

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

833



FROM: Human Resources Dept.

SUBMITTAL DATE:
March 19, 2007

SUBJECT: Classification study recommendations for the Riverside County Regional Medical Center (RCRMC) and Human Resources (HR) Safety Office; and amend Ordinance No. 440 pursuant to Resolution No. 440-8722.

RECOMMENDED MOTION: That the Board approve the recommendations in the attached Resolution No. 440-8722.

BACKGROUND: RCRMC requests a Senior Orthopedic Technician class to provide expert advice and mentoring to hospital staff, and a parity adjustment to the existing Orthopedic Technician (OT) class. RCRMC also requests a Medical Interpreter/Translator - Per Diem class to complement its regular staff. HR requests a parity adjustment for the Senior Safety Coordinator class to make it equivalent to the existing Senior HR Analyst class.

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 3,283.39	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 272.58	Budget Adjustment:	No
	Annual Net County Cost:	\$ 1,090.32	For Fiscal Year:	2006/2007
SOURCE OF FUNDS: Department 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

Dept's Recomm.:
Per Exec. Offc.:

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

3.24

CLASSIFICATION ADDITION

Senior Orthopedic Technician: It is recommended to add this class to the Class and Salary Listing at UPE 427 L11 (\$33,839.94 - \$44,066.67). RCRMC has increased its orthopedic treatments by 286 patients from 2005 to 2006, requiring a staff of OTs and one Health Services Assistant (HSA). RCRMC currently plans to hire another OT in response to this caseload increase. An HR classification study showed that Los Angeles and Ventura Counties, having hospitals and OT staffs similar to RCRMC, utilize Senior OTs to act as functional leadpersons and technical experts for OTs and other medical staff in the proper application of orthopedic devices and treatments. A salary parity study of Los Angeles and Ventura Counties indicate a mean salary range of \$33,559 - \$44,234. The proposed salary is within 0.4% of this mean salary. The classification specification is attached.

It is further recommended that one incumbent OT with 19 years of County service and RCRMC's only OT who is certified by the National Association of Orthopedic Technologists, be re-classed as RCRMC's Senior OT. This incumbent has been performing the same essential duties and scope of responsibility as a Senior OT for at least two years.

Medical Interpreter/Translator – Per Diem: It is recommended to add this class to the Class and Salary Listing at salary plan/grade EXE 180 (\$27.50 per hour, flat rate). The class is identical to the regular Medical Interpreter/Translator class in minimum requirements, knowledge, skills, abilities, scope of responsibilities and essential duties; however, it is exempt unrepresented "EXE" because incumbents will work for the County "per diem", and RCRMC will be charged through HR's Temporary Assignment Program (TAP). The addition of this class will provide more incumbents to help meet RCRMC's staffing requirements for the provision of interpreter/translation services. Since this request is only to add this class, there is no cost impact at this time. The classification specification is attached.

PARITY ADJUSTMENTS

Orthopedic Technician: It is recommended that this class be granted a parity adjustment of approximately 4.9% from salary plan/grade UPE 319 L11 (\$28,424.45 - \$36,996.54) to salary plan/grade UPE 346 L11 (\$29,801.41 - \$38,810.93). In the course of the RCRMC study, a parity study was conducted of Los Angeles, San Bernardino and Ventura; Southern California Counties which also utilize OTs. The study indicated a mean maximum salary of \$39,010. The recommended parity adjustment would bring RCRMC's OT salary to approximately 0.5% of this mean. The proposed salary is approximately 13.5% below the Senior OT class stated above. There are two incumbents affected by this adjustment.

Senior Safety Coordinator: It is recommended that this class be granted a parity adjustment of approximately 4.9% from salary plan/grade MCO 364 L12 (\$55,408.29 - \$74,061.10) to salary plan/grade MCO 397 L12 (\$58,085.87 - \$77,686.54). This adjustment places the Senior Safety Coordinator in parity with the Senior Human Resources Analyst, a class with equivalent minimum qualifications and scope of responsibilities. It also places it 10.8% higher than the Safety Coordinator, the journey level class. This adjustment will re-establish internal parity in the HR Department and its Safety Office. There is one incumbent in this class.

IMPLEMENTATION

The total cost of implementing these recommendations including benefits will be \$13,133.57 annually. None of the recommended increases will cause salary compaction that requires any additional actions outside this proposal. RCRMC and HR have sufficient funds for implementation.

1 RESOLUTION NO. 440-8722

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 27, 2007, that pursuant to Section 4.C. of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8 <u>Job</u>			<u>Salary</u>
9 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
10 13259	+	Medical Interpreter/Translator – Per Diem	EXE 180
10 98790	+	Senior Orthopedic Technician	UPE 427

11
12 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant County
13 Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of
14 Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as
15 follows:

17 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
17 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
18 98789	Orthopedic Technician	UPE 319	UPE 346
19 74686	Senior Safety Coordinator	MCO 364	MCO 397

20
21 BE IT FURTHER RESOLVED that pursuant to Section 1(s) of Ordinance No. 440, the Assistant County
22 Executive Office/Human Resources Director is authorized to amend the Class and Salary Listing of
23 Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as
24 follows:

25 <u>Job</u>			<u>Class Title</u>	<u>Salary</u>
26 <u>Code</u>	<u>+/-</u>	<u>Department ID</u>		<u>Plan/Grade</u>
26 98789	- 1	4300170760	Orthopedic Technician	UPE 346
27 98790	+ 1	4300170760	Senior Orthopedic Technician	UPE 427



SENIOR ORTHOPEDIC TECHNICIAN

Class Code:
98790

COUNTY OF RIVERSIDE
Established Date: Mar 19, 2007
Revision Date: Mar 19, 2007

SALARY RANGE

\$16.27 - \$21.19
Hourly

\$2,819.99 - \$3,672.22
Monthly

\$33,839.94 - \$44,066.67
Annually

CLASS CONCEPT:

Under direction, to assist and provide technical guidance to physicians and professional nursing personnel in the care and treatment of patients with orthopedic needs; to maintain the cast room and orthopedic equipment and devices; to assist by applying and removing plaster casts; perform other duties as required.

Orthopedic Technicians perform a variety of duties in an outpatient clinic under the technical supervision of an Orthopedist. Incumbents report to and receive administrative supervision from professional level supervisory nursing personnel. The Senior Orthopedic Technician class is distinguished from the journey level Orthopedic Technician in that the former assigns work, advises, instructs, trains and mentors the latter; and is able to perform independently at both routine and complex assignments. The Senior Orthopedic Technician may also act as instructor and advisor for medical staff and students in orthopedic treatment.

REPRESENTATION UNIT:

Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Act as technical expert for medical and clinic staff, to include providing technical supervision and establishing daily workload schedule for orthopedic technicians; instruct staff and others in appropriate procedures for treating orthopedic patients.
- Receive complaints regarding matters such as inordinate delays, working conditions or inappropriate behavior from staff or the public and attempts informal resolution of problems, forwarding unresolved problems to the Nurse Manager.
- Assist physicians or nurses in providing wound care; order X-rays following physician guidelines; assist physicians in surgeries; make rounds with physicians to check on patients' splints, casts, braces and other orthopedic devices.
- Attend patients during follow-up visits by checking casts, splints, etc. for problems, and remove, trim and re-apply as necessary; assist during patient visits by performing minor work-ups such as range of motion examinations; may assist Orthopedist during examinations.
- Apply and remove all types of casts, splints, bandages and slings following physician's instructions; fit and instruct patients in the use of crutches, canes and other devices; set up traction apparatus as directed.

- Check examination room to insure availability of proper equipment, charts, and X-rays; maintain and ensure operational readiness of equipment and supplies in the Cast Room; provide inventory control and purchasing functions for the clinic.

RECRUITING GUIDELINES:

Education: Successful completion of an approved orthopedic technician program by the National Association of Orthopaedic Technologists (NAOT) or its equivalent.

Experience: Minimum of four years of experience in orthopedics in either a hospital clinic or office setting at the level of a Riverside County Orthopedic Technician with at least one year in the capacity of an Orthopedic Leadperson or technical expert and advisor.

Knowledge of: The functions and operation of an orthopedic out-patient clinic; the equipment used in orthopedic medicine such as traction and splinting devices.

Ability to: Apply and remove all types of casts, splints, braces and bandages; set up and adjust traction apparatus; keep records and compose reports; keep physical inventory on supplies and equipment; earn and maintain the confidence of patients and staff; provide and follow oral and written instructions; effectively lead and mentor staff.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Orthopedic Technician Certificate issued by the National Board for Certification of Orthopaedic Technologists (NBCOT). Possession of a valid California Driver 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).



**MEDICAL
INTERPRETER/TRANSLATOR –
PER DIEM**

Class Code:
13259

COUNTY OF RIVERSIDE
Established Date: Mar 19, 2007
Revision Date: Mar 19, 2007

SALARY RANGE

\$27.50	\$4,766.67	\$57,200.00
Hourly	Monthly	Annually

CLASS CONCEPT:

Under general supervision, to perform interpreting and translating duties for the Community Health Agency (CHA) or Riverside County Regional Medical Center (RCRMC) requiring fluency in both a foreign language and English; to serve as a patient advocate; and to do other work as required.

Incumbents in this class act as interpreters for patients and medical staff and as translators of a variety of forms, documents, pamphlets, brochures and miscellaneous correspondence for the department but they are not eligible for bilingual compensation. Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments may be on a flexible work hour schedule.

REPRESENTATION UNIT:

Support Services

EXAMPLES OF ESSENTIAL DUTIES:

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

- Interprets oral and written questions and explanations from English to a foreign language and vice versa.
- Interprets complicated medical procedures, medical diagnoses, treatment options, doctors instructions regarding follow-up treatment and medical care required after hospitalization to non-English speaking patients, their families, and others on the need to know basis.
- Interprets patients physical histories and symptoms of disorder; interprets to obtain informed consent to treatment from patient, next of kin, or legal guardian.
- Explains hospital policies, procedures and protocols to patients and families; may assist in providing general information to the public.
- May assist staff in other areas of the hospital by interpreting and translating forms, documents, and procedures to patients, family members and public.

RECRUITING GUIDELINES:

Knowledge of: Principles of English and foreign language grammar, spelling and punctuation; Foreign cultures; commonly and vernacularly used medical terminology.

Ability to: Speak, read and write in English and one or more foreign languages; Accurately and fluently interpret and translate from a foreign language into English and vice versa; Establish and maintain effective relationships with patients, their families, physicians, nurses and fellow workers; Work effectively with the very ill, injured and emotionally stressed.

Education: Graduation from high school or possession of a certificate of proficiency, issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. test and completion of a course in medical terminology of at least 3 semester units or 4.5 quarter units obtained from a school that is institutionally accredited by a regional association. (six months of experience as a certified nursing assistant, medical record clerk, medical assistant or similar position which provided knowledge of medical terminology may be substituted for the required course.)

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).