

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



ITEM: 3.26  
(ID # 28120)

MEETING DATE:  
Tuesday, June 24, 2025

**FROM :** HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM  
(RUHS) – MEDICAL CENTER, AND AUDITOR-CONTROLLER'S OFFICE

**SUBJECT:** HUMAN RESOURCES, RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER AND AUDITOR-CONTROLLER'S OFFICE: Classification and Compensation recommendation to adjust the salary of the Government Relations Officer job class; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9491, All Districts. [Current Year Cost – \$0, Ongoing Cost - \$0 – 100% Departmental Budgets]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the salary adjustment to the Government Relations Officer job class.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9491.

**ACTION:**Policy

*Jennifer Cruikshank*  
Jennifer Cruikshank, Chief Executive Officer – Health System

6/5/2025

*Ben J. Benoit*  
Ben J. Benoit, COUNTY AUDITOR-CONTROLLER

6/9/2025

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


6/16/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Medina 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 24, 2025  
xc: HR, RUHS-MC, Auditor

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Department Funds			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Human Resources Classification and Compensation (Class & Comp) Division received a request from the Riverside University Health System - Medical Center (RUHS-MC) to review the salary range of the *Government Relations Officer* job class to ensure market competitiveness. Since its class creation in 2011, the *Government Relations Officer's* salary range has never been reviewed against the market.

The Class and Comp Division conducted a market review on the *Government Relations Officer* job class. Due to the unique history and nature of this job class, there was insufficient market data within the 5-County market. As a result, Class and Comp used PayFactors to obtain market data on the *Government Relations Officer* job class. The market results revealed that the *Government Relations Officer* is below market by 25.16% and 2.86% at the minimum and maximum ends of the salary range, respectively (**Attachment 2**). Based upon the findings, it is recommended that the *Government Relations Officer* job class receive a salary adjustment in order to bring the salary up to the current market average and appropriately compensate incumbents for their skills and responsibilities.

**Salary Adjustment**

*Government Relations Officer:* It is recommended to adjust the salary plan/grade MCO 531 (\$74,004 - \$144,082/year) to salary plan/grade MCO 673 (\$98,880 - \$148,320/year).

**Impact on Residents and Businesses:**

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the job class above will position the County to provide a competitive salary.

**Additional Fiscal Information:**

There are no upfront costs to this salary adjustment as there are currently 0 incumbents that are below the new, proposed minimum base salary.

RUHS-MC and the Auditor-Controller's Officer currently have a *Government Relations Officer* incumbent in their Department and have approved the recommended salary adjustment. A budget adjustment for either department is not required.

**Attachments**

1. Resolution No. 440-9491; and
2. Market Survey (PayFactors) - *Government Relations Officer*.

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*Cesar Bernal*  
Cesar Bernal , PRINCIPAL MGMT ANALYST 6/18/2025

1 RESOLUTION NO. 440-9491

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of  
4 California, in regular session assembled on June 24, 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>
74549	Government Relations Officer	MCO 531	MCO 673

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11  
12 ROLL CALL:

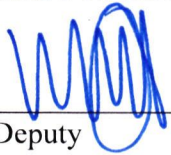
13 Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez

14 Nays: None

15 Absent: None  
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17 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the  
18 date therein set forth.

19 KIMBERLY A. RECTOR, Clerk of said Board

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21 By:  \_\_\_\_\_  
22 Deputy

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06/04/2025  
28 440 Resolutions\KC

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# External Market Survey Data

**Classification Name:** Government Relations Officer

**Riv Co Class Code:** 74549

Market Research					Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
PayFactors	<u>Government Affairs Specialist</u>	1212	\$98,880	\$148,320	50.00%	\$123,600.00	\$59.42	
	County Mean:		\$98,880	\$148,320	50.00%	\$123,600.00		
	County Median:		\$98,880	\$148,320	50.00%	\$123,600.00		
Riverside County	<u>Government Relations Officer</u>	74549	\$74,004	\$144,082	50.00%	109042.855		
			Dollar difference from Mean:	-\$24,876	-\$4,238			
			Percentage difference from mean:	-25.16%	-2.86%			
			Dollar difference from median:	-\$24,876	-\$4,238			
			Percentage difference from median:	-25.16%	-2.86%			

Notes: **PayFactors**  
 Code: 1212  
 Family: Corporate/Public Relations;Legal;Operations  
 Category: Professional  
 Level: IV  
 EEO: Typically Professionals  
 Market: SoCal IE all government agencies

Run Date: 3/3/2025

Date Prepared/Revised: 5/2/2025