

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



ITEM: 3.20
(ID # 26562)

MEETING DATE:
Tuesday, December 10, 2024

FROM : HUMAN RESOURCES AND SHERIFF'S

SUBJECT: HUMAN RESOURCES AND SHERIFF-CORONER-PA: Classification and Compensation recommendation to establish a new Sheriff Fleet Services Operations Manager classification; and amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-9462 submitted herewith. All Districts. [Current Year Cost – \$119,593, Ongoing Cost – \$207,293] [Source of Funds: NCC and Contract Cities Law Enforcement Revenue]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of a new Sheriff Fleet Services Operations Manager classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9462.

ACTION:Policy

Amanda Bennett
Amanda Bennett

11/14/2024

Donald Sharp
Donald Sharp, Undersheriff

11/14/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel seconded by Supervisor Jeffries 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 10, 2024
xc: HR, Sheriff

Kimberly A. Rector
Clerk of the Board
By: *Kimberly A. Rector*
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	\$119,593	\$207,293	\$119,593	\$207,293
NET COUNTY COST	\$71,755	\$124,376	\$71,756	\$124,376
SOURCE OF FUNDS: 60% NCC, 40% Contract Cities Law Enforcement Revenue			Budget Adjustment: No	
			For Fiscal Year: 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Sheriff’s Office’s (Department) mission is to protect the public by the prevention and suppression of crime, and the reduction of criminal recidivism. On June 15, 2021 (Board Item 3.31), the Board of Supervisors granted the Sheriff’s Office more autonomy in managing their fleet operations. The Executive Office and the Purchasing and Fleet Services Department collaborated with the Department, and it was agreed the Department will be responsible for its vehicle acquisition, management, maintenance, mechanical/accident repair, vehicle disposal services, and regulatory compliance. On the same Form 11, the Board also approved a five (5) year total aggregate budget amount of \$18 million for maintenance and repair services.

The Sheriff’s Fleet Unit is an integral component of the Sheriff’s Office and oversees an operation size of 1,853 vehicles and average vehicle replacement order of approximately 325 vehicles per year. To efficiently provide the broad scope of services offered, the Sheriff’s Fleet Unit maintains strategic private vendor partnerships to assist with providing safe, reliable, and cost-effective transportation.

The current structure of the Sheriff’s Fleet Unit consists of a Sergeant overseeing several classifications of non-sworn County personnel. The Sergeant assigned to this Fleet Unit is subject to rotation as the position is meant to expose sworn staff to other specialized areas. This required rotation inevitably leads to a loss of knowledge which significantly affects the Fleet Unit’s ability to maintain service efficiency. The Department requested that the Human Resources Department Classification & Compensation Division review the needs and provide recommendations to improve the structure. Based on an evaluation, and to ensure continuity of service and consistent oversight, Human Resources recommends the development of a new stable/non-rotational classification to act as the Sheriff Fleet Services Operations Manager. This dedicated position will act as the subject matter expert to guide decision-making and process improvement and maintain ongoing training and development of staff to streamline operational efficiencies and service reliability.

It is recommended to establish a new Sheriff Fleet Services Operations Manager classification with the base salary range set to parity with the Riverside County Fire Department’s Fire Fleet Services Manager classification based on their similar organizational level and span of control.

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Classification Addition:

Sheriff Fleet Services Operations Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 526 (\$106,379 - \$142,961 annually).

Additional Fiscal Information

The addition of one Sheriff Fleet Services Operations Manager positions will cost approximately \$207,293 annually including benefits. The Department has stated the position will be funded 60% by Net County Cost (NCC), and 40% by Contract Cities Law Enforcement Revenue, and will not require a budget adjustment.

Impact on Residents and Businesses

There is no direct impact on residents and businesses. However, the addition of the Sheriff Fleet Services Operations Manager classification will ensure the Department has an efficient and effective fleet operation that provides safe, and reliable vehicles to meet the Sheriff's vehicle needs which are essential to providing public safety services to the community.

Attachments:

1. Resolution No. 440-9462
2. Sheriff Fleet Services Operations Manager Classification Specification

1 RESOLUTION NO. 440-9462

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of
4 California, in regular session assembled on December 10, 2024, that pursuant to Section 3(a)(iv) of
5 Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing
6 of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
66467	+	Sheriff Fleet Services Operations Manager	MRP 526

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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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25
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27 /kc
11/14/2024
28 440 Resolutions\KC

12/10/2024 3.20



SHERIFF FLEET SERVICES OPERATIONS MANAGER

Class Code: 66467

COUNTY OF RIVERSIDE
Established Date: Nov xx, 2024
Revision Date: Nov xx, 2024

SALARY RANGE

\$51.14 - \$68.73 Hourly
\$8,864.89 - \$11,913.44 Monthly
\$106,378.65 - \$142,961.25 Annually

CLASS CONCEPT:

Under general direction, plans, organizes and directs the vehicle fleet operations, and maintenance and servicing of all vehicle inventory for the Sheriff's Office; performs other related duties as required.

The Sheriff Fleet Services Operations Manager is a single-position, manager level classification and typically reports to an appropriate executive level management position. This class is characterized by the responsibility to manage the County Sheriff Office's fleet of vehicles up to and including heavy truck and transport vehicles, patrol vehicles, light trucks, specialized rescue vehicles, sedans and light vehicles, and to manage the maintenance and repair operations. The incumbent has a high level of discretion when making decisions as they directly support the planning, administration and coordination of department activities, and directs the procurement, inspection, assignment, maintenance, repair, and disposal of department vehicles.

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 (may include but not limited to):

- Develop and direct the implementation and policies, procedures, methods, and standards for the procurement, inspection, maintenance, repair, and disposal of vehicles and equipment; establish and maintain productivity standards and quality control on repair work and preventative maintenance programs.
- Establish and maintain policies and procedures for the lease, purchase and deployment of vehicles and heavy equipment.
- Direct the preparation and review of the department budget as it pertains to the replacement of vehicles, light trucks and heavy and/or motorized equipment; provide budget updates and recommendations to executive staff; prepare a variety of statistical and narrative reports.

- Oversee the development and maintenance of automated fleet management and fuel systems, which provides data regarding usage, cumulative costs, maintenance, and repair of department vehicles.
- Direct the analysis of fleet operations and cost data to identify issues and trends and recommend actions to improve efficiency and cost control measures.
- Confer with departmental representatives to determine specific needs and general requirements; review or prepare vehicle or equipment specifications and acquire vehicles, equipment and supplies.
- Evaluate new or proposed legislations and determine financial impact on department fleet activities.
- Plan, direct, coordinate, and supervise the operation of staff involved with heavy equipment and fleet maintenance; establish and maintain productivity standards and quality control on repair work and preventive maintenance programs; create training and development opportunities for staff.
- Perform vehicle and heavy equipment inspections, and review reports regarding incidents involving department vehicles.

RECRUITING GUIDELINES:

Experience: Five years of experience in one of the following areas: 1) an automotive and/or heavy equipment fleet setting in an administrative, management or supervisory capacity, which included responsibility for at least two of the following functions: budget preparation and control, fiscal management, general administrative systems and procedures; 2) personnel administration; or 3) a position with increasingly responsible experience in an automotive and/or heavy equipment fleet setting, which involved supervision of journey level automotive and/or heavy equipment mechanics directly or through subordinate supervisors.

Knowledge of: Technological developments and sources of information relevant to the field of fleet operation, repair and maintenance; federal and local rules, laws and regulations related to the operation of a fleet; equipment and vehicle maintenance and repair procedures and techniques; sourcing of equipment and automotive and/or heavy equipment parts, tools and supplies; principles and practices of office management, accounting and budgetary controls; the principles and techniques of supervision; techniques of vendor administration and negotiations.

Ability to: Plan, organize and direct fleet operations; estimate costs; design and oversee the construction or modification of equipment and vehicles to meet specific needs; select staff and directly or through subordinate staff, supervise and train personnel; prepare and present clear and comprehensive reports; follow oral and written instructions; read, interpret and prepare specifications and other written technical material; diagnose mechanical defects on a wide variety of automotive and construction equipment; plan, schedule and direct the work of employees; design and implement new procedures and evaluation techniques for technical and administrative operations; coordinate repair scheduling with equipment operators and supervisors in other departments; formulate program policies, identify needs and analyze fiscal and administrative problems to determine effective and efficient remedies; establish and maintain effective working relationships with public officials, subordinates, other departments, agencies, and the general public.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License. Depending on assignment, position may also require a valid California Class B Driver's License and/or a California Class A Driver's License.

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.