

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



ITEM: 3.32
(ID # 27888)

MEETING DATE:

Tuesday, May 20, 2025

FROM : HUMAN RESOURCES

SUBJECT: HUMAN RESOURCES AND EXECUTIVE OFFICE: Classification and Compensation recommendation to adjust the salary of various executive family job classifications; create a new TLMA Finance Director classification; designate the TLMA Finance Director & County Airport Director At-Will; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9487. All District. Current Year Cost – \$0, Ongoing Cost – \$0

RECOMMENDED MOTION: That the Board of Supervisors:

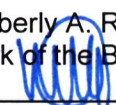
1. Approve the recommendation to adjust the salary of various executive family job classifications;
2. Approved the creation of the TLMA Finance Director classification;
3. Approve the recommendation to designate the TLMA Finance Director and County Airport Director At-Will; and
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9487.

ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel 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: May 20, 2025
xc: HR, EO

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: 100% Department Funded			Budget Adjustment:	No
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resources Department, in coordination with the Executive Office and affected departments, recommends market-based salary adjustments for ten (10) key executive classifications to address identified salary disparities and maintain competitive compensation essential for attracting and retaining critical leadership talent. This initiative stems from analysis of evolving wage trends within the County and comparable surrounding jurisdictions. The recommendations aim to ensure equitable salary alignment across departments and strategically position the County for effective leadership.

Additionally, this proposal includes the establishment of a new executive classification, TLMA Finance Director, to provide necessary strategic financial leadership within the Transportation and Land Management Agency (TLMA) and recommends At-Will designation for this new role and the existing County Airport Director classification for enhanced organizational flexibility.

Detailed Justification

- **TLMA Executive Adjustments:** Market surveys comparing executive roles within TLMA (TLMA Director, Building & Safety Official, Planning Director, County Airport Director, Code Enforcement Official) against five comparable surrounding counties revealed salaries below the market mean (Attachments 2-6). The recommended adjustments align these classifications with the identified five-county market mean to ensure competitiveness.
- **Assistant General Manager:** The salary adjustment for this classification is based on maintaining the established historical difference of 11.7% (at minimum and maximum) below the Assistant Chief Waste Management Engineer and Assistant Chief Flood Control Engineer classifications. This preserves internal alignment within the department's executive structures.
- **Assistant County Auditor-Controller, Assistant Assessor-Clerk-Recorder, Assistant Treasurer-Tax Collector:** These three classifications currently share the same salary grade reflecting internal parity and organizational structure. Market analysis indicated varying levels of deficiency for each role compared to external counterparts. To maintain internal equity while addressing market lag, the recommended salary range reflects an adjustment based on the *median* market deficiency across the three roles (Attachment 7). This unified approach ensures market competitiveness for each classification while preserving their established parity. This adjustment will trigger the provisions of Ordinance 781.16, the ordinance establishing compensation and benefits for elected officials other than members of the Board of Supervisors.
- **Chief Investment Officer:** Market analysis indicated the salary for this position is

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STATE OF CALIFORNIA**

below the market mean compared to surrounding jurisdictions (Attachment 8). The proposed adjustment aligns the salary with the market data.

New Classification - TLMA Finance Director: TLMA requires executive-level strategic financial leadership currently filled by a Deputy Director classification. This existing classification does not fully encompass the scope, complexity, and strategic responsibilities required. Establishing the TLMA Finance Director classification provides an appropriate structure for this critical function. The proposed salary range is market-based (Attachment 9). A draft class specification is attached (Attachment 10). *Funding for this position is not requested at this time and will be addressed through a future Classification Transaction Request (CTR) and budget action.*

Salary Adjustments:

TLMA Director: It is recommended to adjust the salary plan/grade XMA 378 (\$193,698 - \$342,644/annually) to salary plan/grade XMA 392 (\$218,870 - \$358,866/year).

Building & Safety Official: It is recommended to adjust the salary plan/grade XMA 189 (\$123,673 - \$194,427/annually) to salary plan/grade XMA 271 (\$160,960 - \$268,188/annually).

Planning Director: It is recommended to adjust the salary plan/grade XMA 197 (\$128,982 - \$202,796/annually) to salary plan/grade XMA 291 (\$171,137 - \$268,041/annually).

County Airport Director: It is recommended to adjust the salary plan/grade MRP 662 (\$139,933 - \$207,976/annually) to salary plan/grade XMA 221 (\$148,878 - \$235,852/annually).

Code Enforcement Official: It is recommended to adjust the salary plan/grade XMA 189 (\$123,673 - \$194,427/annually) to salary plan/grade XMA 245 (\$150,952 - \$230,759/annually).

Assistant General Manager: It is recommended to adjust the salary plan/grade XWB 146 (\$120,766 - \$213,351/annually) to salary plan/grade XWB 170 (\$145,821 - \$242,317/annually).

Assistant County Auditor-Controller: It is recommended to adjust the salary plan/grade XEB 155 (\$127,981 - \$226,117/annually) to salary plan/grade XEB 172 (\$168,117 - \$255,921/annually).

Assistant Assessor-Clerk-Recorder: It is recommended to adjust the salary plan/grade XEB 155 (\$127,981 - \$226,117/annually) to salary plan/grade XEB 172 (\$168,117 - \$255,921/annually).

Assistant Treasurer-Tax Collector: It is recommended to adjust the salary plan/grade XEB 155 (\$127,981 - \$226,117/annually) to salary plan/grade XEB 172 (\$168,117 - \$255,921/annually).

Chief Investment Officer: It is recommended to adjust the salary plan/grade MRP 619 (\$122,692 - \$194,815/annually) to salary plan/grade MRP 668 (\$148,766 - \$208,263/annually).

Classification Addition

TLMA Finance Director: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMA 218 (\$146,834 - \$226,077/year). This request is only to add

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the classification and there is no immediate financial impact associated with this request. The new class specification is attached (Attachment 10).

At-Will Designation:

TLMA Finance Director: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the TLMA Director. There is no financial impact to implement this change.

County Airport Director: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the TLMA Director. There is no financial impact to implement this change.

Auto-Allowance Designation:

TLMA Finance Director: It is recommended that this classification be designated as eligible for Tier II Auto Allowance.

County Airport Director: It is recommended that this classification be designated as eligible for Tier II Auto Allowance.

Impact on Residents and Businesses

This request will not have any direct impact on residents and businesses. However, it is anticipated that approval of the recommendations will aid in the County's ability to attract and retain qualified leaders in key executive positions who will best support our community across all departments.

Additional Fiscal Information

There are no immediate upfront costs, and all affected departments have approved the recommended salary adjustments. Additionally, the creation of a TLMA Finance Director job classification will have no immediate upfront costs to TLMA. The Agency will add this position to their budget via a Classification Transaction Request at a later date. However, the cost to add one TLMA Finance Director is approximately \$327,812 (including benefits) for one full year.

Attachments:

- 1) Resolution No. 440-9487;
- 2) Market Survey: TLMA Director
- 3) Market Survey: Building & Safety Official
- 4) Market Survey: Planning Director
- 5) Market Survey: County Airport Director
- 6) Market Survey: Code Enforcement Official
- 7) Market Survey: Parity Study
- 8) Market Survey: Chief Investment Officer
- 9) Market Survey: TLMA Finance Director
- 10) TLMA Finance Director Class Specification.

1 RESOLUTION NO. 440-9487

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on May 20, 2025, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,
6 operative at the beginning of the pay period following the date of approval, as follows:
7

Job Code	+/-	Class Title	Salary Plan/Grade
76409	+	TLMA Finance Director	XMA 218

10
11
12 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director
13 of Human Resources is authorized to add the following classification to Appendix II, operative the
14 beginning of the pay period following the date of approval, as follows:
15

Job Code	+/-	Class Title
74219	+	County Airport Director
76409	+	TLMA Finance Director

19
20
21 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the
22 Director of Human Resources is authorized to add the following classification to Appendix III, operative
23 the beginning of the pay period following the date of approval, as follows:
24

Job Code	+/-	Class Title
74219	+	County Airport Director
76409	+	TLMA Finance Director

25
26
27
28
MAY 20 2025 3.32

1 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of
2 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at
3 the beginning of the pay period following the date of approval, as follows:

<u>Job</u> <u>Code</u>	<u>Class Title</u>	<u>From Salary</u> <u>Plan/Grade</u>	<u>To Salary</u> <u>Plan/Grade</u>
74376	Assistant Assessor-Clerk-Recorder	XEB 155	XEB 172
77425	Assistant County Auditor-Controller	XEB 155	XEB 172
76611	Assistant General Manager	XWB 146	XWB 170
77435	Assistant Treasurer-Tax Collector	XEB 155	XEB 172
74236	Building and Safety Official	XMA 189	XMA 271
77483	Chief Investment Officer	MRP 619	MRP 668
33247	Code Enforcement Official	XMA 189	XMA 254
74219	County Airport Director	MRP 662	XMA 221
74230	Planning Director	XMA 197	XMA 291
74270	TLMA Director	XMA 378	XMA 390

RESOLUTION NO. 440-9487

ADOPTED by Riverside County Board of Supervisors on May 20, 2025.

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.

KIMBERLY A. RECTOR, Clerk of said Board

By:  _____

Deputy

External Market Survey Data

Classification Name: TLMA Director

Riv Co Class Code: 74270

Market Research								Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	Director of Public Works	3385	\$292,487	\$454,876	55.52%	\$373,681.46	\$179.65			
Orange County	Executive Manager	8010	\$170,726	\$323,794	89.66%	\$247,260.00	\$118.88			
San Bernardino County	Director of Public Works	4340	\$201,282	\$287,040	42.61%	\$244,160.80	\$117.39			
San Diego County	Director, Department of Public Works	2113	\$203,403	\$317,699	56.19%	\$260,551.20	\$125.27			
Ventura County	Director Public Works	625	\$206,404	\$288,995	40.01%	\$247,699.51	\$119.09			
Riverside County	County Mean:		\$214,860	\$334,481	55.67%					
	County Median:		\$203,403	\$317,699	56.19%					
	TLMA Director	74270	\$193,698	\$342,644	76.90%					
	Dollar difference from Mean:		-\$21,162	\$8,163						
	Percentage difference from mean:		-9.85%	2.44%						
	Dollar difference from median:		-\$9,705	\$24,945						
	Percentage difference from median:		-4.77%	7.85%						

Notes:

Run Date: 4/7/2025

Date Prepared/Revised: 5/2/2025

External Market Survey Data

Classification Name: Building and Safety Official

Riv Co Class Code: 74236

Market Research							
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Asst Deputy Director, Public Works	3310	\$176,298	\$258,270	46.50%	\$217,284	
Orange County	Executive Manager	8010	\$170,726	\$323,794	89.66%	\$247,260	
San Bernardino County	No comparable class					\$0	
San Diego County	Assistant Director, Planning and Developm	2269	\$129,958	\$257,067	97.81%	\$193,513	
Ventura County	Deputy Director - RMA Planning	809	\$166,856	\$233,622	40.01%	\$200,239	
County Mean:			\$160,960	\$268,188	66.62%	\$214,574	
County Median:			\$168,791	\$257,669	52.66%	\$213,230	
Riverside County	Building and Safety Official	74236	\$123,673	\$194,427	57.21%	\$159,050	
Dollar difference from Mean:			-\$37,287	-\$73,761			
Percentage difference from mean:			-23.17%	-27.50%			
Dollar difference from median:			-\$45,118	-\$63,242			
Percentage difference from median:			-26.73%	-24.54%			

Notes:

Run Date: 1/23/2025

Date Prepared/Revised: 5/2/2025

External Market Survey Data

Classification Name: Director of Planning

Riv Co Class Code: 74230

Market Research							
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Deputy Director, Public Works	3322	\$203,731	\$298,460	46.50%	\$251,095	
Orange County	Executive Manager	8010	\$170,726	\$323,794	89.66%	\$247,260	
San Bernardino County	Planning Director	1250	\$136,406	\$195,478	43.31%	\$165,942	
San Diego County	Director, Planning and Development Svs	2138	\$177,965	\$288,850	62.31%	\$233,407	
Ventura County	Deputy Director - RMA Planning	809	\$166,856	\$233,622	40.01%	\$200,239	
County Mean:			\$171,137	\$268,041	56.62%	\$219,589	
County Median:			\$170,726	\$288,850	69.19%	\$229,788	
Riverside County	Planning Director	74230	\$128,982	\$202,796	57.23%	\$165,889	
Dollar difference from Mean:			-\$42,155	-\$65,245			
Percentage difference from mean:			-24.63%	-24.34%			
Dollar difference from median:			-\$41,744	-\$86,054			
Percentage difference from median:			-24.45%	-29.79%			

Notes:

Run Date: 1/23/2025

Date Prepared/Revised: 5/2/2025

External Market Survey Data

Classification Name: County Airport Director

Union Code MGT

Riv Co Class Code: 74219

Current							Survey Data	
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier
Los Angeles County	Chief Aviation Division, Public Works	6089	\$163,997	\$255,048	55.52%	\$209,522.64	\$100.73	
Orange County	No Comparable class	n/a	n/a	n/a	n/a	n/a	n/a	
San Bernardino County	Director of Airports	4237	\$145,662	\$206,523	41.78%	\$176,092.80	\$84.66	
San Diego County	LUEG Program Manager (Airports Director)	315	\$112,944	\$239,741	112.27%	\$176,342.40	\$84.78	
Ventura County	Director of Airports	1653	\$172,907	\$242,094	40.01%	\$207,500.34	\$99.76	
County Mean:			\$148,878	\$235,852	58.42%	\$192,364.55	\$113.39	
County Median:			\$154,830	\$240,917	55.60%	\$197,873.41		
Riverside County	County Airport Director	74219	\$139,933	\$207,976	48.63%	\$173,954.63	\$99.99	
Dollar difference from Mean:			-\$8,944	-\$27,876				
Percentage difference from mean:			-6.01%	-11.82%				
Dollar difference from median:			-\$14,896	-\$32,941				
Percentage difference from median:			-9.62%	-13.67%				

Notes: SD County uses the LUEG Program Manager job class as their Airports Director (https://www.sandiegocounty.gov/content/dam/sdc/hr/jobs/Airports_Director.pdf)

Run Date: 12/24/2024

Date Prepared/Revised: 5/2/2025

External Market Survey Data

Classification Name: Code Enforcement Official

Riv Co Class Code: 33247

Market Research							
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Deputy Director, Public Works	3322	\$203,731	\$298,460	46.50%	\$251,095	
Orange County	Development Services Deputy Director	8199	\$148,803	\$206,066	38.48%	\$177,434	
San Bernardino County	Code Enforcement Chief	10025	\$136,406	\$195,478	43.31%	\$165,942	
San Diego County	Deputy Dir, Planning and Dev Svs	2289	\$112,944	\$239,741	112.27%	\$176,342	
Ventura County	Deputy Director II RMA	1064	\$152,877	\$214,049	40.01%	\$183,463	
County Mean:			\$150,952	\$230,759	52.87%	\$190,855	
County Median:			\$148,803	\$214,049	43.85%	\$181,426	
Riverside County	Code Enforcement Official	33247	\$123,673	\$194,427	57.21%	\$159,050	
Dollar difference from Mean:			-\$27,279	-\$36,332			
Percentage difference from mean:			-18.07%	-15.74%			
Dollar difference from median:			-\$25,130	-\$19,622			
Percentage difference from median:			-16.89%	-9.17%			

Notes:

Run Date: 1/23/2025

Date Prepared/Revised: 5/2/2025

External Market Survey Data

Market Research						Survey Data	
Jurisdiction	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Assistant County Auditor-Controller	77425	\$163,993	\$268,931	63.99%	\$216,462.00	\$104.07	
Assistant Treasurer-Tax Collector	77435	\$169,665	\$255,921	50.84%	\$212,793.00	\$102.30	
Assistant Assessor-Clerk-Recorder	74376	\$168,117	\$237,480	41.26%	\$202,798.50	\$97.50	
					\$0.00	\$0.00	
					\$0.00	\$0.00	
County Mean:				\$167,258	\$254,111	51.93%	\$210,684.50
County Median:				\$168,117	\$255,921	52.23%	\$212,019.00

Run Date: 5/6/2025

Date Prepared/Revised: 5/9/2025

External Market Survey Data

Classification Name: Chief Investment Officer

Riv Co Class Code: 77483

Market Research							Survey Data	
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Chief Public Finance Officer	535	\$152,556	\$237,255	55.52%	\$194,905.32	\$93.70	
Orange County	Fiscal Deputy Director	8223MA	\$148,803	\$206,066	38.48%	\$177,434.40	\$85.31	
San Bernardino County	Chief Deputy Treasurer	3021	\$130,104	\$186,347	43.23%	\$158,225.60	\$76.07	
San Diego County	Chief Investment Officer	288	\$176,654	\$221,645	25.47%	\$199,149.60	\$95.75	
Ventura County	Chief Investment Officer-E	2231	\$135,714	\$190,000	40.00%	\$162,857.15	\$78.30	
Riverside County	County Mean:		\$148,766	\$208,262	39.99%	\$178,514.41		
	County Median:		\$148,803	\$206,066	38.48%	\$177,434.40		
	<u>Chief Investment Officer</u>	77483	\$122,692	\$194,815	58.78%	\$158,753.14		
	Dollar difference from Mean:		-\$26,075	-\$13,448				
	Percentage difference from mean:		-17.53%	-6.46%				
	Dollar difference from median:		-\$26,112	-\$11,251				
Notes:	Ventura County established a new <i>Chief Investment Officer-E</i> job class on April 28, 2025.							

Run Date: 4/28/2025

Date Prepared/Revised: 5/2/2025

External Market Survey Data

Classification Name: TLMA Finance Director

Riv Co Class Code: TBD

Market Research							Survey Data	
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	Assistant Deputy Director, Finance, Public Works	1041	\$163,997	\$255,048	55.52%	\$209,522.64	\$100.73	
Orange County	Business Services Deputy Director	8165MT	\$148,803	\$206,066	38.48%	\$177,434.40	\$85.31	
San Bernardino County	Public Works Chief Financial Officer	4341	\$130,104	\$186,347	43.23%	\$158,225.60	\$76.07	
San Diego County	Deputy Director, Public Works	2210	\$129,958	\$257,067	97.81%	\$193,512.80	\$93.04	
Ventura County	Director-PWA Central Services Department	411	\$161,310	\$225,856	40.01%	\$193,583.01	\$93.07	
County Mean:					\$146,834	\$226,077	53.97%	\$186,455.69
County Median:					\$148,803	\$225,856	51.78%	\$187,329.64
Riverside County	TLMA Finance Director	TBD			\$0.00			
	Dollar difference from Mean:							
	Percentage difference from mean:							
	Dollar difference from median:							
	Percentage difference from median:							

Notes:

Run Date: 4/23/2025

Date Prepared/Revised: 4/23/2025



TLMA FINANCE DIRECTOR

Class Code: 76409

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

SALARY RANGE

\$70.59 - \$108.69 Hourly
\$12,236.20 - \$18,839.74 Monthly
\$146,834.47 - \$226,076.91 Annually

CLASS CONCEPT:

Under general direction of the Transportation and Land Management Agency (TLMA) Director, plans, directs general accounting, budget and cost control, accounts payable, and billing through subordinate supervisors; performs other related duties as required.

This single-position class reports to the TLMA Director and is responsible for developing, managing, and coordinating the financial operations and fiscal policies and procedures of TLMA. This class differs from the TLMA Director class by the latter's overall responsibility to direct those County government functions which provide transportation, code enforcement, survey, land use planning, and building and safety services to the citizens of Riverside County.

The class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1), of the County Management Resolution and serves at the pleasure of the TLMA Director.

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):

- Direct the preparation of the Agency budget, including review, revision and consolidation of division budgets; reviews requests for budget deviations; defends agency and division budgets to CEO and various officials.
- Plan, organize and direct TLMA's centralized administrative and support services division, including accounting, revenue claiming, cost reporting, billing, and procurement;
- Direct fiscal activities through subordinate supervisors; supervise, train, evaluate, and discipline staff directly and through subordinate supervisors; develop, modify and interpret the fiscal policies and procedures and makes recommendations for appropriate changes.

- Direct the monitoring and control of all expenses and receipts, including payroll, billing for services rendered, preparation of reimbursement claims; coordinate audits and resolves resulting issues appropriately.
- Resolve complex financial issues; work collaboratively with other governmental agencies and County departments; represent management and the Department as needed; make presentations as needed.
- Review Board Agenda items for compliance with County policies and procedures.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with major in finance, accounting, business administration, or a closely related field to the assignment.

Experience: Five years of fiscal experience in an administrative or managerial capacity in a governmental agency which includes responsibility for, and participation in, financial management including budget preparation, execution and control. At least two years of this experience must include responsibility for supervising professional accountants. (A master's degree from an accredited college or university in accounting, business administration, or a closely related field to the assignment may substitute for one year of the required non-supervisory experience.)

Knowledge of: Principles and practices of budgeting and financial management; general and governmental accounting principles and standards; federal, state and local laws, rules and regulations relating to TLMA operations; federal, state, and local laws, rules and regulations relating to Payroll, Purchasing and Human Resources; cost accounting applications and operations; modern office practices, forms and equipment, including the application of data processing systems to the accounting, budget, and other financial functions; principles of supervision and staff utilization.

Ability to: Analyze, plan and direct financial operations; develop and monitor a fiscal system which complies with various local, state and federal laws, rules and regulations; analyze organizational, administrative and budgetary matters and recommend effective courses of action; establish and maintain effective working relationships; prepare comprehensive, clear and concise reports and correspondence; speak effectively.

OTHER REQUIREMENTS:

License: Possession of a valid California 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.