

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



**ITEM: 3.33**  
(ID # 29259)

**MEETING DATE:**  
Tuesday, December 16, 2025

**FROM :** HUMAN RESOURCES AND FLOOD CONTROL AND WATER CONSERVATION DISTRICT

**SUBJECT:** HUMAN RESOURCES & FLOOD CONTROL AND WATER CONSERVATION DISTRICT: Classification and Compensation recommendation to adjust the salaries of the Buyer job class series; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9515, All Districts. [Current Year Cost – \$18,065, Ongoing Cost - \$36,131 – 100% Department Budgets]

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

1. Approve the recommendation to adjust the salaries of the Buyer job class series (Buyer Assistant/Buyer Trainee/I/II/Buyer I - Parks/II - Parks); and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9515.

**ACTION:Policy**

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

11/20/2025

*Claudio Padres*  
Claudio Padres, ASST CHF FLOOD CONTROL ENG

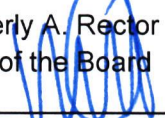
12/2/2025

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: Medina  
Date: December 16, 2025  
xc: HR, Flood

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

<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>	\$18,065	\$36,131	\$54,196	\$36,131
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 100% Department Budgets</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 25/26</b>	

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

**BACKGROUND:**

**Summary**

The Human Resources' Classification and Compensation Division (Class and Comp) received a request from the Flood Control and Water Conservation District to perform a market study on the *Buyer* job class series (Buyer Assistant/Sr. Buyer Assistant/Buyer Trainee/I/II/Buyer I-Parks/II-Parks), many of which are used in other County departments. A complete list of all 19 County departments affected by this market review is highlighted below in the *Additional Fiscal Information* section. All impacted departments were informed and agreed to proceed with the market review.

The Riverside County Flood Control and Water Conservation District (Flood) responsibly manages floodwaters, works with local water districts to capture and recharge stormwater runoff, and partners with local jurisdiction to protect the health of the county's lakes, rivers, and streams. Among its eleven divisions, the Finance Division oversees all financial operations, including procurement and purchasing functions. The *Buyer* job class series is used in Flood (as well as various County departments) to purchase or negotiate purchasing materials, supplies, equipment and services.

The *Buyer* job class series is comprised of both LIUNA and SEIU-represented job classifications, which has (over time) created an inconsistent career/salary progression within the series. As such, Class and Comp conducted a 5-County market review (where available) on the *Buyer* job class series, which highlights that the majority of job classes are under market (**Attachment 2 - 5**). Based on market data and to ensure a consistent career/salary progression within the series, Class and Comp is recommending the following proposed salary adjustments to the *Buyer* job class series (see *Figure 1* below).

Figure 1:

<b>Job Classification</b>	<b>Current Salary</b>		<b>Proposed Salaries</b>		<b>Recommended Action</b>
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>	
Buyer II / Buyer II - Parks	\$66,710	\$82,305	\$68,635	\$93,643	Bring to market Min. & Max.
(% difference)	17.03%	10.13%	9.62%	10.75%	
Buyer I - Parks	\$57,001	\$74,735	\$62,613	\$84,555	Bring to market Min. & Max.

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

Buyer I	\$57,001	\$74,048			
(% difference)	10.48%	17.20%	14.29%	11.12%	
Buyer Trainee	\$51,594	\$63,182	\$54,782	\$76,092	Bring to market Min & Sr. Buyer Asst. Max.
(% difference)	0.90%	-16.97%	7.13%	0.00%	
Senior Buyer Assistant	\$51,135	\$76,092	\$51,135	\$76,092	No salary adjustment (no market data).
(% difference)	14.74%	14.73%	6.64%	14.73%	
Buyer Assistant	\$44,566	\$66,325	\$47,951	\$66,325	Bring to market Min & no change to Max.

**Salary Adjustments:**

With the implementation of the proposed salary adjustments, costs will be incurred to bring incumbents below the new minimum salary up to the new minimum salary. All employee anniversary dates are to be preserved. All approximate costs are detailed and summarized below.

**Buyer Assistant:** It is recommended to adjust the salary plan/grade LIU 311 (\$44,566 - \$66,325/year) to salary plan/grade LIU 383 (\$47,951 - \$66,325/year). There are currently no incumbents in this classification below the new minimum salary.

**Buyer Trainee:** It is recommended to adjust the salary plan/grade ESEU 182 (\$51,594 - \$63,182/year) to salary plan/grade ESEU 202 (\$54,782 - \$76,092/year). There are currently no incumbents in this classification below the new minimum salary.

**Buyer I:** It is recommended to adjust the salary plan/grade SEU9 269 (\$57,001 - \$74,048/year) to salary plan/grade SEU9 339 (\$62,613 - \$84,555/year). There are currently 4 incumbents below the new minimum salary. The cost to bring the 4 incumbents up to the new minimum will be approximately \$9,093 in salaries and benefits for FY 25/26.

**Buyer I - Parks:** It is recommended to adjust the salary plan/grade PKG 235 (\$57,001 - \$74,735/year) to salary plan/grade PKG 255 (\$62,613 - \$84,555/year). There is currently 1 incumbent below the new minimum salary. The cost to bring the sole incumbent up to the new minimum will be approximately \$4,068 in salaries and benefits for FY 25/26.

**Buyer II:** It is recommended to adjust the salary plan/grade SEU9 378 (\$66,710 - \$82,305/year) to salary plan/grade SEU9 395 (\$68,635 - \$93,643/year). There are currently 4 incumbents below the new minimum salary. The cost to bring the 4 incumbents up to the new minimum will be approximately \$4,904 in salaries and benefits for FY 25/26.

**Buyer II - Parks** It is recommended to adjust the salary plan/grade PKG 280 (\$66,710 -

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

\$82,305/year) to salary plan/grade PKG 285 (\$68,635 - \$93,643/year). There are currently no incumbents in this classification.

**Impact on Residents and Businesses**

This request does not have a direct impact on residents and businesses. Adjusting the salary ranges for the above job classifications will position the County to provide a competitive salary that is within market, maintain a consistent career/salary progression, and better equip the County to continue to attract and retain staff in the *Buyer* job series positions.

**Additional Fiscal Information**

The immediate cost to grant all existing incumbents below the current minimum base salary to the new, proposed minimum base salary is approximately \$18,065 for current FY 25/26, which includes benefits. The estimated current FY 25/26 and FY 26/27 cost with benefits for each department is listed below in *Figure 2*.

Figure 2:

<b>Department</b>	<b>Current FY 25/26</b>	<b>FY 26/27</b>
Flood Control	\$4,069	\$8,137
Parks	\$4,069	\$8,137
Assessor-County Clerk-Recorder	\$2,454	\$4,907
RUHS - Behavioral Health	\$5,205	\$10,415
District Attorney	\$1,395	\$2,791
RUHS - Medical Center	\$718	\$1,435
Fire	\$155	\$309
Animal Services	\$0	\$0
Department of Public Social Services	\$0	\$0
Emergency Medical Department	\$0	\$0
Facilities Management	\$0	\$0
Office on Aging	\$0	\$0
Probation	\$0	\$0
Riverside County Information Technology	\$0	\$0
RUHS - Public Health	\$0	\$0
Waste Resources	\$0	\$0
Department of Child Support Services*	\$0	\$0
Purchasing and Fleet*	\$0	\$0
TLMA*	\$0	\$0
<b>TOTAL</b>	<b>\$18,065</b>	<b>\$36,131</b>

\*No Filled positions (Budgeted positions only).

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

All affected departments have approved the recommended salary adjustments, and any associated salary increases. All costs will be absorbed through the departments' respective budgets and budget adjustments are not required.

**ATTACHMENTS**

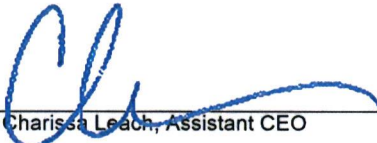
1. Resolution No. 440-9515
2. Market Survey - Buyer Assistant;
3. Market Survey - Buyer Trainee;
4. Market Survey - Buyer I; and
5. Market Survey - Buyer II.

  
Don Kent, Chief Finance Officer 12/4/2025

  
Jennifer Cruikshank, Chief Executive Officer – Health System 12/4/2025

  
Kimberly Britt, ASST COUNTY EXECUTIVE OFFICER 12/4/2025

  
Michelle Paradise, ACEO 12/9/2025

  
Charissa Leach, Assistant CEO 12/10/2025

  
Sarah Franco, Assistant County Executive Officer 12/10/2025

  
Cesar Bernal, PRINCIPAL MGMT ANALYST 12/10/2025

1 RESOLUTION NO. 440-9515

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 16, 2025, that pursuant to Section 8(c) 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

8

9 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
10 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
11 15808	Buyer Assistant	LIU 311	LIU 383
12 15811	Buyer I	SEU9 269	SEU9 339
13 85009	Buyer I – Parks	PKG 235	PKG 255
14 15812	Buyer II	SEU9 378	SEU9 395
15 85066	Buyer II – Parks	PKG 280	PKG 285
16 15809	Buyer Trainee	ESEU 182	ESEU 202

17 ROLL CALL:

18 Ayes: Spiegel, Washington, Perez, and Gutierrez

19 Nays: None

20 Absent: Medina

21 Abstain: None

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

24 KIMBERLY A. RECTOR, Clerk of said Board

25   
26 By: \_\_\_\_\_  
27 Deputy

28 /kc  
11/12/2025  
440 Resolutions\KC

# Attachment 2

# External Market Survey Data

**Classification Name: Buyer Assistant**

**Riv Co Class Code: 15808**

Market Research							Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC	
Los Angeles County	Procurement Aid	2343		\$64,629	#DIV/0!	\$32,314			
Orange County	No comparable classification	n/a	n/a	n/a	n/a	n/a			
San Bernardino County	Buying Assistant	19147	\$49,067	\$67,496	37.56%	\$58,282			
San Diego County	Purchasing Clerk	2611	\$51,106	\$62,837	n/a	n/a			
Ventura County	Purchasing Technician	1431	\$43,680	\$58,571	34.09%	\$51,126			
	County Mean:		\$47,951	\$63,383	32.18%				
	County Median:		\$46,374	\$63,733	37.43%				
<b>Riverside County</b>	Buyer Assistant	15808	\$44,566	\$66,325	48.82%				
	Dollar difference from Mean:		<b>-\$3,385</b>	<b>\$2,942</b>					
	Percentage difference from mean:		<b>-7.06%</b>	<b>4.64%</b>					
	Dollar difference from median:		<b>-\$1,807</b>	<b>\$2,592</b>					
	Percentage difference from median:		<b>-3.90%</b>	<b>4.07%</b>					

Notes:

Run Date: 5/23/2024

Date Prepared/Revised: 7/24/2025

By:

# Attachment 3

# External Market Survey Data

**Classification Name: Buyer Trainee**

**Riv Co Class Code: 15809**

Market Research							Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC	
Los Angeles County	No comparable classification	n/a	n/a	n/a	n/a	n/a			
Orange County	Procurement Buyer Trainee	9000GE	\$52,146	\$70,221	34.66%	\$61,183			
San Bernardino County	Buyer I	2102	\$52,790	\$72,592	37.51%	\$62,691			
San Diego County	Assistant Procurement Specialist	2601	\$58,448	\$75,483	29.15%	\$66,966			
Ventura County	Buyer	290	\$55,745	\$78,006	39.93%	\$66,876			
	County Mean:		\$54,782	\$74,076	35.22%				
	County Median:		\$54,268	\$74,038	36.43%				
<b>Riverside County</b>	Buyer Trainee	15809	\$51,594	\$63,182	22.46%				
	Dollar difference from Mean:		<b>-\$3,189</b>	<b>-\$10,894</b>					
	Percentage difference from mean:		<b>-5.82%</b>	<b>-14.71%</b>					
	Dollar difference from median:		<b>-\$2,674</b>	<b>-\$10,856</b>					
	Percentage difference from median:		<b>-4.93%</b>	<b>-14.66%</b>					

Notes:

Run Date: 5/23/2024

Date Prepared/Revised: 7/24/2025

By:

# Attachment 4

# External Market Survey Data

**Classification Name: Buyer I**

**Riv Co Class Code: 15811**

Market Research							Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC	
Los Angeles County	Procurement Assistant I	2344	\$53,317	\$71,855	34.77%	\$62,586			
Orange County	Procurement Buyer	9005GE	\$72,155	\$97,282	34.82%	\$84,718			
San Bernardino County	Buyer II	2103	\$59,738	\$81,994	37.26%	\$70,866			
San Diego County	Procurement Specialist	2610	\$66,477	\$85,800	29.07%	\$76,138			
Ventura County	Senior Buyer	1573	\$61,380	\$85,843	39.86%	\$73,612			
	County Mean:		\$62,613	\$84,555	35.04%				
	County Median:		\$61,380	\$85,800	39.78%				
<b>Riverside County</b>	Buyer I	15811	\$57,001	\$74,048	29.90%				
	Dollar difference from Mean:		<b>-\$5,612</b>	<b>-\$10,507</b>					
	Percentage difference from mean:		<b>-8.96%</b>	<b>-12.43%</b>					
	Dollar difference from median:		<b>-\$4,379</b>	<b>-\$11,752</b>					
	Percentage difference from median:		<b>-7.13%</b>	<b>-13.70%</b>					

Notes:

Run Date: 5/23/2024

Date Prepared/Revised: 7/24/2025

By:

# Attachment 5

# External Market Survey Data

**Classification Name: Buyer II**

**Riv Co Class Code: 15812**

Market Research							Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC	
Los Angeles County	Procurement Assistant II	2346	\$59,428	\$80,084	34.76%	\$69,756			
Orange County	Senior Procurement Buyer	9006GE	\$76,190	\$102,731	34.83%	\$89,461			
San Bernardino County	Buyer III	2105	\$70,845	\$97,344	37.40%	\$84,094			
San Diego County	No comparable classification	n/a	n/a	n/a	n/a	n/a			
Ventura County	Principal Buyer	1607	\$68,077	\$94,412	38.68%	\$81,244			
	County Mean:		\$68,635	\$93,643	36.44%				
	County Median:		\$69,461	\$95,878	38.03%				
<b>Riverside County</b>	Buyer II	15812	\$66,710	\$82,305	23.38%				
	Dollar difference from Mean:		<b>-\$1,925</b>	<b>-\$11,337</b>					
	Percentage difference from mean:		<b>-2.80%</b>	<b>-12.11%</b>					
	Dollar difference from median:		<b>-\$2,751</b>	<b>-\$13,572</b>					
	Percentage difference from median:		<b>-3.96%</b>	<b>-14.16%</b>					

Notes:

Run Date: 5/23/2024

Date Prepared/Revised: 7/24/2025

By: