takes a newly trained pilot 5+ years to get signed off on all the experience requirements in order to be able to fly without restrictions. To ensure the department can continue to provide critical services to the County of Riverside, the incorporation of a new civilian Sheriff's Pilot job classification is necessary. The creation of this proposed non-sworn Sheriff's Pilot classification would allow sworn staff currently performing these functions the opportunity to focus on their primary essential responsibilities, while also providing the department greater flexibility in recruiting candidates who meet the desired licensures, certifications, and flying hours (**Attachment 2**).

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INTERNAL CLASSIFICATION REVIEW

A review of existing classifications in the County of Riverside yielded no viable classifications to support the requested role.

EXTERNAL MARKET SURVEY

An external market review of the five surrounding Counties for similar classifications provided insufficient information for accurately pricing the proposed classification. To effectively establish a competitive salary for the proposed classification, a broader market review, incorporating additional comparable jurisdictions was conducted (**Attachment 3**). The market data gathered suggests that the proposed classification should have a salary range of approximately \$98,086 - \$126,921 annually.

Classification Addition:

Sheriff's Pilot: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 843 (\$98,086 - \$126,921 annually).

Additional Fiscal Information

The Sheriff's Department intends to utilize this classification and has allocated funding in their budgets for the 2023/2024 fiscal year. The department will submit a request to add the classification/position(s) to their budget separately through the Human Resources Department and is not requesting to add the positions by way of this Form 11.

Impact on Residents and Businesses

There is no direct impact on residents and businesses. However, the creation of the proposed Sheriff's Pilot job classification will provide the Sheriff's Department additional support to continue providing critical services for the County of Riverside and surrounding jurisdictions.

Attachments:

- 1) Resolution No. 440-9459;
- 2) Proposed Sheriff's Pilot Job Classification; and
- 3) Sheriff's Pilot Market Data.


Rebecca S Cortez, Principal Management Analyst

11/21/2024


Cesar Bernal, PRINCIPAL MGMT ANALYST

11/26/2024

RESOLUTION NO. 440-9459

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 3, 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>
66304	+	Sheriff's Pilot	SEU 843

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
11/12/2024
440 Resolutions\KC

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Sheriff's Pilot

Class Code:
66304

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE
Established Date: XXXX
Revision Date: XXXX

SALARY RANGE

\$47.16 - \$61.02 Hourly
\$8,173.83 - \$10,576.75 Monthly
\$98,086.00 - \$126,921.00 Annually

CLASS CONCEPT:

Under general direction, pilots single and/or multi engine fixed wing or turbine powered aircraft for the Riverside County Sheriff's Office (RCSO) Aviation Unit; and performs other related duties as required.

The Sheriff's Pilot classification is a non-sworn position that typically reports to an appropriate supervisory or management level classification within the designated functional unit of the RCSO.

The Sheriff's Pilot is characterized by its responsibility to operate single and/or multi engine fixed wing or turbine powered aircraft in support of law enforcement operations. It is distinguished from other sworn classes in that the latter have the full range of duties associated with peace officer status.

REPRESENTATION UNIT:

SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Transport RCSO personnel, equipment, inmates, and/or civilians as needed.

- Pilot single engine and/or multi engine fixed wing aircraft in the performance of law-enforcement operations including, but not limited to: search and rescue missions, aerial observation, and the transportation of prisoners and cadavers.
- Conduct preflight and inflight assessments to ensure flight safety; prepare and maintain aircraft records and flight log information of assigned aircraft.
- Obtain weather information and interpret data based on flight plan.
- Maintain assigned aircraft in a constant state of readiness for dispatch; monitor aircraft systems including gauges to verify that oil, hydraulic fluid, fuel quantities and cabin pressure are at prescribed levels; operate aviation accessory equipment; perform daily aircraft inspections.
- Prepare supplemental reports for Federal Aviation Administration (FAA), federal guidelines, or other agencies governing civil aircraft movements; ensure compliance with Federal and State regulations and departmental policies and procedures.

RECRUITING GUIDELINES:

Experience: Must have a minimum of 1000 hours of total fixed-wing flight time, 1,500 total pilot in command time, 500 hours turbine powered aircraft time and 250 hours of instrument flight time.

OTHER REQUIREMENTS:

License/Certificate: Must possess and maintain a valid FAA Commercial Pilot's license with single engine fixed-wing and instrument rating. Single and multi-engine CFI airplane and airplane CFII is highly preferred.

Must possess and maintain a current FAA Class 2 Medical Certificate at the time of hire.

Must pass annual FAA Class II flight physical examination.

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.

External Market Survey Data

Classification Name:

Riv Co Class Code:

Market Research						Survey Data				
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	No Comparable Class					\$0.00	\$0.00			
Orange County	No Comparable Class					\$0.00	\$0.00			
San Bernardino County	Sheriff's Pilot	19526	\$80,184	\$110,386	37.67%	\$95,284.80	\$45.81			
San Diego County	No Comparable Class					\$0.00	\$0.00			
Ventura County	Fire/Sheriffs Pilot	1778	\$111,975	\$156,980	40.19%	\$134,477.59	\$64.65	e		
Sacramento County	No Comparable Class									
Santa Clara County	Sheriff's Helicopter Pilot	U6E	\$120,089	\$146,239	21.78%	\$133,163.68	\$64.02			
San Luis Obispo County	No Comparable Class									
Contra Costa County	No Comparable Class									
Kern County	Sheriff Aircraft Pilot	4473	\$87,071	\$104,058	19.51%	\$95,564.94	\$45.94			
County of Sonoma	Helicopter Pilot	701	\$130,528	\$158,663	21.55%			e		
Pay Factors	Pilot		\$105,000	\$147,000	40.00%	\$126,000.00	\$60.58		\$126,000.00	
	County Mean:		\$98,086	\$126,921	29.40%	\$112,503.36				
	County Median:		\$96,036	\$128,312	33.61%	\$112,173.89				
Riverside County	PROPOSED Sheriff's Pilot				40.00%	0				
	Dollar difference from Mean:									
	Percentage difference from mean:									
	Dollar difference from median:									
	Percentage difference from median:									

Notes:

Run Date:

Date Prepared/Revised: 10/21/2024