

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



**ITEM: 3.44
(ID # 28031)**

MEETING DATE:
Tuesday, June 10, 2025

FROM : HUMAN RESOURCES AND PROBATION

SUBJECT: HUMAN RESOURCES AND PROBATION DEPARTMENT: Classification and Compensation recommendation to adjust the salary of the Probation Assistant and Probation Specialist classifications; create the Supervising Probation Corrections Officer; approve the Side Letter Agreement with the Riverside County Riverside Sheriffs' Association Public Safety Unit to include the proposed classification of Supervising Probation Corrections Officer in the list of classifications recognized by the MOU and to include it in the list of classifications eligible for the education incentive; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9488. All District. [Total Cost – \$10,350; with an Ongoing Cost of – \$9,993]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Probation Assistant and Probation Specialist classifications;
2. Create the Supervising Probation Corrections Officer classification;
3. Approve the Side Letter Agreement with the Riverside County Riverside Sheriffs' Association Public Safety Unit to include the proposed classification of Supervising Probation Corrections Officer in the list of classifications recognized by the MOU and to include it in the list of classifications eligible for the education incentive;
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9488.

ACTION:Policy



Christopher Wright, Chief Probation Officer 5/27/2025


Tami Douglas-Schatz, Director of Human Resources 5/27/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Washington 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: June 10, 2025
xc: HR, Probation

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	\$357	\$9,993	\$10,350	\$9,993
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 Probation Department is responsible for the investigation and supervision of adult and youth probationers throughout the County. Its mission is to serve the courts, protect our community, and change lives through a primary focus on client rehabilitation, accountability, and community safety. The Probation Department engages in continual improvement, searching for and applying best practices, using measurable outcomes to evaluate problems, and making every effort to fulfill its mission to make Riverside County a safe community for its citizens.

The Classification and Compensation (C&C) Division received a request from the Probation Department to perform a market study on the Probation Assistant and Probation Specialist classifications. The Probation Department wants to ensure market competitiveness for these classifications which will support its ongoing recruitment and retention efforts.

The 5-county market survey (**Attachment 2**) revealed the Probation Assistant classification in Riverside County is below market means at both the minimum and maximum base salaries by approximately 7.8% and approximately 5.5% respectively. To rectify the salary disparities and enable the Probation Department to adequately recruit and retain individuals for these positions, it is recommended to increase the annual minimum and maximum base salaries of the Probation Assistant classification to the market means. The Probation Specialist job classification is unique to Riverside County and exists to better support Probation Officers with the more complex, non-sworn probation duties. Because the other counties in the market survey do not have a specialist level, it is instead recommended to maintain the existing 5.9% spread between the Specialist and the Assistant.

In addition to the market survey request, Probation also requested to create the Supervising Probation Corrections Officer (SPCO) job classification (**Attachment 3**). Currently, the Department uses the Supervising Probation Officer classification to oversee field, administrative, and institutional operations. However, incumbents in this classification come from the Probation Officer series and mostly work in the field, making it difficult to fill positions in all three operations. The new SPCO classification will provide additional opportunities for career advancement and growth for employees in the Probation Corrections Officer series. It will also help meet Probation's operational needs by having a dedicated supervisory level job classification for administrative and institutional operations, allowing the Supervising Probation Officers to primarily be assigned to the field. A 5-County market survey was also performed to establish a salary range for this new classification (**Attachment 4**).

Furthermore, the County has reached a tentative agreement via Side Letter (**Attachment 5**)

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STATE OF CALIFORNIA**

with the Riverside Sheriffs' Association Public Safety Unit (RSA PSU), subject to Board approval, to include the classification of Supervising Probation Corrections Officer (SPCO) in the list of classifications recognized by the MOU and in the list of classifications eligible for the education incentive, based on the level of education attained by the employee. Approval of this Side Letter promotes consistency within the MOU and ensures alignment with the existing education incentives already extended to the classifications in the Probation Corrections Officer series.

Salary Adjustment:

Probation Assistant: It is recommended to adjust the salary plan/grade from LIU 390 (\$48,140 - \$63,528) to salary plan/grade LIU 454 (\$50,764 - \$65,370).

Probation Specialist: It is recommended to adjust the salary plan/grade from LIU 460 (\$50,980 - \$67,277) to salary plan/grade LIU 528 (\$53,759 - \$69,226).

Classification Creation:

Supervising Probation Corrections Officer: It is recommended to create this classification with the salary plan/grade of RSP 195 (\$75,264 - \$111,743).

Impact on Residents and Businesses

It is anticipated that by adjusting the salary ranges for these classifications and creating the Supervising Probation Corrections Officer and including it in the list of classifications eligible for the education incentive will enable the Probation Department to retain experienced staff and attract quality candidates. This will ensure the Probation Department continues to provide the constituents of Riverside County with exemplary services.

Additional Fiscal Information

The estimated cost with benefits for the proposed market adjustment to the Probation Assistant and the Probation Specialist is based on adjusting incumbents that are currently below the proposed minimum rate up to the new minimum rate. The immediate cost for FY 24/25 is \$357, and \$9,993 for FY 25/26.

The estimated cost with benefits to fill a position for the new Supervising Probation Corrections Officer is \$162,028. Furthermore, while the proposed Side Letter will not have an immediate financial impact if approved, it is anticipated to cost the department approximately \$4,470 annually for each SPCO incumbent who qualifies for the proposed premium pay.

Attachments:

1. Resolution No. 440-9488;
2. Probation Assistant and Specialist Market Survey;
3. Supervising Probation Corrections Officer Job Specification;
4. Supervising Probation Corrections Officer Market Survey;
5. Side Letter PSU - Recognition and Education Incentive.

RESOLUTION NO. 440-9488

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 10, 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>
52414	+	Supervising Probation Corrections Officer	RSP 195

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 I, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
52414	+	Supervising Probation Corrections Officer

BE IT FURTHER RESOLVED 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:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
57794	Probation Assistant	LIU 390	LIU 454
79530	Probation Specialist	LIU 460	LIU 528

/kc
05/21/2025
440 Resolutions\KC

2
3 RESOLUTION NO. 440-9488

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5 ADOPTED by Riverside County Board of Supervisors on June 10, 2025.

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7 ROLL CALL:

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

10 Nays: None

11 Absent: None

12
13
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

External Market Survey I

Classification Name: Probation Assistant

Riv Co Class Code: 57794

Market Research				Survey Data				
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier
Los Angeles County	8670	Investigator Aid, Probation	\$57,984	\$74,013	27.64%	\$65,998	\$31.73	
Orange County		No Comparable Classification				\$0	\$0.00	
San Bernardino County	16286	Probation Assistant	\$42,390	\$58,261	37.44%	\$50,326	\$24.20	
San Diego County	2319	Probation Aide	\$51,917	\$63,835	22.96%	\$57,876	\$27.83	
Ventura County		No Comparable Classification				\$0	\$0.00	

County Mean:	\$50,764	\$65,370	28.77%	\$58,067	\$27.92
County Median:	\$51,917	\$63,835	22.96%	\$57,876	\$27.83

Riverside County	57794	Probation Assistant	\$48,140	\$63,528	31.97%	\$55,834	\$26.84	
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Dollar difference from mean:	-\$2,624	-\$1,841
Percentage difference from mean:	-5.17%	-2.82%

Dollar difference from median:	-\$3,777	-\$307
Percentage difference from median:	-7.28%	-0.48%

PICs:

Notes:

Prepared by: [Maneeya Pinyavatana](#)

Date Prepared: 2/18/2025

Date Revised: 5/1/2025

External Market Survey I

Classification Name: Probation Specialist

Riv Co Class Code: 79530

Market Research							Survey Data		
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	
Los Angeles County		No Comparable Classification				\$0	\$0.00		
Orange County		No Comparable Classification				\$0	\$0.00		
San Bernardino County		No Comparable Classification				\$0	\$0.00		
San Diego County		No Comparable Classification				\$0	\$0.00		
Ventura County		No Comparable Classification				\$0	\$0.00		

County Mean:	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
County Median:	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!

Riverside County	79530	Probation Specialist	\$48,140	\$63,528	31.97%	\$55,834	\$26.84
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Dollar difference from mean:	#DIV/0!	#DIV/0!
Percentage difference from mean:	#DIV/0!	#DIV/0!

Dollar difference from median:	#NUM!	#NUM!
Percentage difference from median:	#NUM!	#NUM!

PICs:

Notes:

There is no market data for this job class, instead it will preserve the existing spread between the min and max rates of the Specialist and the Assistant. Both the min and max rate are set 5.9% above the proposed rate of the Probation Assistant, for a new salary range of \$53,759 - \$69,226.

Prepared by: Maneeya Pinyavatana

Date Prepared: 2/18/2025

Date Revised: 5/1/2025



SUPERVISING PROBATION CORRECTIONS OFFICER

Class Code: 52414

COUNTY OF RIVERSIDE
Established Date: June 12, 2025
Revision Date: June 12, 2025

SALARY RANGE

\$36.18 - \$53.72 Hourly
\$6,272 - \$9,311.95 Monthly
\$75,264.43 - \$111,743.37 Annually

CLASS CONCEPT:

Under general direction, supervises professional and support staff engaged in supervising detainees in a detention facility; oversees specialized programs; performs other related duties as required.

The Supervising Corrections Officer classification is the first level of supervision for both institution and administrative operations. Incumbents plan, assign and review the work of assigned staff, give guidance on departmental policy and procedures, and provide close supervision and training to newly hired staff. Positions assigned to institutional operations primarily supervise a unit of Probation Corrections Officers. Incumbents may also oversee specialized programs or functions such as training and human resources.

The Supervising Probation Corrections Officer is distinguished from the Supervising Probation Officer in that the latter can supervise administrative and institutional operations but is primarily assigned to oversee field operations.

REPRESENTATION UNIT: RSA PSU - Safety Unit

EXAMPLES OF ESSENTIAL DUTIES (may include but not limited to):

- Receive, screen, and assign work; review, prepare and forward periodic reports and statistics.
- Plan and organize institution treatment programs; explain policies and procedures; review the work of assigned staff.
- Train subordinates; prepare employee performance evaluations attend and hold staff meetings; review, approve and forward forms relative to employee attendance.
- Represent the department before community groups and committees; take charge of the institution in the absence of the division management staff.
- Invoke powers of arrest; develop and supervise a specialized program, project, or function.

- Act as the Duty Officer when assigned; oversee and coordinate the activities of detention staff during a specific shift, ensuring regulations and policies are adhered to; conduct announced and unannounced inspections of the facility and address any security concerns or incidents; respond to all crises and facility emergencies (codes); document and report any significant incidents and maintain accurate shift notes; provide ongoing training to subordinates; serve as a point of contact for communication between staff, detainees, and external agencies; facilitate emergency preparedness training and drills.
- Oversee Probation Corrections Officers, Senior Probation Corrections Officers, Deputy Probation Officers (in non-field related activities), Senior Probation Officers (in non-field related activities) and non-sworn support staff.
- Case Management: review and manage complex cases; create and ensure adherence to case plans and compliance with legal requirements.
- Evaluate risk factors and needs of individuals on probation through assessments; develop appropriate intervention strategies.
- Engage with the Community Based Organizations to promote understanding of probation services and foster partnerships that support rehabilitation efforts.

RECRUITING GUIDELINES:

OPTION I

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in one of the behavioral sciences.

Experience: Four years in a position equivalent to Probation Corrections Officer with Riverside County.

OPTION II

Education: Completion of 60 semester or 90 quarter units from an accredited college or university, preferably with course work in social or behavioral sciences, or business/public administration.

Experience: Five years in a position equivalent to Probation Corrections Officer with Riverside County.

OPTION III

Education: Graduation from high school, have obtained a G.E.D. or passed a high school proficiency exam.

Experience: Six years in a position equivalent to Probation Corrections Officer with Riverside County.

Knowledge of: The principles and techniques of employee supervision; the laws, rules, regulations, and codes pertaining to the functions, duties, and operations of a county probation department; policies and goals of the Riverside County Probation Department; oversee detention and/or treatment facility activities; functions and procedures of juvenile courts; laws and codes governing the custody and care of detainees.

Ability to: Plan and supervise the work of subordinates; train subordinate staff; prepare clear and concise reports; establish and maintain effective working relationships with others; speak effectively before groups.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License.

Prior to employment, candidates must successfully complete a thorough criminal background investigation involving both fingerprinting and use of a Computer Voice Stress Analyzer (CVSA), physical examination, including vision and hearing tests, and psychological evaluation which may include suitability for carrying a firearm. A felony or misdemeanor conviction may disqualify the applicant from County employment. Candidates cannot currently be on court ordered summary or formal probation or parole. Upon completion of the Probation Corrections Officer Core training, candidates must pass the physical agility requirements mandated by the Standards and Training for Corrections (STC).

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.

External Market Survey I

Classification Name: Supervising Probation Corrections Officer

Riv Co Class Code:

Market Research							Survey Data			
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	HASC Annual	HASC Hourly
Los Angeles County	8659	Supervising Detention Services Officer	\$76,616	\$103,240	34.75%	\$89,928	\$43.23			
Orange County	7403PM	Supervising Probation Correctional Officer	\$75,899	\$102,294	34.78%	\$89,097	\$42.84			
San Bernardino County	19847	Probation Corrections Supervisor I	\$73,278	\$108,451	48.00%	\$90,865	\$43.69			
San Diego County		No Comparable Classification				\$0	\$0.00	e		
Ventura County		No Comparable Classification				\$0	\$0.00	e		

County Mean:	\$75,264	\$104,662	39.06%	\$89,963	\$43.25
County Median:	\$75,899	\$103,240	36.02%	\$89,570	\$43.06

Riverside County		Supervising Probation Corrections Officer				\$0	\$0.00			
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Dollar difference from mean:
 Percentage difference from mean:

Dollar difference from median:
 Percentage difference from median:

PICs:

Notes: San Bernardino County also has a Probation Corrections Supervisor II. Though similar, this classification is distinguished from the first level by being a second level supervisor and it works more closely with Assistant Directors. San Diego and Ventura counties do not have a correctional supervisory level.
 This job class will be established with the recommended market rate at the minimum, however the maximum rate will be established 4% below the maximum rate of the Supervising Probation Officer.
 This new job class does not require a bachelor's degree, however if an incumbent does have the degree, they will be eligible for the 4% education incentive to allow for them to earn the same at the max rate of the existing supervisor job class. The recommended salary range for this new class is \$75,264 - \$111,743.37.

Prepared by: **Brett Quarles** Date Prepared: 1/16/2025 Date Revised:

**SIDE LETTER OF AGREEMENT
BETWEEN
COUNTY OF RIVERSIDE
AND
RIVERSIDE SHERIFFS' ASSOCIATION
PUBLIC SAFETY UNIT (PSU)**

This Side Letter of Agreement ("Agreement") between the County of Riverside ("County") and the Riverside County Riverside Sheriffs' Association Public Safety Unit ("RSA-PSU") (collectively "Parties") is entered into with respect to the following:

The Parties agree to amend Article II – Recognition and Article V – Workweek, Overtime and Premium Pay, Section 3, Subsection "I" of the 2020 – 2025 Memorandum of Understanding ("MOU") as reflected below:

ARTICLE II
RECOGNITION

This Memorandum of Understanding shall apply only to persons employed as Regular fulltime or Regular part-time within the Public Safety Unit:

52411 Probation Corrections Officer I
52412 Probation Corrections Officer II
52413 Senior Probation Corrections Officer
52414 Supervising Probation Corrections Officer
79531 Deputy Probation Officer I
79532 Deputy Probation Officer II
79533 Senior Probation Officer
79534 Supervising Probation Officer

The terms "employee" or "employees" as used in this Memorandum of Understanding shall refer only to employees employed by the County in those classifications heretofore or hereafter included in said unit pursuant to the provisions of the Employee Relations Resolution of the County of Riverside.

Section 3. Premium Pay

I. Education Incentive for Probation Corrections Officer, Senior Probation Corrections Officer, and Supervising Probation Corrections Officer

a. Associate Degree – Any Probation Corrections Officer, Senior Probation Corrections Officer, or Supervising Probation Corrections Officer who possesses or earns an associate degree from an accredited university or college shall be paid a premium equivalent to two and a half percent (2.5%) of the employee's base hourly rate of pay for all hours actually worked, not exceeding eighty (80) hours per pay period, upon presentation of proof that the employee holds such degree.

b. Bachelor's Degree – Any Probation Corrections Officer, Senior Probation Corrections Officer, or Supervising Probation Corrections Officer who possesses or earns a bachelor's degree from an accredited university or college shall be paid a premium equivalent to four percent (4%) of the employee's base hourly rate of pay for all hours actually worked, not

exceeding eighty (80) hours per pay period, upon presentation of proof that the employee holds such degree.

Employees in an eligible classification shall only be eligible for one (1) Education Incentive which shall correspond with their highest level of education received. Education Incentives shall not compound.

This amendment will be effective the first full pay period following agreement by both parties and approval by the Board of Supervisors.

FOR THE COUNTY OF RIVERSIDE

Tami Douglas-Schatz
Tami Douglas-Schatz
Human Resources Director

5-13-2025
Date

FOR THE RIVERSIDE SHERIFFS' ASSOCIATION

William Young
William Young, RSA President

4/24/25
Date