

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



ITEM: 3.20
(ID # 27320)

MEETING DATE:
Tuesday, March 18, 2025

FROM : HUMAN RESOURCES AND DEPARTMENT OF PUBLIC SOCIAL SERVICES

SUBJECT: HUMAN RESOURCES DEPARTMENT AND DEPARTMENT OF PUBLIC SOCIAL SERVICES: Classification and Compensation recommendation to establish a new Executive Director – Harmony Haven Children and Youth Center classification; and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9477 submitted herewith. All Districts. [Current Year Cost – \$0, Ongoing Cost – \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Executive Director – Harmony Haven Children and Youth Center classification;
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9477.

ACTION:Policy


Charity Douglas, DPSS Director

3/11/2025


Tami Douglas-Schatz, Director of Human Resources

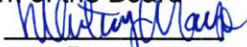
3/12/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: March 18, 2025
xc: HR, DPSS

Kimberly A. Rector
Clerk of the Board

By: 
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	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS:			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Department of Public Social Services (DPSS) provides services and assistance to protect and empower vulnerable people in the community. Its mission is to support and improve the health, safety, well-being and independence of individuals and families in the County. DPSS provides access to health care coverage, temporary financial assistance, employment programs and training, and services that protect children and adults from abuse and neglect. DPSS Children's Services Division operates the Harmony Haven Children and Youth Center (HHCYC) which is a Temporary Shelter Care Facility (TSCF) that offers 24-hour care to children and youth who need immediate care and supervision while awaiting a more permanent placement solution.

HHCYC serves children and youth in the County who have been removed from their homes as a result of abuse or neglect, or who are experiencing a disruption in placement. HHCYC received the permanent TSCF license from the California State Department of Social Services (CDSS) effective March 4, 2024, and has programs and partnerships with various departments to enhance services offered at the facility. Some of the programs include Mobile Crisis Case Management and Friday Night Live Substance Abuse Prevention and Treatment Program offered by Riverside University Health System (RUHS) – Department of Behavioral Health, and Public Health Education offered by RUHS Public Health.

DPSS has identified a need for a specialized, dedicated role to oversee, plan, and organize the operations and financial activities in conformance with the requirements of CDSS Community Care Licensing Division (CCDL). As a 24-hour licensed TSCF subjected to CDSS CCDL exacting standards, the need for a dedicated classification to oversee HHCYC's operations is crucial to ensure quality assistance to at-risk children and youth. As such, the Executive Director – Harmony Haven Children and Youth Center classification is being requested to help DPSS ensure compliance with the laws, regulations, and applicable licensing and operating standards.

This dedicated position will be responsible for developing and implementing processes and procedures for various programs and services, and guide the decision-making and process improvement to streamline operational efficiencies and service delivery standards. The Executive Director – Harmony Haven Children and Youth Center will also advise and make

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

recommendations on policy and program development, and the coordination of medical, nursing, social, substance abuse, and mental health services.

External market research was conducted for county-run temporary shelter for children and youth comparable to HH CYC in the surrounding five counties. The County of Orange Social Services Agency was found to operate the Orangewood Children and Family Center, while the County of San Diego operates the Polinsky Children's Center. Both counties utilize classifications comparable to the proposed classification to oversee the operations of their facilities. It is recommended to establish the new Executive Director – Harmony Haven Children and Youth Center classification based on the market average due to their comparable roles.

Classification Addition:

Executive Director – Harmony Haven Children and Youth Center: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMB 225 (\$110,978 - \$190,081). The new classification specification is attached (**Attachment 3**).

At-Will Designation:

Executive Director – Harmony Haven Children and Youth Center: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E(2) of the County Management Resolution, and serve at the pleasure of the Director of Public Social Services.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. However, the approval of the Executive Director – Harmony Haven Children and Youth Center classification will ensure there is a dedicated classification to provide oversight for the HH CYC, which will enable DPSS to continue providing vital services to disadvantaged children and youth in the County.

Additional Fiscal Information

There is no immediate cost associated with this new classification creation.

Attachments:

1. Resolution No. 440-9477;
2. Executive Director – Harmony Haven Children and Youth Center market; and
3. Executive Director – Harmony Haven Children and Youth Center classification specification.


Cesar Bernal, PRINCIPAL MGMT ANALYST 3/12/2025

REVISEDRESOLUTION NO. 440-9477

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 18, 2025, 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
77474	+	Executive Director – Harmony Haven Children & Youth Center	XMB 225

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to add the following classification to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
77474	+	Executive Director – Harmony Haven Children & Youth Center

ROLL CALL:

Ayes: Medina, Spiegel, Washington, 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.

/kc
 Revised
 03/19/2025

KIMBERLY A. RECTOR, Clerk of said Board

Item 3.20
 03/18/2025

By: 
 Deputy

/kc
 03/04/2025
 440 Resolutions\KC

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RESOLUTION NO. 440-9477

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 18, 2025, 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
77474	+	Executive Director – Harmony Haven Children & Youth Center	XMB 225

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to add the following classification to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
77474	+	Executive Director – Harmony Haven Children & Youth Center

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant Director of Human Resources is authorized to make the following listed change(s), operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
77474	+1	5100170000	Executive Director – Harmony Haven Children & Youth Center

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3 RESOLUTION NO. 440-9477

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5 ADOPTED by Riverside County Board of Supervisors on March 18, 2025.

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7 ROLL CALL:

8
9 Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez

10 Nays: None

11 Absent: None

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

16
17 KIMBERLY A. RECTOR, Clerk of said Board

18
19 By:  _____

20 Deputy

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23 03.18.2025 Item 3.20
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External Market Survey Data

Executive Director - Harmony Haven Children and Youth Center **Riv Co Class Code: TBD**

Market Research Survey Data								
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Human Services Manager, Senior	8243MA	\$111,779	\$154,814		\$0.00	\$0.00	
Orange County					38.50%	\$133,296.80	\$64.09	
San Bernardino County						\$0.00	\$0.00	
San Diego County	Deputy Director, Inpatient/Resident Care Facility	2156	\$110,178	\$225,347	104.53%	\$167,762.40	\$80.66	
Ventura County						\$0.00	\$0.00	
Riverside County (potential parity)	County Mean:		\$110,978	\$190,081	71.28%			
	County Median:		\$0	\$0	#DIV/0!			
	IHSS Public Authority Executive Director	79884	\$111,164	\$180,556	62.42%	145859.7		
	Executive Director - Harmony Haven Children and Youth Center							
	Dollar difference from Mean:		\$185	-\$9,525				
	Percentage difference from mean:		0.17%	-5.01%				
	Dollar difference from median:		\$111,164	\$180,556				
	Percentage difference from median:		#DIV/0!	#DIV/0!				

Notes: OC - Orangewood Children and Family Center
SD - Polinsky Children's Center



EXECUTIVE DIRECTOR – HARMONY HAVEN CHILDREN and YOUTH CENTER

Class Code: 77474

COUNTY OF RIVERSIDE
Established Date: Mar 20, 2025
Revision Date: Mar 20, 2025

SALARY RANGE

\$53.36 - \$91.39 Hourly
\$9,248.20 - \$15,840.07 Monthly
\$110,978.40 - \$190,080.80 Annually

CLASS CONCEPT:

Under administrative direction, oversees the operations of a 24-hour temporary transitional shelter care facility for foster children and high-risk youth; plans and organizes the operations and financial activities in conformance with the Department of Public Social Services (DPSS) Community Care Licensing Division (CCLD) requirements; performs other related duties as required.

The Executive Director – Harmony Haven Children and Youth Center is a director level classification and reports to the Director of Public Social Services or Assistant Director of Public Social Services. This class has administrative responsibility for directing, through subordinate managers or supervisors, the overall operations of the Harmony Haven Children and Youth Center. This class is distinguished from the Assistant Director of Public Social Services by the latter's responsibility for various programs and divisions within the DPSS and to act for the Director during absences.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Director of Public Social Services.

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):

- Plan, direct, coordinate, and evaluate the operations of a temporary transitional care shelter for foster children and high-risk youth; ensure compliance with applicable licensing and operating standards.
- Develop and implement processes and procedures for various programs and services related to the Center; establish strategies, objectives, facility, and performance goals.
- Direct the coordination of therapeutic and individualized trauma informed care with County departments, governmental agencies and private industry.

- Advise and make recommendations on policy and program development and the coordination of services related to medical, nursing, social, substance abuse, and mental health services.
- Direct the planning, implementation and maintenance of a systematic process for monitoring and evaluating the quality and appropriateness of operations and for resolving identified problems.
- Present reports, recommendations and information to the Board of Supervisors, stakeholders and other citizen/community groups.
- Interface with law enforcement, probation, juvenile court, service contractors, and stakeholders.
- Analyze complaints, legal issues, risks, budget, and quality management guidelines.
- Ensure compliance with local, state and federal laws, regulations, ordinances, and mandates.
- Supervise, train and evaluate subordinate staff in assigned areas of responsibility.
- Analyze the implications of proposed legislative and regulatory changes to determine impact on operations; provide expertise in regulatory requirements, needs determination and program integration.
- Develop and implement administrative and operational procedures and methods for quality assurance to ensure compliance with local, state and federal requirements or in response to changes in policies or legal requirements.
- Represent DPSS and County when interacting with other governmental agencies and community groups; participate in organizations, such as committees of the County Welfare Director's Association.

RECRUITING GUIDELINES:

OPTION I

Education: Graduation from an accredited college or university with a master's degree, preferably with a major in public/business administration, finance, accounting, social welfare, social or behavioral sciences, social/human services, or a closely related field to the assignment (two years of additional qualifying experience may substitute for the graduate level education.)

Experience: Two years as a Deputy Director within Riverside County or similar to a Deputy Director with another government agency.

OPTION II

Education: Graduation from an accredited college or university with a master's degree, preferably with a major in public/business administration, finance, accounting, social welfare, social or behavioral sciences, social/human services, or a closely related field to the assignment (two years of additional qualifying experience may substitute for the graduate level education).

Experience: Three years in the administration or management of social service programs, public welfare agency or human services agency, financial/administrative services, which included planning, organizational budget development, administration, and control accountability.

OPTION III

Education: Graduation from an accredited college or university with a master's degree, preferably with a major in public/business administration, finance, accounting, social welfare, social or behavioral sciences, social/human services, or a closely related field to the assignment (two years of additional qualifying experience may substitute for the graduate level education).

Experience: Three years of operating and/or directing a licensed 24-hour residential shelter for children and youth with high-risk or complex care needs.

ALL OPTIONS

Knowledge of: Laws, regulations, codes, and ordinances related to services for children, youth and adults; DPSS, Community Care Licensing; local, state and federal regulations, principles, practices, and legislative processes as related to local government and other government entities charged with oversight; policy and procedure development and implementation related to County of Riverside DPSS; funding practices of state and federal agencies providing revenue sources; principles and practices of supervision and training; principles and theories of public administration including general administration; human resources management and fiscal management; the General Management System (GMS) in principle and in practice; County customer service objectives and strategies; current technology and trends in the profession.

Ability to: Plan, organize and direct the activities of a hospital or campus serving psychiatric or skilled nursing needs, or children and youth in out-of-home care; coordinate services with County departments and public/private agencies; ensure activities conform with federal, state and local laws and regulations; identify and creatively resolve problems within regulated and legislated parameters; prepare executive-level correspondence and reports; supervise, train, mentor, and evaluate the work of subordinate staff; prepare and persuasively deliver public presentations on DPSS initiatives, activities, functions, and issues to a wide variety of audiences; establish and maintain effective working relationships and communicate effectively with a wide variety of management, employees, employee representatives, representatives from government, industry, media, other agencies, and the public; handle situations which require a high degree of sensitivity, tact and diplomacy.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required.

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.