

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



ITEM: 3.29
(ID # 20209)

MEETING DATE:
Tuesday, October 18, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to adjust the salaries of various Secretarial related classifications, and establish a new Executive Assistant I, Executive Assistant I-CN, Executive Assistant II, Executive Assistant II-CN, Executive Assistant III, Executive Assistant III-At Will, Executive Assistant IV, and Executive Assistant IV- At Will classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9299, All Districts. [Total Cost \$145,000, with an ongoing cost of \$87,000, 100% Department Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the salary adjustments to the various Secretarial related classifications.
2. Approve the creation of the Executive Assistant I classification.
3. Approve the creation of the Executive Assistant I-CN classification.
4. Approve the creation of the Executive Assistant II classification.
5. Approve the creation of the Executive Assistant II-CN classification.
6. Approve the creation of the Executive Assistant III classification.
7. Approve the creation of the Executive Assistant III-At Will classification.
8. Approve the creation of the Executive Assistant IV classification.
9. Approve the creation of the Executive Assistant IV-At Will classification.
10. Amend Ordinance No. 440 pursuant to Resolution No. 440-9299.

ACTION:Policy


Michael Bowers, Assistant HR Director 10/5/2022

MINUTES OF THE BOARD OF SUPERVISORS

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$58,000	\$87,000	\$145,000	\$87,000
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Departmental Budgets			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resources Classification and Compensation Division conducted a County-wide review of existing secretarial related classifications and as a result, are recommending salary adjustments for various classifications. The recommended salary adjustments are to ensure that the County’s secretarial classifications are market-competitive, while also taking into consideration internal parity among related classifications, prior class creation/salary agreements, and proper career/salary structure.

Additionally, upon reviewing all secretarial related classifications in the county, it was identified that there are roughly 26 different existing classifications responsible for providing some level of secretarial support to the various leadership roles throughout the county. A deeper review of the classification concepts of each yielded that there is overlap among these roles, in addition to salary inequities between the various levels. As such, it is recommended to create a new four level series where each level is clearly distinguished by the level of management to which incumbents provide support, in addition to department size where warranted.

Salary Adjustments:

Incumbents below the new minimum will be adjusted accordingly. Additionally, all impacted departments have indicated that they would like to grant an immediate 4% (or up to the new max if less than 4%) increase to their existing incumbents who have been at the maximum base salary for over 1 year (with retention of their current anniversary date).

District Attorney Secretary: It is recommended to adjust the salary plan/grade LIU 459 (\$48,699 - \$70,746/year). to salary plan/grade LIU 549 (\$54,522 - \$75,804/year). There are currently 12 budgeted/filled positions in this classification; 4 incumbents are currently at the maximum salary for over 1 year.

Executive Secretary: It is recommended to adjust the salary plan/grade LIU 459 (\$48,699 - \$70,746/year). to salary plan/grade LIU 549 (\$54,522 -

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\$75,804/year). There are currently 6 budgeted/filled positions in this classification however, none of them have been at maximum salary for over 1 year.

Executive Secretary-CN: It is recommended to adjust the salary plan/grade MCO 263 (\$44,418-\$70,746/year). to salary plan/grade MCO 389 (\$54,522 - \$75,804/year). There are currently 2 budgeted/filled positions in this classification; 1 incumbent is currently at maximum salary for over 1 year.

Elected Official Executive Assistant: It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 3 budgeted/filled positions in this classification; 1 incumbent is currently below the new minimum

CEO Executive Assistant: It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 1 budgeted/filled position in this classification; This incumbent is currently at maximum salary for over 1 year.

Assistant CEO Executive Assistant: It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 5 budgeted/filled positions in this classification; 3 incumbents are currently below the new minimum.

Clerk of the Board Executive Assistant: It is recommended to adjust the salary plan/grade MCO 344 (\$51,440-\$85,700/year). to salary plan/grade MCO 590 (\$74,737 - \$102,508/year). There are currently 1 budgeted/filled position in this classification; This incumbent is currently at maximum salary for over 1 year.

Classification Additions:

Executive Assistant I: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 338 (\$41,545 - \$60,310/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Executive Assistant I-CN: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 226 (\$41,545 - \$60,310/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

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Executive Assistant II: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 436 (\$47,104 - \$68,425/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Executive Assistant II-CN: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 298 (\$47,104 - \$68,425/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Executive Assistant III: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 389 (\$54,522 - \$75,804/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Executive Assistant III-AT WILL: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 423 (\$57,521 - \$79,973/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Executive Assistant IV: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 441(\$60,848 - \$80,146/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Executive Assistant IV-AT WILL: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 475 (\$64,195 - \$84,544/year). This request is only to add the classification and there is no immediate financial impact associated with this request.

Additional Fiscal Information

The cost above is strictly related to the classifications receiving a salary adjustment which includes bringing incumbents up to the new minimum or granting all existing incumbents who have been at the maximum base salary for over 1 year a 4% increase in pay (or up to the new max if less than 4%). All departments with incumbents in the impacted classifications have approved the recommended salary adjustments and any associated salary increases, which will be absorbed through their respective budgets. Budget adjustments are not required.

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The creation of the new Executive Assistant series job classifications will have no immediate upfront costs to the Department(s). Impacted incumbents will be reclassified, and Department(s) will add the appropriate at-will position(s) to their budget via a Classification Transaction Request at a later date and appoint incumbents as appropriate.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses.

ATTACHMENTS

1. Resolution No. 440-9299
2. Executive Assistant Series External Market Review
3. Executive Assistant I Class Specification
4. Executive Assistant I-CN Class Specification
5. Executive Assistant II Class Specification
6. Executive Assistant II-CN Class Specification
7. Executive Assistant III Class Specification
8. Executive Assistant III-AT WILL Class Specification
9. Executive Assistant VI Class Specification
10. Executive Assistant VI-AT WILL Class Specification


Meghan Hahn, Senior Management Analyst 10/6/2022