

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

619



FROM: Human Resources Department

SUBMITTAL DATE:
September 26, 2006

SUBJECT: Classification addition to the Riverside County Regional Medical Center (RCRMC); and amend Ordinance No. 440 pursuant to Resolution No. 440-8688.

RECOMMENDED MOTION: That the Board adopt the recommendation in the attached Resolution No. 440-8688.

BACKGROUND: The following recommendation is the result of an Exception Study conducted by the Human Resources Department at the request of RCRMC. The study indicated that an on-site 'Inspector of Record' (IOR), certified by The Office of Statewide Health Planning and Development (OSHPD), is required for all ongoing construction, modification and renovation projects for medical facilities that provide overnight patient accommodation.

Departmental Concurrence

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

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|---------------------------|-------------------------------|------|-------------------------|-----------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$ 0 | In Current Year Budget: | No |
| | Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment: | No |
| | Annual Net County Cost: | \$ 0 | For Fiscal Year: | 2006/2007 |

| | | |
|-------------------------|----------------------------------|--------------------------|
| SOURCE OF FUNDS: | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| | Requires 4/5 Vote | <input type="checkbox"/> |

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Policy Policy

Consent Consent

Dep't Recomm.:
Per Exec. Ofc.:

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Prev. Agn. Ref.: | **District:** | **Agenda Number:**

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CLASSIFICATION ADDITION: RCRMC

OSHPD Inspector of Record: It is recommended that the class of OSHPD Inspector of Record (IOR) be established at salary plan/grade UPE 625/L11 (\$61,907 - \$80,808). The County OSHPD IOR would be assigned to inspect and approve new construction and renovation of County medical facilities; including RCRMC, and the Mental Health Department. The incumbent must approve and sign-off on all OSHPD regulated construction work or the County would be in violation of State law. All OSHPD IORs must be certified by the OSHPD through a comprehensive certification program culminating in a thorough examination.

A compensation survey of California jurisdictions and private sector firms was conducted in July, 2006. Only the State of California had an equivalent classification match: The 'Compliance Officer, Health Facilities Construction' (\$65,100 - \$79,123) employed by OSHPD. There are approximately 640 Level A OSHPD Inspectors State-wide. The County's 'Principal Construction Inspector' class (\$52,794 - \$76,605) comes closest to internal parity for the OSHPD IOR. Providing an approximate 5.5% salary increase over this range would afford appropriate recognition for the possession of the OSHPD Class A Hospital Inspector License. This results in an annual salary of \$61,907 - \$80,808.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. A draft classification specification is attached.



OSHPD INSPECTOR OF RECORD

Class Code: 33229

COUNTY OF RIVERSIDE

Established Date: Sep 28, 2006

Revision Date: Sep 28, 2006

SALARY RANGE (approximate)

\$29.76 - \$38.85 Hourly \$5,158.92 - \$6,734.00 Monthly \$61,907.04 - \$80,808.00 Annually

CLASS CONCEPT:

Under general direction of the Riverside County Regional Medical Center (RCRMC) Chief Operating Officer, performs technical and administrative duties in connection with all County medical and mental health facility construction and alteration projects, including functional supervision over all County and contract tradespersons and managers assigned to construct or alter existing County medical structures that are subject to the California Office of Statewide Health Planning and Development (OSHPD).

OSHPD requires that all construction and/or alteration projects for medical facilities that afford patients overnight care and lodging be inspected by a state licensed OSHPD Inspector Of Record to ensure compliance with OSHPD regulations and standards.

REPRESENTATION UNIT: Inspections and Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Inspects, monitors and oversees all construction planning, design and cost estimating activities of medical facilities subject to OSHPD standards; monitors construction management and inspection efforts; resolves conflicts between cost/technical constraints and user needs; assists medical staff with space planning and allocation studies for the purpose of long range construction planning.
- Acts as the County's representative to contractors, design professionals, OSHPD, other government agencies, and testing and inspection personnel associated with OSHPD construction or alteration projects in order to resolve conflicts and ensure OSHPD compliance; communicates County needs and desires to construction firms.
- Reviews and analyzes architect-engineering (A-E) firm design/study submittals for compliance with County, engineering and OSHPD requirements; prepares recommendations to County management relative to complex A-E firm design and material submittals.
- Supervises the development and implementation of projects to ensure project design is compatible with County needs and OSHPD standards; assists the County in the bidding process, reviewing contracts and conceptual or construction plans; assists in acquiring building permits and reviewing Requests For Information (RFI), instructional bulletins, change orders and pay requests, making appropriate recommendations to the County.
- Reviews project concept proposals and cost estimates for completeness, accuracy and adherence to

OSHPD standards; prepares Requests for Proposals (RFP) and assists in the selection of A-E firms for designs and/or studies.

- Prepares correspondence and reports and makes presentations to the County, outside agencies and contractors, as needed.

RECRUITING GUIDELINES:

Education: Completion of 70 semester units from an accredited college or university with at least 36 units in the engineering, architectural, building code compliance or related field.

Experience: At least four years of supervisory experience in the building trades, preferably in a medical facility environment.

Knowledge of: The principles of architectural design and facility construction; structural, electrical and mechanical engineering construction; materials used in facilities construction; Uniform Building Codes, local, state and federal building construction regulations and other pertinent safety or construction requirements; building construction cost estimating and contract change order negotiations; principles of functional supervision over various on-going construction endeavors, coordinating them to promote efficiency and effectiveness.

Ability to: Plan, organize and direct the work of a facilities construction unit; develop and evaluate design and construction standards and criteria; coordinate the development of construction projects through completion; understand, interpret, apply and enforce codes, regulations, specifications, schedules and contract provisions; perform calculations used in construction design and cost estimating; communicate effectively, orally and in writing; establish and maintain effective working relationships with architects, engineers, contractors and various public officials, including inspectors and administrators.

OTHER REQUIREMENTS:

License and Certificate: Possession of a valid 'Level A' Office of Statewide Health Planning and Development (OSHPD) Hospital Inspector certificate. This certificate authorizes the incumbent, as the OSHPD Inspector Of Record, to inspect all phases of construction, including architectural, mechanical, electrical, fire/life safety and structural elements, including major structural construction.

Possession of a valid California Driver 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).