

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



ITEM: 3.6  
(ID # 26711)

**MEETING DATE:**  
Tuesday, January 07, 2025

**FROM :** HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER, RIVERSIDE COUNTY INFORMATION TECHNOLOGY, ASSESSOR-CLERK-RECORDER, SHERIFF AND FIRE

**SUBJECT:** HUMAN RESOURCES, RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER, RIVERSIDE COUNTY INFORMATION TECHNOLOGY, ASSESSOR-CLERK-RECORDER, SHERIFF AND FIRE: Classification and Compensation recommendation to adjust the salaries of the IT Database Administrator job class series; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9466, All Districts. [Current Year Cost – \$398, Ongoing Cost - \$941 – 100% Departmental Budgets]

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

1. Approve the salary adjustments to the IT Database Administrator job class series (I/II/III/Supervising); and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9466.

**ACTION:Policy**

*Jennifer Cruikshank*  
\_\_\_\_\_  
Jennifer Cruikshank, Chief Executive Officer – Health System 11/27/2024

*Jim Smith*  
\_\_\_\_\_  
Jim Smith, Chief Information Officer 11/27/2024

*Kan Wang*  
\_\_\_\_\_  
Kan Wang, Assistant Assesor-County-Clerk Recorder 11/27/2024

*Donald Sharp*  
\_\_\_\_\_  
Donald Sharp, Undersheriff 11/27/2024

*Geoff Pemberton*  
\_\_\_\_\_  
Geoff Pemberton, Chief Deputy County Fire 11/27/2024

*Tami Douglas-Schatz*  
\_\_\_\_\_  
Tami Douglas-Schatz, Director of Human Resources 12/24/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Medina and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Perez and Gutierrez  
Nays: None  
Absent: Washington  
Date: January 7, 2025  
xc: HR, RUHS, RCIT, ACR, Fire, Sheriff

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

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<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>	\$398	\$941	\$1,339	\$941
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Department Funds			<b>Budget Adjustment:</b> No	
			For Fiscal Year: 24/25	

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

**BACKGROUND:**

**Summary**

The Human Resources Classification and Compensation (Class & Comp) Division is recommending the following salary adjustment to the *IT Database Administrator (IT DBA)* job class series (I/II/III/Supervising) to restore historical parity between the *IT DBA* and *IT Business Systems Analyst (IT BSA)* job class series.

The *IT DBA* and *IT BSA* job class series were established at the same time via Board approval in 2007. From 2007 to 2024, the *IT DBA* has earned more than the *IT BSA* at each respective level; a consistent 5.8% at both the minimum and maximum base salary. However, in 2024, the salaries of the *IT BSA* I/II/III job class were adjusted which resulted in these job classes earning more than their *IT DBA* counterpart. It is recommended to restore the historical salary difference that has been maintained over the last 17 years between the *IT DBA* and *IT BSA* job class series by ensuring a 5.8% difference at both the minimum and maximum base salary (with the exception of the *IT Supervising DBA* minimum base salary, which currently exceeds 5.8%) at each respective level (see *Figure 1*). Adjusting the salaries of the *IT DBA* job class series will appropriately compensate incumbents for the level of work responsibilities and maintain career/salary progression.

Figure 1:

<b>Job Classification</b>	<b>Current Salary Range</b>	<b>Proposed Salary Range</b>
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	<b>(Annually)</b>		<b>(Annually)</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
IT Supervising Database Administrator	\$114,507	\$157,221	\$114,507	<b>\$157,400</b>
% difference from next level in series	7.68%	5.68%	7.68%	<b>5.80%</b>
IT Supervising Business Systems Analyst	\$106,338	\$148,771	\$106,338	\$148,771
IT Database Administrator III	\$90,691	\$135,536	<b>\$106,640</b>	<b>\$149,195</b>
% difference from next level in series	-10.02%	-3.89%	<b>5.80%</b>	<b>5.80%</b>
IT Business Systems Analyst III	\$100,794	\$141,016	\$100,794	\$141,016
IT Database Administrator II	\$79,607	\$109,303	<b>\$91,513</b>	<b>\$123,835</b>
% difference from next level in series	-7.96%	-6.61%	<b>5.80%</b>	<b>5.80%</b>
IT Business Systems Analyst II	\$86,496	\$117,046	\$86,496	\$117,046
IT Database Administrator I	\$56,520	\$77,606	<b>\$74,449</b>	<b>\$100,851</b>
% difference from next level in series	-19.68%	-18.59%	<b>5.80%</b>	<b>5.80%</b>
IT Business Systems Analyst I	\$70,368	\$95,322	\$70,368	\$95,322

**Salary Adjustments:**

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

IT Supervising Database Administrator: It is recommended to adjust the salary plan/grade SEUS 963 (\$114,507 - \$157,221/year) to salary plan/grade SEUS 964 (\$114,507 - \$157,400/year). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

IT Database Administrator III: It is recommended to adjust the salary plan/grade SEU 793 (\$90,691 - \$135,536/year) to salary plan/grade SEU 868 (\$106,640 - \$149,195/year). The cost to grant these adjustments is approximately \$434 in salaries and benefits for FY 24/25.

IT Database Administrator II: It is recommended to adjust the salary plan/grade SEU 614 (\$79,607 - \$109,303/year) to salary plan/grade SEU 799 (\$91,513 - \$123,834/year). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

IT Database Administrator I: It is recommended to adjust the salary plan/grade ESEU 220 (\$56,520 - \$77,606/year) to salary plan/grade ESEU 334 (\$74,449 - \$100,851/year). There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

**Impact on Residents and Businesses**

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This request does not have a direct impact on residents and businesses. However, adjusting the salary ranges for the job classifications above will restore historical parity between the *IT DBA* and *IT BSA* job class series. Ultimately, the recommended salary adjustments will position the County and requesting departments to provide a competitive salary, ensure proper salary progression, and aid in the requesting departments' ability to attract and retain qualified candidates to fill these critical roles.

**Additional Fiscal Information**

The total fiscal year cost to grant all existing incumbents below the proposed minimum base salary to the new minimum base salary is approximately \$398, which includes benefits.

All affected departments have approved the recommended salary adjustments and applicable costing, which will be absorbed through their respective budget. Budget adjustments are not required by the requesting departments.

**ATTACHMENTS**

1. Resolution No. 440-9466.

  
Cesar Bernal, PRINCIPAL MGMT ANALYST 12/30/2024

1 RESOLUTION NO. 440-9466

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of  
4 California, in regular session assembled on January 7, 2025, that pursuant to Section 8(c) of Ordinance No.  
5 440, 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>
10 86137	IT Database Administrator I	ESEU 220	ESEU 334
11 86138	IT Database Administrator II	SEU 614	SEU 799
12 86139	IT Database Administrator III	SEU 793	SEU 868
13 86140	IT Supervising Database Administrator	SEUS 963	SEUS 964

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16 ROLL CALL:

17 Ayes: Medina, Spiegel, Perez, and Gutierrez

18 Nays: None

19 Absent: Washington

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

22 KIMBERLY A. RECTOR, Clerk of said Board

23 By:   
24 Deputy

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26  
27 /kc

11/27/2024

28 440 Resolutions\KC