

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



ITEM: 3.34
(ID # 26737)

MEETING DATE:
Tuesday, December 17, 2024

FROM : HUMAN RESOURCES

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salary of Service Employees International Union job classifications; and Amend Ordinance No. 440 pursuant to Resolution No. 440-9467 submitted herewith, All Districts. [Fiscal Year 24/25 Cost - \$31,270, Ongoing Cost - \$0; Source of Funds – 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. **Approve** the salary adjustments of the Service Employees International Union (SEIU) job classifications;
2. **Amend** Ordinance No. 440 pursuant to Resolution No. 440-9467 submitted herewith.

ACTION:Policy


Charity Douglas, DPSS Director

12/3/2024


Tami Douglas-Schatz, Director of Human Resources

12/9/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez 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 17, 2024
xc: HR, DPSS

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 31,270	\$ 61,196	\$ 92,466	\$ 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

The Human Resources Department Classification and Compensation Division is responsible for conducting classification parity reviews to ensure pay equity across classifications. Recently, the Classification and Compensation Division conducted a review of SEIU job classifications. The below were identified as requiring correction:

- *Dentist - Per Diem*
- *Licensed Psychiatric Technician - Per Diem*
- *Eligibility Specialist Supervisor*
- *Administrative Services Assistant*

The purpose of the review was to evaluate internal equity among similar SEIU represented classifications and resolve any deficiencies, if warranted. During the review, it was discovered the above listed classifications had their job's pay range updated to match what similar jobs earn in the market. These adjustments were significant, but necessary to better position County classifications in maintaining competitive wages in comparison to surrounding jurisdictions. As a result, it is recommended that the above-mentioned classifications' salary range be increased and benchmarked to their equivalent counterpart classifications' salary range. Bringing the impacted classifications into parity with their counterpart classification will allow County departments to establish internal equitable salaries among incumbents performing similar work, among similar classifications within the same bargaining unit. Additionally, these parity adjustments will support departments with their recruitment and retention efforts, by maintaining market competitiveness among equivalent external classifications.

Further, a review was conducted on all SEIU job classifications currently receiving Peace Officer Standards and Training (P.O.S.T.) Certification pay, to ensure the salary ranges comply with their respective Memorandum of Understanding (MOU) and resolve any deficiencies, if warranted. The review yielded one classification was not in compliance with the SEIU MOU Article 5, Workweek, Overtime and Premium Pay, P. Peace Officer Standards and Training (P.O.S.T) Certification, 1, a, (1) *"Intermediate P.O.S.T. Certification - six percent (6%) higher than the base pay rate specified for the non-designated classification"*.

- *Sheriff's Records/Warrants Supervisor A (D)*

The *Sheriff's Records/Warrant Supervisor A (D)*'s minimum rate is well below the 6%

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requirement. It is recommended to increase the *Sheriff's Records/Warrant Supervisor A (D)*'s minimum rate 6% higher than its vanilla counterpart classification bringing this classification into compliance with its MOU requirement. Although the *Sheriff's Records/Warrant Supervisor A (D)* is slotted for deletion through attrition, the MOU-driven P.O.S.T. fix is simply cosmetic in nature to reflect the correct minimum in compliance with the SEIU MOU, with no current or future monetary impact.

Salary Parity Adjustments:

With the implementation of the proposed salary and rate adjustments, costs will be incurred to bring incumbents below the new minimum up to the new minimum. All impacted employees' anniversary dates are to be preserved. The approximate costs are detailed and summarized below.

Dentist - Per Diem: It is recommended to adjust the salary plan/grade from SEPD 112 (\$193,738 annually) to salary plan/grade SEPD 112 (\$215,000 annually). There are no upfront costs associated with this rate adjustment as there are no budgeted and no filled positions / incumbents.

Licensed Psychiatric Technician - Per Diem: It is recommended to adjust the salary plan/grade from SEPD 112 (\$54,878 annually) to salary plan/grade SEPD 112 (\$85,052 annually). There are no upfront costs associated with this rate adjustment as there are no budgeted and no filled positions / incumbents.

Eligibility Specialist Supervisor: It is recommended to adjust the salary plan/grade from SEUS 343 (\$56,292 - \$75,992 annually) to salary plan/grade SEUS 351 (\$57,031 - \$ 76,207 annually). There are no upfront costs associated with this salary adjustment as there are currently no incumbents below the new proposed minimum salary.

Sheriff's Records/Warrants Supervisor A (D): It is recommended to adjust the salary plan/grade from SEUS 253 (\$49,954 - \$74,468 annually) to salary plan/grade SEUS 283 (\$52,438 - \$74,468 annually). There are no upfront costs associated with this salary adjustment as there are currently no incumbents below the new proposed minimum salary.

Administrative Services Assistant: It is recommended to adjust the salary plan/grade from ESEU 167 (\$47,741 - \$65,022 annually) to salary plan/grade ESEU 195 (\$51,062 - \$65,136 annually). The cost associated with granting this salary adjustment is approximately \$31,270, in salaries and benefits for FY 24/25.

Additional Fiscal Information:

Incumbents impacted by the bring-to-minimum adjustment for the *Administrative Services Assistant* are spread throughout County departments, therefore, immediate costs associated with this increase will be shared. The impacted departments include Treasurer-Tax Collector, Probation, Riverside University Health System - Behavioral Health, Public Health, Veterans' Services, Department Public Social Services, Housing and Workforce Solutions and Fire. The departments have stated the additional costs resulting from the *Administrative Services*

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Assistant salary adjustment will be absorbed through their departmental budget and will not require a budget adjustment.

Impact on Residents and Businesses:

This internal salary parity adjustment does not have a direct impact on residents and businesses. However, approval of the recommended salary adjustments will better position County departments to establish internal equitable salaries among similar SEIU represented classifications moving forward and provide competitive wages, thereby providing a positive impact to the County's ability to recruit and retain qualified individuals into these critical classifications.

Attachments:

Resolution No. 440-9467


Cesar Bernal, PRINCIPAL MGMT ANALYST 12/12/2024

1 RESOLUTION NO. 440-9467

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of
4 California, in regular session assembled on December 17, 2024, that pursuant to Section 8(c) of Ordinance
5 No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance
6 No. 440, operative at the beginning of the pay period following the date of approval, as follows:

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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>
74114	Administrative Services Assistant	ESEU 167	ESEU 195
73899	Dentist - Per Diem	SEPD 112 (\$193,738)	SEPD 112 (\$215,000)
15925	Eligibility Specialist Supervisor	SEUS 343	SEUS 351
57746	Licensed Psychiatric Technician - Per Diem	SEPD 112 (\$54,878)	SEPD 112 (\$85,052)
13529	Sheriff's Records/Warrants Supervisor A (D)	SEUS 253	SEUS 283

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17 **ROLL CALL:**

18 **Ayes:** Jeffries, Washington, Spiegel, Perez, and Gutierrez

19 **Nays:** None

20 **Absent:** None

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22 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.

23 **KIMBERLY A. RECTOR**, Clerk of said Board

24 **By:**  _____

25 Deputy

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27 /kc

12/03/2024

28 440 Resolutions\KC