

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



ITEM: 3.7
(ID # 26795)

MEETING DATE:
Tuesday, January 07, 2025

FROM : HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM -
MEDICAL CENTER

SUBJECT: HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM –
MEDICAL CENTER: Classification & Compensation recommendation to adjust the salaries of
the Custodian and Housekeeper job class series and amend Ordinance No. 440 pursuant to
Resolution No. 440-9468 submitted herewith, All Districts. [Total Cost \$315,520, with an
ongoing cost of \$214,271]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of Custodian and Housekeeper
series.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9468.

ACTION:Policy

Jennifer Cruikshank
Jennifer Cruikshank, Chief Executive Officer – Health System

12/16/2024

Vincent Yzaguirre
Vincent Yzaguirre

12/18/2024

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

12/30/2024

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

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	\$101,249	\$214,271	\$315,520	\$214,271
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment: No	
			For Fiscal Year: 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Class and Comp (C&C) received a request from Riverside University Health System - Medical Center (RUHS - MC) to perform a market study for both the *Housekeeper* and *Custodian* class series, which are also used within Facilities Management (FM) and the Sheriff's departments. The purpose of this study is to ensure market competitiveness, as well as to support the ongoing recruitment and retention efforts within each department.

The market study revealed identical market survey results for the *Custodian* and *Housekeeper* classifications at the journey level, reflecting the substantial overlap in their job duties and class concepts. However, RUHS - MC noted that *Housekeepers* handle additional duties with higher health risks, such as bio-waste cleanup, which set the role apart from *Custodians*. To account for this, the *Custodian* classification was aligned with the original market data, while the *Housekeeper* classification was adjusted to be 5.5% above the *Custodian* market rate. The study also found that the *Custodian* classification was under market by 11.38% at both the minimum and maximum pay rates.

Both the *Housekeeper* and *Custodian* class series were adjusted based on the proposed salary ranges of the *Custodian* as seen in Figure 1, to avoid any compaction.

Figure 1:

Classification	Current Min	Current Max	Proposed Min	Proposed Max
MH Facility Housekeeping Supervisor	\$44,024	\$59,150	\$47,011	\$60,895
Custodial Supervisor	\$38,717	\$56,121	\$44,266	\$60,525
Lead Housekeeper	\$37,440	\$47,658	\$44,561	\$57,720
Lead Custodian	\$37,440	\$48,003	\$42,065	\$54,883
Housekeeper	\$37,440	\$45,500	\$42,785	\$54,164
Custodian	\$37,440	\$45,500	\$40,554	\$51,340

Salary Adjustments:

Housekeeper: It is recommended to adjust the salary plan/grade LIU 114 (\$37,440 - \$45,500/annually) to salary plan/grade LIU 309 (\$42,785 - \$54,164/annually).

Lead Housekeeper: It is recommended to adjust the salary plan/grade SEUS 103 (\$37,440 - \$47,658/annually) to salary plan/grade SEUS 166 (\$44,561 - \$57,720/annually).

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Mental Health Facility Housekeeping Supervisor: It is recommended to adjust the salary plan/grade SEUS 158 (\$44,024 - \$59,150/annually) to salary plan/grade SEUS 217 (\$47,011 - \$60,895/annually).

Custodian: It is recommended to adjust the salary plan/grade LIU 114 (\$37,440 - \$45,500/annually) to salary plan/grade LIU 250 (\$40,554 - \$51,340/annually).

Lead Custodian: It is recommended to adjust the salary plan/grade SEUS 104 (\$37,440 - \$48,003/annually) to salary plan/grade SEUS 141 (\$42,065 - \$54,883/annually).

Custodial Supervisor: It is recommended to adjust the salary plan/grade SEUS 117 (\$38,717 - \$56,121/annually) to salary plan/grade SEUS 163 (\$44,266 - \$60,525/annually).

Additional Fiscal Information:

The Department has approved the recommended salary range adjustments. The Department has indicated that these cost increases will be absorbed within their current budget and that they do not require an adjustment.

The cost for each department is listed below in Figure 2.

Figure 2:

Department	Current FY Cost	Next FY Cost
RUHS - MC	\$71,503	\$151,319
FM	\$28,510	\$60,334
Sheriff's	\$1,238	\$2,620

Impact on Residents and Businesses

It is anticipated that adjusting the salaries of both the *Custodian* and *Housekeeper* job class series to be market competitive will support the County's ongoing recruitment and retention efforts. Approval of this recommendation will support RUHS - MC, FM, and the Sheriff's departments in maintaining sanitary environments for the public and employees.

Attachments:

1. Resolution No. 440-9468
2. Custodian - Housekeeper Market Survey


Cesar Bernal, PRINCIPAL MGMT ANALYST 12/31/2024

1 RESOLUTION NO. 440-9468

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:
7

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	62321	Custodian	LIU 114	LIU 250
11	62324	Custodial Supervisor	SEUS 117	SEUS 163
12	62341	Housekeeper	LIU 114	LIU 309
13	62322	Lead Custodian	SEUS 104	SEUS 141
14	62340	Lead Housekeeper	SEUS 103	SEUS 166
15	62330	Mental Health Facility Housekeeping Supervisor	SEUS 158	SEUS 217

16
17 ROLL CALL:


18 Ayes: Medina, Spiegel, Perez, and Gutierrez

19 Nays: None

20 Absent: Washington

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

23 KIMBERLY A. RECTOR, Clerk of said Board

24 By: 
25 Deputy

27 /kc
12/11/2024
28 440 Resolutions/KC

Housekeeper Market Proposal				
Classification	Current Min	Current Max	Proposed Min	Proposed Max
Mental Health Facility H	\$44,024.42	\$59,150.31	\$47,011.36	\$60,894.84
% difference	19.66%	24.12%	5.50%	5.50%
Lead Housekeeper	\$36,792.08	\$47,657.58	\$44,560.54	\$57,720.23
% difference	2.37%	4.74%	4.15%	6.57%
Housekeeper	\$35,940.94	\$45,499.58	\$42,784.89	\$54,163.70

Custodian Market Proposal				
Classification	Current Min	Current Max	Proposed Min	Proposed Max
Custodial Supervisor	\$38,716.70	\$56,120.90	\$44,265.51	\$60,525.45
% difference	5.23%	16.91%	5.23%	10.28%
Lead Custodian	\$36,792.08	\$48,002.86	\$42,065.49	\$54,883.11
% difference	2.37%	5.50%	3.73%	6.90%
Custodian	\$35,940.94	\$45,499.58	\$40,554.40	\$51,340.00

External Market Survey Data

Classification Name: Housekeeper

Riv Co Class Code: 62341

Market Research							Survey Data				
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%	
Los Angeles County	Housekeeper	6711	\$36,963	\$47,037	27.25%	\$42,000.12	\$20.19	e			
Orange County						\$0.00	\$0.00				
San Bernardino County						\$0.00	\$0.00				
San Diego County	Healthcare Agency Housekeeper	7035	\$39,021	\$45,656	17.00%	\$42,338.40	\$20.36	e			
Ventura County	HCA Housekeeper I	1521	\$37,275	\$51,999	39.50%	\$44,637.05	\$21.46	e			
HASC	5.5% above Custodian		\$42,785	\$54,164	26.60%	\$48,474.30	\$23.30		\$48,474.30	\$23.30	
County Mean:			\$42,785	\$54,164	26.60%	\$48,474.30					
County Median:			\$42,785	\$54,164	26.60%	\$48,474.30					
Riverside County	Housekeeper	62341	\$35,941	\$45,500	26.60%	40720.26					
Dollar difference from Mean:			-\$6,844	-\$8,664							
Percentage difference from mean:			-16.00%	-16.00%							
Dollar difference from median:			-\$6,844	-\$8,664							
Percentage difference from median:			-16.00%	-16.00%							

PICs:

Notes:

Run Date: 10/5/2023

Date Prepared/Revised: 8/14/2024

External Market Survey Data

Classification Name: **Lead Housekeeper**

Riv Co Class Code: 62340

Market Research							Survey Data				
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%	
Los Angeles County	Intermediate Housekeeper	6713	\$38,149	\$51,254	34.35%	\$44,701.68	\$21.49	e			
Orange County						\$0.00	\$0.00				
San Bernardino County						\$0.00	\$0.00				
San Diego County	Sr Healthcare Agency Housekeeper	7036	\$39,790	\$48,859	22.79%	\$44,324.80	\$21.31	e			
Ventura County	Health Care Agency Housekeeper II	1524	\$39,647	\$55,847	40.86%	\$47,746.84	\$22.96	e			
HASC	5.5% above Housekeeper		\$44,561	\$57,720	29.53%	\$51,140.38	\$24.59		\$51,140.38	\$24.59	
County Mean:			\$44,561	\$57,720	29.53%	\$51,140.38					
County Median:			\$44,561	\$57,720	29.53%	\$51,140.38					
Riverside County	Lead Housekeeper	62340	\$36,792	\$47,658	29.53%	42224.83					
Dollar difference from Mean:			-\$7,768	-\$10,063							
Percentage difference from mean:			-17.43%	-17.43%							
Dollar difference from median:			-\$7,768	-\$10,063							
Percentage difference from median:			-17.43%	-17.43%							

PICs:

Notes:

Run Date: 10/5/2023

Date Prepared/Revised: 8/14/2024

External Market Survey Data

Classification Name: **Mental Health Facility Housekeeper Supervi**

Riv Co Class Code: 62330

Market Research **Survey Data**

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County						\$0.00	\$0.00			
Orange County						\$0.00	\$0.00			
San Bernardino County						\$0.00	\$0.00			
San Diego County						\$0.00	\$0.00			
Ventura County						\$0.00	\$0.00			
HASC	5.5% above Lead Housekeeper		\$46,043	\$61,863	34.36%	\$53,953.10	\$25.94		\$53,953.10	\$25.94

County Mean: \$46,043 \$61,863 34.36% \$53,953.10
 County Median: \$46,043 \$61,863 34.36% \$53,953.10

Riverside County [Mental Health Facility Housekeeper Supervisor](#) 62330 \$44,024 \$59,150 34.36% 51587.365

Dollar difference from Mean: **-\$2,019** **-\$2,713**
 Percentage difference from mean: **-4.38%** **-4.38%**

Dollar difference from median: **-\$2,019** **-\$2,713**
 Percentage difference from median: **-4.38%** **-4.38%**

PICs:

Notes:

Run Date: 10/5/2023

Date Prepared/Revised: 8/14/2024

External Market Survey Data

Classification Name: Custodian

Riv Co Class Code: 62321

Market Research						Survey Data					
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%	
Los Angeles County	Custodian	6774	\$36,963	\$47,037	27.25%	\$42,000.12	\$20.19	e			
Orange County	Custodian	1440OS	\$39,458	\$53,082	34.53%	\$46,269.60	\$22.25	e			
San Bernardino County	Custodian I	3560	\$35,672	\$47,258	32.48%	\$41,464.80	\$19.94	e			
San Diego County						\$0.00	\$0.00				
Ventura County	Custodian II	482	\$36,915	\$51,483	39.46%	\$44,198.61	\$21.25	e			
HASC	<i>Housekeeper 2000+ employees survey cut</i>	902	\$40,554	\$51,340	26.60%	\$45,947.20	\$22.09		\$45,947.20	\$22.09	
County Mean:			\$40,554	\$51,340	26.60%	\$45,947.20					
County Median:			\$40,554	\$51,340	26.60%	\$45,947.20					
Riverside County	Custodian	62321	\$35,941	\$45,500	26.60%	40720.26					
Dollar difference from Mean:			-\$4,613	-\$5,840							
Percentage difference from mean:			-11.38%	-11.38%							
Dollar difference from median:			-\$4,613	-\$5,840							
Percentage difference from median:			-11.38%	-11.38%							

PICs:

Notes:

Run Date: 10/5/2023

Date Prepared/Revised: 8/14/2024

External Market Survey Data

Classification Name: **Lead Custodian**

Riv Co Class Code: 62322

Market Research							Survey Data				
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%	
Los Angeles County	Custodian Working Supervisor	6776	\$38,149	\$51,254	34.35%	\$44,701.68	\$21.49	e			
Orange County	Custodian Lead Worker	1446SM	\$46,218	\$60,611	31.14%	\$53,414.40	\$25.68	e			
San Bernardino County						\$0.00	\$0.00				
San Diego County						\$0.00	\$0.00				
Ventura County	Custodian III	485	\$38,711	\$54,179	39.96%	\$46,444.89	\$22.33	e			
HASC	5.5% above Custodian		\$42,065	\$54,883	30.47%	\$48,474.30	\$23.30		\$48,474.30	\$23.30	

County Mean: \$42,065 \$54,883 30.47% \$48,474.30
 County Median: \$42,065 \$54,883 30.47% \$48,474.30

Riverside County [Lead Custodian](#) 62322 \$36,792 \$48,003 30.47% 42397.47

Dollar difference from Mean: **-\$5,273** **-\$6,880**
 Percentage difference from mean: **-12.54%** **-12.54%**

Dollar difference from median: **-\$5,273** **-\$6,880**
 Percentage difference from median: **-12.54%** **-12.54%**

PICs:

Notes:

Run Date: 10/5/2023

Date Prepared/Revised: 8/14/2024

External Market Survey Data

Classification Name: Custodial Supervisor

Riv Co Class Code: 62324

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	Custodial Supervisor	6778	\$42,876	\$57,696	34.56%	\$50,286.00	\$24.18	e		
Orange County	Supervising Custodian I	1448SM	\$47,486	\$63,960	34.69%	\$55,723.20	\$26.79	e		
San Bernardino County	Supervising Custodian	19817	\$39,707	\$54,704	37.77%	\$47,205.60	\$22.70	e		
San Diego County						\$0.00	\$0.00			
Ventura County	GSA Custodian Supervisor	849	\$41,797	\$58,245	39.35%	\$50,020.86	\$24.05	e		
HASC	5.5% above lead custodian		\$41,755	\$60,525	44.95%	\$51,140.38	\$24.59		\$51,140.38	\$24.59

County Mean: \$41,755 \$60,525 44.95% \$51,140.38
 County Median: \$41,755 \$60,525 44.95% \$51,140.38

Riverside County [Custodial Supervisor](#) 62324 \$38,717 \$56,121 44.95% 47418.8

Dollar difference from Mean: **-\$3,039** **-\$4,405**
 Percentage difference from mean: **-7.28%** **-7.28%**

Dollar difference from median: **-\$3,039** **-\$4,405**
 Percentage difference from median: **-7.28%** **-7.28%**

PICs:

Notes:

The minimum rate will be raised to \$44,265 to maintain the current percent difference from the Lead Custodian minimum rate.

Run Date: 10/5/2023

Date Prepared/Revised: 8/14/2024