

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



**ITEM: 3.29
(ID # 29429)**

MEETING DATE:
Tuesday, December 09, 2025

FROM : HUMAN RESOURCES AND FLOOD CONTROL AND WATER CONSERVATION DISTRICT

SUBJECT: HUMAN RESOURCES AND FLOOD CONTROL AND WATER CONSERVATION DISTRICT: Classification and Compensation recommendation to adjust the salaries of the Assistant Environmental Specialist and Associate Environmental Specialist, create a Junior Environmental Specialist job class, and amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-9517 submitted herewith. All Districts. Current Year Cost - \$21,923, Ongoing Cost - \$39,505.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of the Assistant Environmental Specialist and Associate Environmental Specialist job class;
2. Create a Junior Environmental Specialist job class; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9517.

ACTION:Policy

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

11/20/2025


Edwin Quinonez
Edwin Quinonez

11/20/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Gutierrez 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: December 9, 2025
xc: HR, Flood

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 21,923	\$ 39,505	\$ 61,428	\$ 39,505
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Flood Control and Water Conservation District (Flood) is responsible for managing the County's stormwater infrastructure, watershed protection programs, and compliance with state and federal environmental regulations. Flood's work ensures public safety through effective flood control while preserving environmental quality across Riverside County's watersheds.

Flood requested that the Human Resources Classification and Compensation Division (Class & Comp) review the *Environmental Specialist* class series to ensure market competitiveness, as well as internal equity alignment with comparable County job classifications. The department recently restructured this classification series to better align with the current industry standards. This resulted in title changes and specification revisions. Based on the restructured classifications, external market was reviewed according to the new updates. While external market data from the surrounding 5-county region did not justify a market-based salary increase, internal analysis of similarly structured County classifications identified that the *Assistant Planner* aligns in scope and complexity to the *Assistant Environmental Specialist* (**Attachment 2**). Both classifications perform work of comparable analytical scope, technical complexity, and educational requirements, warranting salary alignment based on professional equivalency. Maintaining alignment among these classes is important for the department to maintain internal equity between both classification series. This analysis was reviewed extensively with department management and as such, it is recommended to align the *Assistant Environmental Specialist* salary with the *Assistant Planner* to ensure equitable compensation across professional disciplines (see Figure 1 below).

Furthermore, to maintain internal alignment within the series, it is recommended to adjust the salary of the *Associate Environmental Specialist's* minimum 5.5% above the proposed *Assistant* level, which will ensure internal alignment and appropriate salary spacing between classifications in the series (see Figure 1 below).

Additionally, Class & Comp is recommending the creation of a *Junior Environmental Specialist* job class. The new *Junior Environmental Specialist* class will provide a crucial entry-level job class that creates a pathway for incumbents to develop their skills and progress through the series. Due to insufficient market data, it is recommended to set the salary of this new class creation 5.5% below (at both the Min and Max) of the proposed *Assistant Environmental Specialist* job class (see Figure 1 below).

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Figure 1:

Job Classification	Current Salary		Proposed Salary	
	Min	Max	Min	Max
Associate Environmental Specialist	\$82,604	\$127,866	\$83,404	\$127,866
(%diff)	26.68%	27.71%	5.50%	16.10%
Assistant Environmental Specialist	\$65,207	\$100,124	\$79,056	\$110,136
(%diff)	n/a	n/a	5.50%	5.50%
Junior Environmental Specialist	n/a	n/a	\$74,935	\$104,39

Class & Comp recommends approval of the salary adjustments for the *Assistant Environmental Specialist* and *Associate Environmental Specialist* classes and the creation of the *Junior Environmental Specialist* classification.

Salary Adjustments

Assistant Environmental Specialist: It is recommended to adjust the salary plan/grade from SEU 272 (\$65,207 - \$100,124/year) to salary plan/grade SEU 534 (\$79,056 - \$110,136/year).

Associate Environmental Specialist: It is recommended to adjust the salary plan/grade from SEU 607 (\$82,604 - \$127,866/year) to salary plan/grade SEU 635 (\$83,404 - \$127,866/year).

Salary Adjustments

Junior Environmental Specialist: It is recommended to create this classification with the salary plan/grade SEU 488 (\$74,935 - \$104,394/year)(**Attachment 3**).

Impact on Residents and Businesses

This request does not have a direct impact on residents or businesses. However, adjusting the salary ranges of the *Assistant Environmental Specialist* and *Associate Environmental Specialist* and creating the *Junior Environmental Specialist* classification will enable Flood to effectively recruit, promote, and retain highly qualified candidates.

Additional Fiscal Information

The estimated cost with benefits for the proposed salary adjustments is based on adjusting incumbents that are currently below the proposed minimum rate up to the new minimum rate. The immediate cost for FY 25/26 is \$21,923, and \$39,505 for FY 26/27.

The estimated annual cost with benefits to fill a position for the new *Junior Environmental Specialist* is \$151,371/year.

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Attachments

1. Resolution No. 440-9517
2. Junior Environmental Specialist Class Specification
3. Salary Comparison of Environmental Specialist and Planner Series


Cesar Bernal, PRINCIPAL MGMT ANALYST 12/2/2025

1 RESOLUTION NO. 440-9517

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on December 9, 2025, that pursuant to Section 3(a)(iv) of Ordinance No. 440,
5 the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No.
6 440, operative at the beginning of the pay period following the date of approval, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
76616	+	Junior Environmental Specialist	SEU 488

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12 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of
13 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at
14 the beginning of the pay period following the date of approval, as follows:

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<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74827	Assistant Environmental Specialist	SEU 272	SEU 534
76617	Associate Environmental Specialist	SEU 607	SEU 635

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11/18/2025
440 Resolutions/KC

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3 RESOLUTION NO. 440-9517

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5 ADOPTED by Riverside County Board of Supervisors on December 9, 2025.

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7 ROLL CALL:

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

10 Nays: None

11 Absent: None

12 Abstain: None

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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.

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17 KIMBERLY A. RECTOR, Clerk of said Board

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19 By:  _____

20 Deputy

Salary	Environmental Specialist	Planner
\$123,657 - \$169,423		Principal Planner
\$94,812 - \$146,808	Senior Environmental Specialist	
\$101,649 - \$142,244		Senior Planner
\$82,604 - \$127,866	Associate Environmental Specialist	
\$90,389 - \$126,470		Associate Planner
\$79,056 - \$110,136		Assistant Planner
\$65,207 - \$100,124	Assistant Environmental Specialist	



JUNIOR ENVIRONMENTAL SPECIALIST

Class Code: 76616

COUNTY OF RIVERSIDE
Established Date: Dec 11, 2025
Revision Date: Dec 11, 2025

SALARY RANGE

\$36.03 - \$50.19 Hourly
\$6,244.55 - \$8,699.53 Monthly
\$74,934.57 - \$104,394.39 Annually

CLASS CONCEPT:

Under close supervision, performs a variety of basic environmental planning or environmental regulatory compliance activities, developing an understanding of the planning, operating and engineering characteristics of stormwater and flood control systems; performs other related duties as required.

The Junior Environmental Specialist is the trainee/entry level position in the Environmental Specialist series and reports to an appropriate supervisory or manager level position. The series includes positions ranging from Junior Environmental Specialist to Senior Environmental Specialist, with opportunities for advancement to Environmental Project Manager and Flood Control Division Chief. Incumbents are generally given environmental planning or environmental regulatory compliance assignments of a more routine, less complex nature. The work is characterized by the ability to perform a wide scope of environmental and planning activities requiring a basic understanding of stormwater/flood control systems.

The Junior Environmental Specialist is distinguished from the Assistant Environmental Specialist in that the latter is the intermediate working level classification that operates with greater independence, taking on more complex flood control, environmental planning, and/or environmental regulatory compliance assignments.

The Junior Environmental Specialist is a natural progression underfill for the Assistant Environmental Specialist. Incumbents are eligible to promote to the Assistant Environmental Specialist upon successful completion of their probationary period, which would include a satisfactory performance evaluation and any additional qualification requirements.

Positions are assigned to one of two functional tracks: Track I – Watershed Protection or Track II – Regulatory and Environmental Planning. Both career tracks require creative solutions that balance providing critical public safety infrastructure, while also protecting our waterways and the natural environment.

Track I – Watershed Protection:

Positions assigned to the Watershed Protection Division ensure the District's compliance with environmental laws and regulations governing the construction, operation, and maintenance of

stormwater management infrastructure including the Clean Water Act Section 402, the Porter-Cologne Water Quality Control Act, three Areawide Phase I Municipal National Pollution Discharge Elimination Systems (NPDES) Stormwater Permits and related state and federal water quality regulations. Incumbents assist with developing and implementing regional compliance strategies, conducting water quality monitoring and research, and supporting stakeholder engagement efforts.

Track II – Regulatory and Environmental Planning:

Positions assigned to the Regulatory Division ensure compliance with environmental regulations related to long-range planning, facility design and construction, maintenance and repair projects, and developing and managing mitigation sites/conservation lands. Incumbents apply regulatory requirements under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), the state and federal Endangered Species Acts, California Fish and Game Code Section 1600, Clean Water Act Sections 401 and 404, and the Western Riverside County and the Coachella Valley Multiple Species Habitat Conservation Plans (MSHCPs). Incumbents in this track assist with regulatory permitting, species and habitat management, prepare or review environmental documents and technical studies, and coordinate with internal staff, public agencies, and external stakeholders as needed to ensure effective project delivery.

REPRESENTATION UNIT: SEIU - Professional

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

TRACK I: WATERSHED PROTECTION:

- Assist with field investigations and collection of biotic, inorganic, and organic water and sediment quality samples in flood control channels, waterways and storm drains; perform routine field analysis and record observations; interpret results from chemical and physical analyses; collect samples of water, soils, sediment, groundwater, and other environmental media.
- Assist with research and statistical analyses of environmental data, comparing findings with environmental quality objectives and benchmarks to assess impacts and prepare preliminary recommendations.
- Assist in researching, reviewing, and interpreting current and proposed regulatory requirements, evaluate implementation of regulatory program requirements by the District and outside agencies.
- Assist in review and preparation of regulatory program reports, presentations, training materials, or other related materials, including coordination with District staff and outside agencies.
- Assist with maintaining computer-based data systems which may include hydrologic, water quality, meteorological, and other environmental or geospatial data; may assist with geospatial analyses using geographical information system (GIS) software or similar software/computer programs.
- Attend technical committees and stakeholder meetings for stormwater quality or water conservation related studies and projects conducted by the District or other agencies.
- Assist with research and applications for grants and other funding from various sources; assist with support documentation and grant submittals and tracking.
- Utilize Microsoft Office and ESRI GIS software applications in daily work activities.

TRACK II: REGULATORY AND ENVIRONMENTAL PLANNING:

- Conduct research on local, state and federal environmental laws and regulations to support long-range planning, capital improvement project development and maintenance of facilities and mitigation/conservation lands.

- Assist in the preparation of various environmental documents and related technical studies in support of CEQA/NEPA, habitat assessments, regulatory permits, and/or the County's MSHCPs.
- Assist in the preparation of applications for regulatory permits such as CWA 404 permits, CWA 401 certification and FCG 1602 stream bed alteration agreements.
- Assist in preparing requests for proposals (RFPs) for consultants, reviewing and comparing consultant proposals, scope of work, budgets, schedules, and invoices.
- Assist with field surveys to gather data on natural resources and site conditions to establish baseline data and assess impacts.
- Assist with site assessments, habitat assessments, species surveys, and nesting bird surveys.
- Assist with research and applications for grants and other funding from various sources; prepare and gather support documentation and track grant submittals and requirements for compliance.

RECRUITING GUIDELINES:

BOTH TRACKS

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in environmental sciences, environmental engineering, urban or environmental planning, biological or ecological sciences, geography, archeology, hydrology, geology, chemistry, civil engineering, or a closely related field.

TRACK I: WATERSHED PROTECTION

Knowledge of: Local, state and federal environmental laws, regulations, and standard practices, including Clean Water Act (402), Porter-Cologne Water Quality Control Act, Title 40 of the Code of Federal Regulations, California Water Code, and other applicable state and federal regulations and guidance pertaining to NPDES Permitting, Waters of the U.S. and Waters of the State and Waste Discharge Requirements; basic principles of stormwater management, and social, economic and environmental conditions which affect public works planning and practices.

Ability to: Conduct site assessments and/or water quality investigations; research, compile, analyze, and interpret environmental and water quality data; communicate effectively orally and in writing in a variety of situations; establish and maintain cooperative relationships with those contacted in the course of work; analyze complex problems, technical studies and documents; develop and evaluate alternative solutions, and recommend effective courses of action pursuant to NPDES compliance.

TRACK II: REGULATORY AND ENVIRONMENTAL PLANNING

Knowledge of: Local, state and federal environmental laws, regulations, and standard practices, such as CEQA, NEPA, FESA, CESA, AB-52, Migratory Bird Treaty Act, Fish and Game Code Section 1600 et seq., Waters of the State and Water of the U.S., Clean Water Act Sections 401 and 404, and the Western Riverside County and the Coachella Valley Multiple Species Habitat Conservation Plans (MSHCPs); basic principles of water resource management, and social, economic and environmental conditions which affect public works planning general principles and practices of urban and public works planning.

Ability to: Conduct site assessments and site reconnaissance; research, compile, analyze, and interpret environmental quality data; analyze environmental impacts and make recommendations to minimize or avoid these impacts and comply with federal, state and local laws; communicate effectively orally and in writing in a variety of situations; establish and maintain cooperative relationships with these contacted in the course of work; analyze complex planning problems, technical studies and documents, and develop alternative solutions.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required.

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.