

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



**ITEM: 3.28
(ID # 28433)**

MEETING DATE:
Tuesday, August 26, 2025

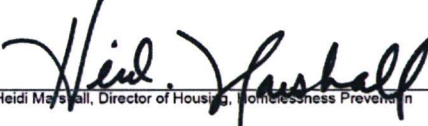
FROM : HUMAN RESOURCES AND HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HUMAN RESOURCES AND HOUSING AND WORKFORCE SOLUTIONS: Classification and Compensation recommendation to adjust the salary of the Housing Specialist I and Housing Specialist II classifications, establish a new HWS Maintenance Services Technician classification, and amend Ordinance No. 440 Pursuant to Resolution No. 440-9501 submitted herewith. All District. Current Year Cost – \$10,650, Ongoing Cost – \$11,537.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Housing Specialist I and Housing Specialist II classifications;
2. Approve the creation of the HWS Maintenance Services Technician classification; and
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9501.

ACTION:Policy


Heidi Marshall, Director of Housing, Homelessness Prevention

7/16/2025

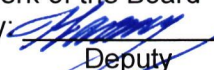

Tami Douglas-Schatz, Director of Human Resources

7/21/2025

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, HWS

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	\$10,650	\$11,537	\$22,187	\$11,537
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Housing and Urban Development (HUD) Housing Assistance Program revenue			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Housing and Workforce Solutions (HWS) Department focuses on innovative ways to elevate social and economic opportunities in the County by addressing housing needs, preventing homelessness, and supporting workforce development. HWS offers various assistance programs for seniors, mobile home tenants, and low-income homeowners, and provides services and housing options for unhoused individuals and families. HWS also assists employers in finding skilled workers, and connects job seekers with employment opportunities, training programs, and other support services.

The Classification and Compensation (C&C) Division received a request from HWS to conduct a market study on the Housing Specialist class series to ensure market competitiveness. The 5-county market survey (**Attachment 2**) revealed the *Housing Specialist I* and *II* classifications are below their respective market mean at the minimum base salaries. To rectify the salary disparities and enable HWS to adequately recruit and retain individuals for these positions, it is recommended to increase the annual minimum base salaries of these two classifications to the market average.

Additionally, a recently completed class study by C&C concluded that a new classification of *HWS Maintenance Services Technician* is needed to perform work associated with preventive and corrective maintenance programs for all systems, equipment, and vehicles at HWS, as well as maintaining inventory of supplies. This class also assists with illegal encampment management. It is recommended to establish a new *HWS Maintenance Services Technician* with the base salary range set to parity with the *Lead Maintenance Services Mechanic* based on their similar scope of work and the additional duties and responsibilities beyond and unrelated to the repair and maintenance work.

Salary Adjustments:

Housing Specialist I: It is recommended to adjust the salary plan/grade from ESEU 162 (\$49,277 - \$69,845) to salary plan/grade ESEU 177 (\$50,464 - \$69,845).

Housing Specialist II: It is recommended to adjust the salary plan/grade from SEU 175 (\$55,898 - \$76,800) to salary plan/grade SEU 187 (\$57,273 - \$76,800).

Classification Addition:

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HWS Maintenance Services Technician: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 784 (\$67,431 - \$85,088). The new classification specification is attached (**Attachment 3**).

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. However, adjusting the salary ranges of the *Housing Specialist I* and *Housing Specialist II* classifications will enable HWS to effectively recruit and retain quality candidates, and the approval of the *HWS Maintenance Services Technician* class creation will provide HWS with a dedicated classification to perform the necessary work to support HWS operations.

Additional Fiscal Information

The creation of an *HWS Maintenance Services Technician* will have no immediate upfront costs to the Department. HWS will add this position (s) to their budget via a Classification Transaction Request at a later date. However, the cost to add one *HWS Maintenance Services Technician* is approximately \$123,378 for FY 25/26, which includes salary and benefits.

The estimated current year cost to bring *Housing Specialist I* and *Housing Specialist II* incumbents who are earning below the new proposed minimum to the new minimum will be approximately \$10,650 including benefits.

The Department has approved the recommended salary adjustments and any associated salary increases will be absorbed through their respective budget. A budget adjustment is not required.

3 Attachments:

1. Resolution No. 440-9501;
2. Market survey;
3. *HWS Maintenance Services Technician* classification specification.


Cesar Bernal, PRINCIPAL MGMT ANALYST 8/12/2025

1 RESOLUTION NO. 440-9501

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on August 26, 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

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
66535	+	HWS Maintenance Services Technician	LIU 784

10
11 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of
12 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at
13 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>
97462	Housing Specialist I	ESEU 162	ESEU 177
97463	Housing Specialist II	SEU 175	SEU 187

17 ROLL CALL:

18
19 Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez

20 Nays: None

21 Absent: None

22
23 The foregoing is certified to be a true copy of a resolution duly adopted by said Board
24 of Supervisors on the date therein set forth.

25 KIMBERLY A. RECTOR, Clerk of said Board

26
27 By:  _____
28 Deputy

External Market Survey Data

HOUSING SPECIALIST I

SE2

Riv Co Class Code: 97462

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	No Comparable Class					\$0.00	\$0.00
Orange County	HOUSING SPECIALIST I	2150CS	\$50,149	\$67,517	34.63%	\$58,832.80	\$28.29
San Bernardino County	Economic and Community Development Technician	4436	\$50,366	\$69,181	37.36%	\$59,773.40	\$28.74
San Diego County	HOUSING SPECIALIST I	3830	\$50,877	\$62,525	22.89%	\$56,700.80	\$27.26
Ventura County	No Comparable Class					\$0.00	\$0.00
	County Mean:		\$50,464	\$66,407	31.59%	\$58,435.67	
	County Median:		\$50,366	\$67,517	34.05%	\$58,941.40	
Riverside County	HOUSING SPECIALIST I	97462	\$49,277	\$69,845	41.74%	59561.20377	
	Dollar difference from Mean:		-\$1,187	\$3,438			
	Percentage difference from mean:		-2.35%	5.18%			
	Dollar difference from median:		-\$1,089	\$2,328			
	Percentage difference from median:		-2.16%	3.45%			

Notes: Ventura County's Housing Authority is not handled by the County; it is operated by Area Housing Authority of the County of Ventura (AHACV)

Run Date:

Date Prepared/Revised: 4/9/2025

By: TC

External Market Survey Data

HOUSING SPECIALIST II

SE2

Riv Co Class Code: 97463

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	No Comparable Class					\$0.00	\$0.00
Orange County	HOUSING SPECIALIST II	2151CS	\$54,371	\$73,258	34.74%	\$63,814.40	\$30.68
San Bernardino County	No Comparable Class					\$0.00	\$0.00
San Diego County	HOUSING SPECIALIST II	3831	\$60,174	\$73,986	22.95%	\$67,080.00	\$32.25
Ventura County	No Comparable Class					\$0.00	\$0.00
County Mean:			\$57,273	\$73,622	28.55%	\$65,447.20	
County Median:			\$57,273	\$73,622	28.55%	\$65,447.20	
Riverside County	HOUSING SPECIALIST II	97463	\$55,898	\$76,800	37.39%	66348.91004	
Dollar difference from Mean:			-\$1,375	\$3,178			
Percentage difference from mean:			-2.40%	4.32%			
Dollar difference from median:			-\$1,375	\$3,178			
Percentage difference from median:			-2.40%	4.32%			

Notes:

Run Date:

Date Prepared/Revised: 4/9/2025

By: TC

External Market Survey Data

HOUSING SPECIALIST III

SE2

Riv Co Class Code: 97464

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	
Los Angeles County	No Comparable Class					\$0.00	\$0.00
Orange County	SENIOR HOUSING SPECIALIST	2153SM	\$63,960	\$86,195	34.76%	\$75,077.60	\$36.10
San Bernardino County	No Comparable Class					\$0.00	\$0.00
San Diego County	No Comparable Class					\$0.00	\$0.00
Ventura County	No Comparable Class					\$0.00	\$0.00
	County Mean:		\$63,960	\$86,195	34.76%	\$75,077.60	
	County Median:		\$63,960	\$86,195	34.76%	\$75,077.60	
Riverside County	HOUSING SPECIALIST III	97464	\$65,154	\$92,989	42.72%	79071.64645	
	Dollar difference from Mean:		\$1,194	\$6,794			
	Percentage difference from mean:		1.87%	7.88%			
	Dollar difference from median:		\$1,194	\$6,794			
	Percentage difference from median:		1.87%	7.88%			

Notes:

Run Date:

Date Prepared/Revised: 4/9/2025

By: TC



HWS MAINTENANCE SERVICES TECHNICIAN

Class Code: 66535

COUNTY OF RIVERSIDE
Established Date:
Revision Date:

SALARY RANGE

\$32.42 - \$40.91 Hourly
\$5,619.22 - \$7,090.67 Monthly
\$67,430.70 - \$85,088.08 Annually

CLASS CONCEPT:

Under general supervision, inspects, and performs skilled and semi-skilled work associated with preventive and corrective maintenance programs for electrical, plumbing, HVAC, and mechanical building systems and equipment, power equipment, vehicles, and various electrical and mechanical appliances; maintain inventory of supplies; performs other work as required.

The HWS Maintenance Services Technician is a journey level classification, and reports to a supervisory or management level position. Incumbents perform the more specialized and skilled work in the care and maintenance of building systems, equipment, and vehicles, perform inspection and maintenance on Housing Authority owned properties under their care, and may lead other maintenance staff as needed.

REPRESENTATION UNIT: LIUNA - Trades, Crafts & Labor

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

- Perform technical installation, repair, and maintenance on Housing Authority owned buildings, and properties.
- Inspect, and perform maintenance and repair work on electrical, HVAC, mechanical, plumbing, and related systems in Housing Authority owned properties.
- Make periodic inspections of Housing Authority owned facilities to ensure that appropriate maintenance work is being performed and attend to grounds conditions that need attention.
- Inspect Housing Authority owned buildings and equipment to locate and identify needed repairs or maintenance; perform needed work and ensure that safe work practices and procedures are being followed.
- Read building plans, equipment diagrams, and sketches; make direct contact with vendors to purchase specialized parts which require technical knowledge of the equipment involved.
- Review and perform scheduled preventive maintenance on boilers, hot water heaters, and other plumbing systems in Housing Authority owned properties.

- Assemble, disassemble, and move office furniture and office equipment within or between buildings; assist in the relocation of staff by ensuring the proper set up of the new areas and creating work orders for necessary supplies and equipment.
- Service and maintain electrical and mechanical building equipment and a variety of electrical and mechanical appliances in Housing Authority owned properties.
- Service and repair electrical and mechanical doors, gate locks, and latches; repair and rebuild electric motors, pumps, and compressors; use, adjust, and repair hand and power tools and equipment needed for a wide variety of maintenance projects on Housing Authority owned properties .
- Maintain inventory of office supplies, materials, and equipment, and reorder as needed.
- For Housing Authority owned properties - maintain supplies, equipment, and materials used in custodial work; ensure buildings, properties, floors, windows, and walls are clean and presentable.
- May occasionally do carpentry, plastering, painting, masonry, welding, roofing, and other trades work associated with building and equipment maintenance on Housing Authority owned properties.
- Load, haul, and deliver materials as needed including vehicles, trailers, and refuse.
- Assist with HWS' various programs including serving notice to illegal encampments, clean-up and repair of cleared sites.
- Perform minor vehicles upkeeps for Housing Authority's vehicles including, but not limited to, changing air filters, fuses, wipers, and towing; schedule service maintenance at approved facilities; coordinate services with Fleet Department on County vehicles.

RECRUITING GUIDELINES:

Knowledge of: Methods, materials, and equipment used in building maintenance and repair work, and in the operation and repair of plumbing, heating, air conditioning, and electrical systems; The methods, materials and equipment used to repair and rebuild power tools and equipment, pumps, compressors, and small motors; Safety orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

Ability to: Read and write English at the level necessary for successful job performance; Perform maintenance and repair work on plumbing, heating, air conditioning, and electrical systems, mechanical equipment, building structures, and various types of electrical appliances, pumps, and motors; Read, interpret, and work from plans, drawings, and specifications; Keep records; Follow oral and written directions; Lay out, assign, and inspect the work of other employees.

Experience: Five years of experience performing rough and finished carpentry, plumbing, electrical, air conditioning, or building plant operation and maintenance work which has provided a working knowledge in all of these fields.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Class C 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.