

CLASSIFICATION MAINTENANCE STUDIES

RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

8. Effective May 5, 2023, adjust the pay grades for Custodian (Title Code 1440OS), Custodian Leadworker (Title Code 1446SM), Supervising Custodian I (Title Code 1448SM), Supervising Custodian II (Title Code 1450SM), and Custodial Services Supervisor (Title Code 1455SM).
9. Effective May 5, 2023, approve new title description and set pay grade for Board of Supervisors Chief of Staff (Title Code: 8236MB).
10. Effective May 5, 2023, approve and adopt new Salary Schedule (ML-B) included as Attachment I.

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA), Teamsters Local 952, and the County of Orange, along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are recommended updates to the pay ranges for the Custodial Series, along with one new Executive level class title and associated salary schedule.

The goal of the maintenance studies was to update the classification specifications, review the organizational structure of the occupational series, and evaluate the current salaries in relation to comparable public employer organizations. The maintenance study ensures that the job descriptions, working conditions, and minimum qualifications are accurate, and compensation is fair and competitive.

Maintenance Study Process

The maintenance study process involves analysis to identify the need to create, modify, or delete classifications, update, or create job duties described in classification specifications, identify necessary changes to minimum qualifications, and delineate the physical, environmental, and mental characteristics of a classification. HRS reviews comparable classification specifications from local jurisdictions and collaborates with department management, subject matter experts, and labor organizations to review and update existing classification specifications. Changes to classification specifications ensure that: the duties and levels of responsibility are current; the classification occupational series have the appropriate structure to meet departmental workload demands in an efficient manner; and minimum qualifications are at an appropriate level to attract candidates with the necessary skills, knowledge, and abilities to perform the expected duties.

The market salary study and analysis consist of identifying comparators from surrounding public agencies to determine if current salaries are consistent with market salary averages. If it is determined that the minimum salary of a proposed pay grade is below the average within the market or is below the previously advertised minimum salary for the classification, an advanced recruiting step may be requested. HRS analyzes data from previous recruitments and internal employee separation reports and reviews current staffing levels to determine if current salaries affect employee recruitment and retention. In addition to identifying comparable salaries, comparators' current labor agreements are reviewed to identify and consider additional premium pay, allowances, and future negotiated salary adjustments offered by comparators.

Custodial Series

The custodial series consists of the Custodian class which provides janitorial services in and around County buildings, Custodian Leadworker which provides direction and also performs janitorial duties, Supervising Custodian which oversees the work of custodian crews and Custodial Services Supervisor which is a single incumbent position that plans, organizes, and directs the custodial services for facilities maintained by a department. These classifications are assigned to the Orange County Public Works (OCPW) and Sheriff-Coroner departments.

HRS conducted a market salary survey and determined that the pay range for Custodian classification is 1.8% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Custodian:

Organization	Title Description	Maximum Monthly Pay
City of Santa Ana	Custodian	\$4,600
City of Los Angeles	Custodian	\$4,364
County of Ventura	Custodian II	\$4,125
County of Los Angeles	Custodian	\$3,798
City of Long Beach	Maintenance Assistant I	\$3,709
County of San Bernardino	Custodian	\$3,624
County of Riverside	Custodian	\$3,612
City of San Diego	Custodian II	\$3,234
	Average Monthly Maximum Salary of Comparators	\$3,883
County of Orange	Custodian	\$3,814
	Variance Below Market Average	1.8%

HRS also conducted a market salary survey for the Supervising Custodian II classification and determined that the pay range is 13.06% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Supervising Custodian II:

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Head Custodian Supervisor	\$6,240
City of Santa Ana	Custodian Supervisor	\$6,050
County of Los Angeles	Senior Custodian Supervisor	\$5,140
County of Ventura	GSA Custodian Supervisor	\$4,668
County of Riverside	Custodial Supervisor	\$4,345
City of San Diego	Supervising Custodian	\$3,876
	Average Monthly Maximum Salary of Comparators	\$5,053
County of Orange	Supervising Custodian II	\$5,812
	Variance Above Market Average	13.06%

Following an assessment of the internal salaries, external market data, and to maintain appropriate pay differentials within the Custodial series, HRS requests approval to adjust the pay grades as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1440OS	Custodian	BC-33 \$2,991 - \$3,814	1440OS	Custodian	T-10 \$3,004 - \$4,042
1446SM	Custodian Leadworker	AC-38 \$3,474 - \$4,593	1446SM	Custodian Leadworker	C-16 \$3,526 - \$4,625
1448SM	Supervising Custodian I	A5-41 \$3,546 - \$4,727	1448SM	Supervising Custodian I	C-18 \$3,624 - \$4,881
1450SM	Supervising Custodian II	AC-47 \$4,339 - \$5,812	1450SM	Supervising Custodian II	C-25 \$4,380 - \$5,902
1455SM	Custodial Services Supervisor	A5-57 \$5,394 - \$7,261	1455SM	Custodial Services Supervisor	C-33 \$5,439 - \$7,334

The following table provides a position summary following approval of the proposed classification changes:

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
35	Custodian	35	Custodian	6%
8	Custodian Leadworker	8	Custodian Leadworker	0.7%
0	Supervising Custodian I	0	Supervising Custodian I	3.3%
3	Supervising Custodian II	3	Supervising Custodian II	1.6%
1	Custodial Services Supervisor	1	Custodial Services Supervisor	1.0%

If approved, OCPW and the Sheriff-Coroner's budgets will absorb the approximate \$97,521 annual cost of implementing the proposed changes as follows:

Department	Title Description	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Sheriff-Coroner	Custodian	\$9,170	19.6% NCC 80% State .4% Other	\$1,797
OC Public Works	Custodian	\$79,869	27% NCC 73% Fees	\$21,565
	Custodian Leadworker	\$3,373	30% NCC 70% Fees	\$1,012
	Supervising Custodian I	\$0	N/A	\$0
	Supervising Custodian II	\$3,854	51% NCC 49% Fees	\$1,966
	Custodial Services Supervisor	\$1,255	40% NCC 60% Fees	\$502
	Total	\$97,521	Total	\$26,842

BOS Chief of Staff

HRS requests approval and adoption of BOS Chief of Staff (Title Code 8363MB) and ML-B Salary Schedule. The BOS Chief of Staff classification will be utilized for exempt at-will staff serving as a principal assistant to a member of the Board of Supervisors. Incumbents assigned to these roles are currently allocated to the generic class title of Executive Assistant (Title Code 8362MB). Creation of this new class title and salary schedule will allow for a specific class title associated with the increased responsibility of this board assignment along with a more appropriate associated salary range. The salary range proposed, ML-B, is in direct alignment to the minimum and advertised maximum of the new management pay grade M-6. Future salary range increases to the ML-B salary schedule will be tied to Board approval and adoption of range adjustments to the M-6 pay grade. This request does not immediately result in any additional associated costs.