

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



ITEM: 3.35
(ID # 27911)

MEETING DATE:

Tuesday, May 20, 2025

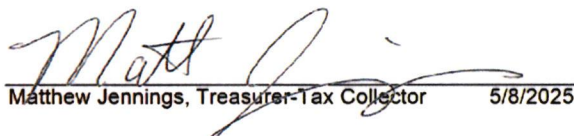
FROM : HUMAN RESOURCES AND OFFICE OF THE TREASURER-TAX COLLECTOR

SUBJECT: HUMAN RESOURCES DEPARTMENT AND OFFICE OF THE TREASURER-TAX COLLECTOR: Classification and Compensation recommendation to adjust the salary of various classifications in the Office of Treasurer-Tax Collector; and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9486 submitted herewith. All District. Current Year Cost – \$3,208, Ongoing Cost – \$27,800.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of various classifications in the Office of the Treasurer-Tax Collector;
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9486.

ACTION:Policy



Matthew Jennings, Treasurer-Tax Collector 5/8/2025


Tami Douglas-Schatz, Director of Human Resources 5/8/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez 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, TTC

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	\$3,208	\$27,800	\$31,008	\$27,800
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment:	No
			For Fiscal Year:	24/25

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Treasurer-Tax Collector (TTC) is responsible for the billing and collection of property taxes, managing receipts and disbursements, investment management, and safeguarding of public funds. Each year, TTC processes over one million property tax bills, collecting over \$5.79 billion, while overseeing \$17.5 billion in annual receipts and disbursements. TTC also serves as the County Chief Investment Officer holding fiduciary responsibility for managing all funds in the County treasury, ensuring they are invested responsibly and in accordance with regulations.

The Department requested the Classification and Compensation Unit to conduct a market review of the Deputy – Treasurer-Tax Collector class and the Investment Officer class series to ensure they are market competitive. An external market survey was conducted on the surrounding five counties – Los Angeles, Orange, San Bernardino, San Diego, and Ventura (**Attachment 2**). The minimum and maximum base salaries for these classes in the County were found to be significantly lower than those of comparable positions in all the counties studied, ranging from up to 28% below the market average at the minimum base salary, and up to 21% below the market average at the maximum base salary. Based on the findings, it is recommended these classifications receive a salary adjustment to bring the base salary range up to the current market averages.

Salary Adjustments:

Deputy Treasurer-Tax Collector: It is recommended to adjust the salary plan/grade from MRP 141 (\$64,810 - \$99,952) to MRP 337 (\$90,549 - \$126,896).

Assistant Investment Officer: It is recommended to adjust the salary plan/grade from MRP 276 (\$83,875 - \$132,968) to MRP 393 (\$97,703 - \$137,259).

Investment Officer: It is recommended to adjust the salary plan/grade from MRP 465 (\$104,120 - \$156,722) to MRP 534 (\$112,276 - \$156,722).

Deputy Investment Officer: It is recommended to adjust the salary plan/grade from MRP 525 (\$109,764 - \$169,704) to MRP 646 (\$130,778 - \$185,274).

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STATE OF CALIFORNIA**

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. However, approval of the salary adjustments will support the TTC office in attracting and retaining skilled professionals. These individuals play a crucial role in safeguarding and managing public funds, ensuring accurate and efficient billing and collection of property taxes, and prudent oversight of investment of County funds. The skilled professionals in these roles are essential for maintaining financial security, operational efficiency, and overall fiscal responsibility.

Additional Fiscal Information

The estimated annual cost to bring incumbents currently earning below the new proposed minimum salary to the new minimum is approximately \$27,800 with benefits roll up, and does not require a budget adjustment.

2 Attachments:

1. Resolution No. 440-9486
2. TTC Market Information.


Cesar Bernal, PRINCIPAL MGMT ANALYST 5/12/2025

RESOLUTION NO. 440-9486

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on May 20, 2025, that pursuant to Section 8(c) 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:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
77484	Assistant Investment Officer	MRP 276	MRP 393
77482	Deputy Investment Officer	MRP 525	MRP 646
77434	Deputy Treasurer-Tax Collector	MRP 141	MRP 337
77487	Investment Officer	MRP 465	MRP 534

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

/kc

05/07/2025

440 Resolutions\KC

External Market Survey Data

Deputy Treasurer-Tax Collector

MGMT

Riv Co Class Code: 77434

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	<u>Tax Services Supervisor II</u>	1370	\$62,592	\$86,652	38.44%	\$74,622.00
Orange County	<u>Fiscal Administrator</u>	8219MA	\$101,629	\$140,754	38.50%	\$121,191.20
San Bernardino County	<u>Auditor-Controller/Treasurer/Tax Collector Manager</u>	1668	\$105,186	\$150,259	42.85%	\$127,722.40
San Diego County	<u>Assistant Manager, Treasurer-Tax Collector</u>	2482	\$102,003	\$123,968	21.53%	\$112,985.60
Ventura County	<u>Administrative Officer II</u>	00033	\$92,789	\$129,917	40.01%	\$111,353.22
County Mean:			\$90,549	\$126,896	40.14%	\$108,722.21
County Median:			\$97,209	\$135,336	39.22%	\$116,272.21
Riverside County	<u>Deputy Treasurer-Tax Collector</u>	77434	\$64,810	\$99,952	54.22%	\$82,380.87
Dollar difference from Mean:			-\$25,739	-\$26,944		
Percentage difference from mean:			-28.43%	-21.23%		
Dollar difference from median:			-\$32,399	-\$35,384		
Percentage difference from median:			-33.33%	-26.15%		

PICs:

Run Date: 5/5/2025

Date Prepared/Revised: 5/5/2025

External Market Survey Data

Assistant Investment Officer

MGMT

Riv Co Class Code: 77484

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	No comparable class					\$0.00
Orange County	Fiscal Administrator	8219MA	\$101,629	\$140,754	38.50%	\$121,191.20
San Bernardino County	Assistant Investment Officer	3024	\$91,790	\$131,456	43.21%	\$111,623.20
San Diego County	No comparable class					\$0.00
Ventura County	Investment Officer	2233	\$99,691	\$139,567	40.00%	\$119,628.95
County Mean:			\$97,703	\$137,259	40.49%	\$117,481.12
County Median:			\$99,691	\$139,567	40.00%	\$119,628.95
Riverside County	<u>Assistant Investment Officer</u>	77484	\$83,876	\$132,968	58.53%	\$108,422.01
Dollar difference from Mean:			-\$13,828	-\$4,291		
Percentage difference from mean:			-14.15%	-3.13%		
Dollar difference from median:			-\$15,815	-\$6,599		
Percentage difference from median:			-15.86%	-4.73%		

PICs:

Run Date: 5/5/2025

Date Prepared/Revised: 5/5/2025

External Market Survey Data

Investment Officer

MGMT

Riv Co Class Code: 77487

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	Finance Analyst	0505	\$114,787	\$154,688	34.76%	\$134,737.20
Orange County	Fiscal Manager	8220MA	\$111,779	\$154,814	38.50%	\$133,296.80
San Bernardino County	Investment Officer	1667	\$110,261	\$157,518	42.86%	\$133,889.60
San Diego County	No comparable class					\$0.00
Ventura County	No comparable class					\$0.00
County Mean:			\$112,276	\$155,673	38.65%	\$133,974.53
County Median:			\$111,779	\$154,814	38.50%	\$133,296.80
Riverside County	Investment Officer	77487	\$104,120	\$156,722	50.52%	\$130,420.82
Dollar difference from Mean:			-\$8,156	\$1,048		
Percentage difference from mean:			-7.26%	0.67%		
Dollar difference from median:			-\$7,659	\$1,907		
Percentage difference from median:			-6.85%	1.23%		

PICs:

Run Date: 5/5/2025

Date Prepared/Revised: 5/5/2025

External Market Survey Data

Deputy Investment Officer

MGMT

Riv Co Class Code: 77482

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint
Los Angeles County	Senior Finance Analyst	0507	\$138,443	\$186,584	34.77%	\$162,513.36
Orange County	Fiscal Assistant Deputy Director	8222MA	\$135,262	\$187,346	38.51%	\$161,304.00
San Bernardino County	No comparable class					\$0.00
San Diego County	Investment Officer	286	\$131,706	\$202,384	53.66%	\$167,044.80
Ventura County	Senior Investment Officer	2234	\$117,703	\$164,784	40.00%	\$141,243.05
County Mean:			\$130,778	\$185,274	41.67%	\$158,026.30
County Median:			\$133,484	\$186,965	40.07%	\$160,224.32
Riverside County	Deputy Investment Officer	77482	\$109,764	\$169,704	54.61%	\$139,734.20
Dollar difference from Mean:			-\$21,014	-\$15,570		
Percentage difference from mean:			-16.07%	-8.40%		
Dollar difference from median:			-\$23,720	-\$17,260		
Percentage difference from median:			-17.77%	-9.23%		

PICs:

Run Date: 5/5/2025

Date Prepared/Revised: 5/5/2025