

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



ITEM: 3.26  
(ID # 28628)

MEETING DATE:  
Tuesday, August 26, 2025

FROM : HUMAN RESOURCES AND BUILDING AND SAFETY DEPARTMENT

SUBJECT: HUMAN RESOURCES AND BUILDING AND SAFETY DEPARTMENT:  
Classification and Compensation recommendation to adjust the salary of the Plan Check Engineer/Plan Examiner classification series, and amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-9505 submitted herewith. All Districts. Current Year Cost - \$0, Ongoing Cost - \$0.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Supervising Plan Check Engineer, Senior Plan Check Engineer, Associate Plans Examiner, Assistant Plans Examiner job classifications; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9505.

ACTION: Policy

*Sam Shahrouri* 8/13/2025 *Rania Odenbaugh* 8/15/2025  
Sam Shahrouri, DEP DIR OF TLMA Rania Odenbaugh, TLMA Director

*Tami Douglas-Schatz* 8/15/2025  
Tami Douglas-Schatz, Director of Human Resources

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, 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: August 26, 2025  
xc: HR, Building & Safety

Kimberly A. Rector  
Clerk of the Board  
By: *Kimberly A. Rector*  
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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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: 100% Department Budget</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 25/26</b>	

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

**BACKGROUND:**

**Summary**

The Department of Building and Safety provides the citizens of Riverside County with efficient and cost-effective services. The Department aims to improve the quality of life and orderly economic development by providing and managing plans review, permit issuance, and building inspections within the integrated Transportation and Land Management Agency activities.

The Classification and Compensation (Class & Comp) Division received a request from the Department of Building and Safety to conduct a market study of the *Plan Check Engineer/Plans Examiner* job class series to ensure market competitiveness. A market review of the surrounding five-county region revealed limited comparability, as most counties do not maintain a dedicated *Plan Check Engineer/Plans Examiner* series. Instead, plan review functions are often absorbed into broader civil engineering or building inspection classifications, limiting the availability of direct market comparables and justifying the need to expand the analysis to include data from local city governments. The expanded market comparison confirmed that the County's job class series is generally compensated below the established market mean (**Attachment 2-5**). It is recommended to adjust the salaries of the *Plan Check Engineer/Plans Examiner* job class series to market (see *Figure 1* below).

*Figure 1*

<b>Job Classification</b>	<b>Current Salary</b>		<b>Proposed Salary</b>	
	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>
Supervising Plan Check Engineer	\$88,970	\$134,814	\$111,963	\$146,426
(%diff)	11.16%	11.18%	6.37%	7.85%
Senior Plan Check Engineer	\$80,038	\$121,261	\$105,257	\$135,764
(%diff)	5.44%	5.47%	13.87%	11.44%
Associate Plans Examiner	\$75,909	\$114,973	\$92,439	\$121,825
(%diff)	5.20%	7.02%	18.79%	13.40%
Assistant Plans Examiner	\$72,157	\$107,431	\$77,817	\$107,431

**Salary Adjustments**

**Supervising Plan Check Engineer:** It is recommended to adjust the salary plan/grade from SEUS 776 (\$88,970 - \$134,814/year) to salary plan/grade SEUS 930 (\$111,963 - \$146,426/year)

**Senior Plan Check Engineer:** It is recommended to adjust the salary plan/grade from SEU 552 (\$80,038 - \$121,261/year) to salary plan/grade SEU 851 (\$105,257 - \$135,764/year).

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**Associate Plans Examiner:** It is recommended to adjust the salary plan/grade from SEU 497 (\$75,909 - \$114,973/year) to salary plan/grade SEU 754 (\$92,439 - \$121,825/year).

**Assistant Plans Examiner:** It is recommended to adjust the salary plan/grade from SEU9 413 (\$72,157 - \$107,431/year) to salary plan/grade SEU9 436 (\$77,817 - \$107,431/year).

**Impact on Residents and Businesses**

This request does not have a direct impact on residents or businesses. However, adjusting the salary ranges of the *Plan Check Engineer/Plans Examiner job* class series will enable Building and Safety to effectively recruit, promote and retain highly qualified candidates.

**Additional Fiscal Information**

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

**Attachments**

1. Resolution No. 440-9505
2. Assistant Plans Examiner Market Data
3. Associate Plans Examiner Market Data
4. Senior Plan Check Engineer Market Data
5. Supervising Plan Check Engineer Market Data

  
Cesar Bernal, PRINCIPAL MGMT ANALYST 8/20/2025

RESOLUTION NO. 440-9505

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 26, 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:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
33238	Assistant Plans Examiner	SEU9 413	SEU9 436
76416	Associate Plans Examiner	SEU 497	SEU 754
76417	Senior Plan Check Engineer	SEU 552	SEU 851
76418	Supervising Plan Check Engineer	SEUS 776	SEUS 930

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  
08/11/2025  
440 Resolutions\KC

08/26/2025 Item 3.26

# External Market Survey Data

**Classification Name:** Assistant Plans Examiner

**Riv Co Class Code:** 33238

## Market Research

## Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County						\$0.00	
Orange County						\$0.00	
San Bernardino County						\$0.00	
San Diego County						\$0.00	
Ventura County						\$0.00	
City of Riverside						\$0.00	
City of Moreno Valley						\$0.00	
City of Los Angeles						\$0.00	
City of Anaheim	<a href="#">Plans Examiner I</a>	<i>K10</i>	\$91,354	\$116,605	27.64%	\$103,979.20	
City of San Bernardino	<a href="#">Plans Examiner I (Flex)</a>	<i>30680</i>	\$73,263	\$89,045	21.54%	\$81,153.96	
City of San Diego	<a href="#">Plan Review Specialist I</a>	<i>1655</i>	\$67,475	\$81,266	20.44%	\$74,370.40	
City of Thousand Oaks	<a href="#">Plan Check Assistant</a>		\$79,174	\$118,762	50.00%	\$98,967.96	
	County Mean:		\$77,817	\$101,419	30.33%	\$89,617.88	
	County Median:		\$76,219	\$102,825	34.91%	\$89,521.77	
<b>Riverside County</b>	<a href="#">Assistant Plans Examiner</a>	<i>33238</i>	\$72,157	\$107,431	48.88%	\$89,793.92	
	Dollar difference from Mean:		<b>-\$5,660</b>	\$6,012			
	Percentage difference from mean:		<b>-7.27%</b>	5.93%			
	Dollar difference from median:		<b>-\$4,062</b>	\$4,606			
	Percentage difference from median:		<b>-5.33%</b>	4.48%			

Notes: <https://www.toaks.org/home/showpublisheddocument/47615/638246060723170000>

Run Date:

Date Prepared/Revised: 4/17/2025

# External Market Survey Data

**Classification Name:** Associate Plans Examiner

**Riv Co Class Code:** 76416

Market Research	Survey Data
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Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	<a href="#">Building Engineering Inspector</a>	4171	\$86,652	\$110,616	27.66%	\$98,634.00	
Orange County						\$0.00	
San Bernardino County						\$0.00	
San Diego County						\$0.00	
Ventura County	<a href="#">Plan Check Engineer I</a>	1658	\$95,506	\$136,296	42.71%	\$115,900.99	
City of Riverside	<a href="#">Plan Check Engineer</a>	7195	\$101,040	\$122,820	21.56%	\$111,930.00	
City of Moreno Valley						\$0.00	
City of Los Angeles						\$0.00	
City of Anaheim	<a href="#">Plans Examiner II</a>	K11	\$96,179	\$122,741	27.62%	\$109,460.00	
City of San Bernardino							
City of San Diego	<a href="#">Plan Review Specialist III</a>	1657	\$83,304	\$100,547	20.70%	\$91,925.60	
City of Thousand Oaks	<a href="#">Plan Check Associate</a>		\$91,952	\$137,929	50.00%	\$114,940.49	

County Mean:		\$92,439	\$121,825	31.79%	\$107,131.85
County Median:		\$93,729	\$122,780	30.99%	\$108,254.76

<b>Riverside County</b>	<a href="#">Associate Plans Examiner</a>	76416	\$75,909	\$114,973	51.46%	\$95,441.18
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Dollar difference from Mean:		-\$16,530	-\$6,852
Percentage difference from mean:		-17.88%	-5.62%

Dollar difference from median:		-\$17,820	-\$7,807
Percentage difference from median:		-19.01%	-6.36%

Notes: <https://www.toaks.org/home/showpublisheddocument/47615/638246060723170000>  
<https://corweb.riversideca.gov/human/sites/riversideca.gov.human/files/pdf/Class-comp/5-30-24%20Salary-Schedule%202.pdf>

Run Date:

Date Prepared/Revised: 4/17/2025

# External Market Survey Data

**Classification Name:** Senior Plan Check Engineer

**Riv Co Class Code:** 76417

Market Research	Survey Data
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Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	<a href="#">Senior Building Engineering Inspector</a>	4175	\$96,588	\$123,288	27.64%	\$109,938	
Orange County						\$0	
San Bernardino County						\$0	
San Diego County						\$0	
Ventura County	<a href="#">Plan Check Engineer III</a>	1662	\$118,699	\$148,404	25.03%	\$133,551	
City of Riverside	<a href="#">Senior Plan Check Engineer</a>	7200	\$113,856	\$138,468	21.62%	\$126,162	
City of Moreno Valley						\$0	
City of Los Angeles						\$0	
City of Anaheim	<a href="#">Senior Plans Examiner</a>	K12	\$105,766	\$158,648	50.00%	\$132,207	
City of San Bernardino						\$0	
City of San Diego	<a href="#">Plan Review Specialist IV</a>	1658	\$91,374	\$110,011	20.40%	\$100,693	
City of Thousand Oaks						\$0	

County Mean:		\$105,257	\$135,764	28.98%	\$120,510.18
County Median:		\$105,766	\$138,468	30.92%	\$122,117.00

<b>Riverside County</b>	<a href="#">Senior Plan Check Engineer</a>	76417	\$80,038	\$121,261	51.50%	\$100,649.43
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Dollar difference from Mean:		<b>-\$25,218</b>	<b>-\$14,503</b>
Percentage difference from mean:		<b>-23.96%</b>	<b>-10.68%</b>

Dollar difference from median:		<b>-\$25,728</b>	<b>-\$17,207</b>
Percentage difference from median:		<b>-24.33%</b>	<b>-12.43%</b>

Notes:

Run Date:

Date Prepared/Revised: 4/17/2025

# External Market Survey Data

**Classification Name:** Supervising Plan Check Engineer

**Riv Co Class Code:** 76418

Market Research						Survey Data	
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	<a href="#">Senior Building Engineering Inspector</a>	4175	\$96,588	\$123,288	27.64%	\$109,938.00	
Orange County						\$0.00	
San Bernardino County						\$0.00	
San Diego County						\$0.00	
Ventura County	<a href="#">Senior Plan Check Engineer</a>	272	\$114,226	\$159,916	40.00%	\$137,070.92	
City of Riverside							
City of Buena Park	<a href="#">Principal Plan Check Engineer</a>	200	\$123,365	\$149,469	21.16%	\$136,416.80	
City of Orange	<a href="#">Senior Plan Check Engineer</a>	392	\$111,684	\$143,208	28.23%	\$127,446.00	
City of West Hollywood	<a href="#">Senior Plan Check Engineer</a>	50251	\$126,774	\$161,991	27.78%	\$144,382.56	
City of Moreno Valley						\$0.00	
City of Los Angeles						\$0.00	
City of Anaheim						\$0.00	
City of San Bernardino						\$0.00	
City of San Diego	<a href="#">Supervising Plan Review Specialist</a>	1928	\$100,443	\$121,118	20.58%	\$110,781	
City of Thousand Oaks	<a href="#">Plan Check Supervisor</a>		\$110,662	\$165,993	50.00%	\$138,327.49	

County Mean: \$111,963 \$146,426 30.78% \$129,194.65  
 County Median: \$111,684 \$149,469 33.83% \$130,576.40

**Riverside County** [Supervising Plan Check Engineer](#) 76418 \$88,970 \$134,814 51.53% \$111,891.68

Dollar difference from Mean: **-\$22,993** **-\$11,612**  
 Percentage difference from mean: **-20.54%** **-7.93%**  
 Dollar difference from median: **-\$22,714** **-\$14,655**  
 Percentage difference from median: **-20.34%** **-9.80%**

Notes: <https://www.toaks.org/home/showpublisheddocument/47611/638248391280730000>  
<https://corweb.riversideca.gov/human/sites/riversideca.gov.human/files/pdf/Class-comp/5-30-24%20Salary-Schedule%202.pdf>

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