

Background continued

As such, this non-sworn position will support the Chief Deputy Sheriff responsible for the Corrections Division and will work as the liaison between the Sheriff's Department and our partner departments.

Human Resources requests the addition of two levels to the Physician – C series to align it with the existing Physician I – IV series.

Classification Additions: TLMA - Building and Safety

It is recommended that the following Environmental Inspector series be added to the Class and Salary Listing:

- Environmental Compliance Inspector I - salary plan/grade UPE 469 L11 (\$36,920 - \$48,165)
- Environmental Compliance Inspector II - salary plan/grade UPE 540 L11 (\$43,501 - \$56,748)
- Senior Environmental Compliance Inspector - salary plan/grade UPE 583 L11 (\$48,892 - \$63,771)

Since this request is only to add the classifications, there is no cost impact. The class specifications are attached.

Classification Addition: Sheriff's Department

Correctional Captain: It is recommended that the Correctional Commander classification be reactivated at salary plan/grade LEM 129 L11 (\$82,329 - \$107,626) and titled Correctional Captain. Since this request is only to add the classification, there is no cost impact. The class specification is attached.

Classification Addition: Human Resources Dept.

Physician I – C and Physician IV – C: It is recommended that these classifications be added to the Class and Salary Listing at salary plan/grade MCO 675 S/9 L11 (\$120,983 - 127,590) and MCO 707 S/9 L11 (\$156,201 - \$164,745), respectively. Since this request is only to add the classifications, there is no cost impact. The class specifications are attached.

Salary Plan/Grade Change

Administrative Manager: The Submittal to the Board of Supervisors on December 11, 2007, Agenda Number 3.15 requested a parity adjustment of approximate 2.7% to this classification from salary plan/grade MCO 502 L13 (\$68,385 – 93,951) to MCO 523 L13 (\$70,219 – 96,453). The correct grade is MCO 524 L13 (\$70,239 - \$96,525).

1 RESOLUTION NO. 440-8765

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on January 15, 2008, 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 Code</u>	9 +/-	10 <u>Class Title</u>	11 <u>Salary Plan/Grade</u>
52215	+	Correctional Captain	LEM 129
33224	+	Environmental Compliance Inspector I	UPE 469
33225	+	Environmental Compliance Inspector II	UPE 540
73814	+	Physician I – C	MCO 675 S/9
73815	+	Physician IV – C	MCO 707 S/9
33226	+	Senior Environmental Compliance Inspector	UPE 583

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16
17 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant
18 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing
19 of Ordinance No. 440, with an operative date *retroactive* to December 20, 2007, as follows:

20 <u>Job Code</u>	21 <u>Class Title</u>	22 <u>From Salary Plan/Grade</u>	23 <u>To Salary Plan/Grade</u>
74113	Administrative Manager	MCO 523	MCO 524



ENVIRONMENTAL COMPLIANCE INSPECTOR I

Class Code: 33224

COUNTY OF RIVERSIDE

Established Date: Jan 15, 2008

Revision Date: Jan 15, 2008

SALARY RANGE

\$17.75 - \$23.16 Hourly

\$3,076.68 - \$4,013.74 Monthly

\$36,920.21 - \$48,164.90 Annually

CLASS CONCEPT:

Under close supervision to inspect new or existing residential or commercial development for compliance with approved plans and applicable codes, ordinances, and regulations; conduct site inspections to ensure compliance with state and federal environmental programs such as the National Pollution Prevention System (NPDES), conduct reviews of Storm Water Pollution Prevention Plans; and to do other work as required.

This is the trainee level class of the Environmental Compliance Inspector series. Incumbents learn to make on-the-job inspections at construction sites and conduct investigations pertaining to environmental enforcement, water quality, air quality, habitat conservation, and grading inspections and/or code violations. Incumbents report to a Senior Environmental Compliance Inspector and work is subject to detailed and frequent review which may lessen as experience is gained.

The Environmental Compliance Inspector I is expected to promote to Environmental Compliance Inspector II upon acquiring the necessary experience, education, and demonstrating satisfactory job performance. Failure to achieve a satisfactory performance evaluation and the necessary experience and education to promote to the Environmental Compliance Inspector II class within the probationary period will result in incumbents being returned to their former County classification or being probationary released for new hires. The Environmental Compliance Inspector I class is distinguished from the Environmental Compliance Inspector II by the latter being the fully qualified journey level and able to independently handle assignments with minimal supervision.

REPRESENTATION UNIT: Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Inspect residential, commercial and industrial grading projects to ensure conformance with approved plans and compliances.
- Prepare inspection reports using the County NPDES form, documenting observations, deficiencies and estimate percent of work performed to compliance.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality, and habitat conservation, and grading inspections and/or code violations.

- Explain regulations to builders, contractors, property owners and the general public regarding necessary plans and information needed for the issuance of permits; attend continuing education classes as required.
- Route scheduled inspections and enter inspection requests and results into portable personal computer; print inspection corrections for the builder; enter detailed time and labor data into the automated information system on a daily basis.

RECRUITING GUIDELINES:

Experience: Two years of experience performing any of the trades or professions directly associated with the structural aspects of building and grading construction or inspection, or environmental enforcement, which would have provided the required knowledge and abilities listed below.

Education: Course work directly related to the knowledge and abilities listed below may substitute for up to one year of experience on the basis of 30 semester or 45 quarter units of education equaling one year of experience.

Knowledge of: Building and grading codes and regulations, modern building materials, terminology, and practices; the principles of environmental enforcement inspection procedures and methods; permit tracking, financial, and word processing software programs.

Ability to: Learn to read and interpret building and grading plans and specifications; learn to analyze, interpret, and accurately review water quality permits and best management practices; learn to make inspections, enforce regulations, and detect substandard materials and workmanship; deal tactfully and effectively with builders, contractors, and the general public; make accurate data entries and use automated inspection and time labor information using a personal computer.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's 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).



ENVIRONMENTAL COMPLIANCE INSPECTOR II

Class Code: 33225

COUNTY OF RIVERSIDE
Established Date: Jan 15, 2008
Revision Date: Jan 15, 2008

SALARY RANGE

\$20.91 - \$27.28 Hourly
\$3,625.06 - \$4,729.02 Monthly
\$43,500.70 - \$56,748.22 Annually

CLASS CONCEPT:

Under general supervision to inspect new or existing residential or commercial development for compliance with approved plans and applicable codes, ordinances, and regulations; conduct site inspections to ensure compliance with state and federal environmental programs such as the National Pollution Prevention System (NPDES), conduct reviews of Storm Water Pollution Prevention Plans; and to do other work as required.

This is the fully qualified working level of the Environmental Compliance Inspector series. Incumbents report to a Senior Environmental Compliance Inspector and are usually assigned to make on-the-job inspections at construction sites and conduct investigations pertaining to environmental enforcement, water quality, air quality, habitat conservation, and grading inspections and/or code violations.

The Environmental Compliance Inspector II is distinguished from the Senior Environmental Compliance Inspector by the latter having lead responsibility or performing the more complex or specialized assignments.

REPRESENTATION UNIT: Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Inspect residential, commercial and industrial grading projects to ensure conformance with approved plans and compliances.
- Prepare inspection reports using the County NPDES form, documenting observations, deficiencies and estimate percent of work performed to compliance.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality, and habitat conservation, and grading inspections and/or code violations.
- Explain regulations to builders, contractors, property owners and the general public regarding necessary plans and information needed for the issuance of permits; attend continuing education classes as required.
- Route scheduled inspections and enters inspection requests and results into portable personal computer; print inspection corrections for the builder; enter detailed time and labor data into the

automated information system on a daily basis.

RECRUITING GUIDELINES:

Experience: Three years of experience performing a combination of the trades or professions directly associated with the structural aspects of building and grading construction or inspection, or environmental enforcement, which would have provided the required knowledge and abilities listed below.

Education: Course work directly related to the knowledge and abilities listed below may substitute for up to one year of experience on the basis of 30 semester or 45 quarter units of education equaling one year of experience.

Knowledge of: Building and grading codes and regulations, modern building materials, terminology, and practices; the principles of environmental enforcement inspection procedures and methods; permit tracking, financial, and word processing software programs.

Ability to: Read and interpret building and grading plans and specifications; read, understand, and interpret complex, technical written material; analyze, interpret, and accurately review water quality permits and best management practices; make inspections, enforce regulations, and detect substandard materials and workmanship; deal tactfully and effectively with builders, contractors, and the general public; make accurate data entries and use automated inspection and time labor information using a personal computer.

OTHER REQUIREMENTS:

Certification: In building inspection or a related specialization from a recognized state, national or international code development association is required within one year of hire date.

License/Certificate: Possession of a valid California Driver's 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).



SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR

Class Code: 33226

COUNTY OF RIVERSIDE
Established Date: Jan 15, 2008
Revision Date: Jan 15, 2008

SALARY RANGE

\$23.51 - \$30.66 Hourly
\$4,074.37 - \$5,314.24 Monthly
\$48,892.48 - \$63,770.93 Annually

CLASS CONCEPT:

Under general supervision to inspect new or existing residential or commercial development for compliance with approved plans and applicable codes, ordinances, and regulations; conduct site inspections to ensure compliance with state and federal environmental programs such as the National Pollution Prevention System (NPDES), conduct reviews of Storm Water Pollution Prevention Plans; and to do other work as required.

This is the advanced working level of the Environmental Compliance Inspector series and incumbents report to a mid level manager. Assignments include one or a combination of the following duties: performs the more complex or specialized inspection; conducts environmental site inspections; serves in a lead capacity over environmental compliance operations; examines residential commercial and industrial building and grading plans to determine conformance to minimum codes, regulations and ordinances.

REPRESENTATION UNIT: Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Perform the more complex and specialized inspection of buildings and structures being built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, grading accessibility and mobile home, and environmental codes, regulations, and ordinances.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality, air quality, and habitat conservation, and grading inspections and/or code violations.
- In a lead capacity, provide technical assistance to and reviews difficult field inspections completed by lower level environmental compliance inspectors; resolve field inspection problems and complaints.
- Examine plans and specifications of residential commercial and industrial structures to ensure compliance with codes, regulations and ordinances.
- Prepare inspection reports using the County NPDES form, documenting observations, deficiencies and estimate percent of work performed to compliance.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement,

including, but not limited to, water quality, and habitat conservation, and grading inspections and/or code violations.

- Explain regulations to builders, contractors, property owners and the general public regarding necessary plans and information needed for the issuance of permits; attend continuing education classes as required.
- Route scheduled inspections and enters inspection requests and results into portable personal computer; print inspection corrections for the builder; enter detailed time and labor data into the automated information system on a daily basis.
- Prepare reports and correspondence; assist in training new employees; review and adjust workload of environmental compliance inspectors in the field; attend continuing education classes as required.

RECRUITING GUIDELINES:

Experience: Four years of building inspection, grading inspection, plans examining, civil engineering, or architecture or environmental enforcement experience and/or related college level education which would have provided the required knowledge and abilities. (Journey level experience in trades or professions directly associated with structural aspects of building construction may be substituted for up to two years of the required education/experience on the basis of one year of trades experience equaling six months of qualifying education/experience.)

Education: Course work directly related to the knowledge and abilities listed below may be substituted for up to two years of experience on the basis of 30 semester or 45 quarter units of education equaling one year of experience.

Knowledge of: Building and grading codes and regulations, modern building materials, terminology, and practices; the principles of environmental enforcement inspection procedures and methods; permit tracking, financial, and word processing software programs.

Ability to: Read and interpret building and grading plans and specifications; read, understand, and interpret complex, technical written material; analyze, interpret, and accurately review water quality permits and best management practices; make inspections, enforce regulations, and detect substandard materials and workmanship; deal tactfully and effectively with builders, contractors, and the general public; make accurate data entries and use automated inspection and time labor information using a personal computer.

OTHER REQUIREMENTS:

Certification: In building inspection or a related specialization from a recognized state, national or international code development association is required within one year of hire date.

License/Certificate: Possession of a valid California Driver's 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).



CORRECTIONAL CAPTAIN

Class Code: 52215

COUNTY OF RIVERSIDE
Established Date: Jan 15, 2008
Revision Date: Jan 15, 2008

SALARY RANGE

\$39.58 - \$51.74 Hourly \$6,860.74 - \$8,968.82 Monthly \$82,328.90 - \$107,625.85 Annually

CLASS CONCEPT:

Under direction, to plan, organize, control, and direct the work of a major correctional facility of the Sheriff's Department; and to do other work as required.

This class is characterized by the responsibility for command of a correctional facility of the department. It is distinguished from the class of Correctional Lieutenant in that the Correctional Captain is responsible for the operation of an entire correctional facility. This class is distinguished from the class of Sheriff's Captain in that the latter is a sworn position in command of any major bureau or facility in the Sheriff's Department. Positions in this class require extensive managerial and administrative ability and incumbents exercise initiative and independent judgment within broad policy limits.

REPRESENTATION UNIT: Law Enforcement Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, assigns, directs and supervises the work of all assigned correctional and clerical personnel.
- Coordinates the work of the correctional facility with others in the department, and with other agencies; reviews the work of the facility to ensure compliance with departmental policy and standards.
- Develops, subject to review by supervisors, and implements specific policies and procedures for the facility; conducts inspection of personnel and facilities; submits budget requests for the facility; instructs subordinates as to the work of the facility and changes or modifications to existing practices.
- Directs and supervises the maintenance of records and reviews and prepares reports; provides overall technical and administrative direction to the facility.

RECRUITING GUIDELINES:

Education: Completion of 60 semester or 90 quarter units at an accredited college, preferably with a major in criminal justice or public administration.

EITHER I

Experience: Three years of correctional experience in the Riverside County Sheriff's Department, including one year as a Correctional Lieutenant.

OR II

Experience: Four years of law enforcement experience in a civilian governmental law enforcement

agency, including two years in a position equivalent to Correctional Lieutenant.

Knowledge of: The methods and practices of managing an adult detention facility; the principles and techniques of administration including budgeting, organization, personnel utilization, contract negotiation, and program development and coordination; the principles of supervision and training; the principles and practices of modern penology; the behavior of persons under restraint; the laws, standards, liabilities, and policies pertaining to detention facility operations; the laws, statutes, and policies governing detention and rehabilitation of inmates in a correctional facility; the rights and privileges of prisoners; search, security, and key control procedures for the custody and transportation of prisoners; the principles and practices of statistical, research, program evaluation methods; statistical methods and record keeping procedures; California driving laws, and the safe operation of passenger vehicles; the relationships between agencies within the criminal justice system; the functions and resources of governmental agencies and community organizations.

Ability to: Plan, organize, direct, and supervise the daily operation of an adult detention facility; plan, organize, and coordinate correctional treatment programs; develop and implement operating practices; formulate and implement policies, goals, and procedures; evaluate facility operations and correctional treatment programs, and recommend appropriate alternatives; supervise the implementation of complex filing systems; understand, interpret, and implement laws, regulations, rules, and policies; think, act, and direct others decisively in stressful situations; render emergency first aid; operate passenger vehicles; detect conditions that may affect safe vehicle operation; observe and recall factual information; prepare clear and comprehensive reports both written and orally; perform arithmetic computations; keep accurate statistical records; prepare, present, and interpret statistical data; establish and maintain effective working relationships with governmental agencies, community organizations, staff members, and the public.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's 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).



PHYSICIAN I - C

Class Code: 73814

COUNTY OF RIVERSIDE

Established Date: Jan 15, 2008

Revision Date: Jan 15, 2008

SALARY RANGE

\$58.14 - \$61.32 Hourly
\$10,078 - \$10,628 Monthly
\$120,983 - \$127,590 Annually

CLASS CONCEPT:

Under general direction, positions in this series supervise and/or perform professional work in one or more fields of medicine involving the examination, diagnosis, and treatment of patients for Human Resources Occupational Health and Wellness Clinics; and do other related work as required.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations".

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- In the course of supervising medical cases, conducts medical examinations for inpatients; diagnoses medical conditions; prescribes and administers treatment and/or medication.
- Performs or assists in performing surgical operations; supervises pre- and post- operative care of surgical cases.
- Orders examinations, analysis, imaging diagnostic tests, and special diets; conducts rounds and reviews reports, records and general progress of patients.
- Assists in directing and supervising the work of residents, interns, and medical students in an assigned field.
- Arranges and conducts consulting conferences and chart reviews for the discussion of the surgical, medical and mental conditions of patients and their final diagnosis and treatment.
- Discusses findings with private physicians and consults with physicians in the community and members of other agencies concerning problems related to the operation of public health programs.
- Acts as the primary consultant to staff regarding the medical aspects of the public health programs; reviews public health programs to insure compliance with State policies and regulations.
- Instruct public health nurses and other medical staff in the care and treatment of patients; determines necessity for referral and refers persons requiring special diagnostic procedures or treatment to

appropriate sources.

- Prepares reports and correspondence; participate in clinical research; authors articles for publication in medical/scientific journals; gives presentations regarding research projects at medical/scientific conferences.

RECRUITING GUIDELINES:

Experience: None required.

Knowledge of: The principles and practices of modern medicine and its application, techniques, procedures, and equipment.

Ability to: Instruct residents, interns, and students in a designated specialized medical service; prepare comprehensive and concise records; conduct medical examinations; diagnose medical conditions; prescribe treatment and medications; analyze and interpret public health data; administer the medical component of public health programs; maintain effective relationships with staff and patients.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Physician's and Surgeon's Certificate issued by the State of California without restrictions and a valid Drug Enforcement Agency registration.

Possession of a valid California Driver's License may be required.

Advancement to the next Physician level is contingent upon satisfactory performance and evaluations by appropriate supervisors.

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).



PHYSICIAN IV - C

Class Code: 73815

COUNTY OF RIVERSIDE

Established Date: Jan 15, 2008

Revision Date: Jan 15, 2008

SALARY RANGE

\$75.10 - \$79.20 Hourly
\$13,017 - \$13,729 Monthly
\$156,201 - \$164,745 Annually

CLASS CONCEPT:

Under general direction, positions in this series supervise and/or perform professional work in one or more fields of medicine involving the examination, diagnosis, and treatment of patients for Human Resources Occupational Health and Wellness Clinics; and do other related work as required.

This is the fully qualified Board Certified class in the Physician series. Incumbents in this class serve as specialists in one or more fields of medicine. In addition, incumbents may be required to assist in directing the work or providing instructions to medical students, residents, interns, Nurse Practitioners, Physician Assistants, as well as Physicians.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations".

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- In the course of supervising medical cases, conducts medical examinations for inpatients; diagnoses medical conditions; prescribes and administers treatment and/or medication.
- Performs or assists in performing surgical operations; supervises pre- and post- operative care of surgical cases.
- Orders examinations, analysis, imaging diagnostic tests, and special diets; conducts rounds and reviews reports, records and general progress of patients.
- Assists in directing and supervising the work of residents, interns, and medical students in an assigned field.
- Arranges and conducts consulting conferences and chart reviews for the discussion of the surgical, medical and mental conditions of patients and their final diagnosis and treatment.
- Discusses findings with private physicians and consults with physicians in the community and members of other agencies concerning problems related to the operation of public health programs.

- Acts as the primary consultant to staff regarding the medical aspects of the public health programs; reviews public health programs to insure compliance with State policies and regulations.
- Instruct public health nurses and other medical staff in the care and treatment of patients; determines necessity for referral and refers persons requiring special diagnostic procedures or treatment to appropriate sources.
- Prepares reports and correspondence; participate in clinical research; authors articles for publication in medical/scientific journals; gives presentations regarding research projects at medical/scientific conferences.

RECRUITING GUIDELINES:

Experience: Successful completion of a residency training program approved by the Accreditation Council for Graduate Medical Education and Board Certification in that specialty. Completion of one year of practice experience following Board Certification.

Knowledge of: The principles and practices of modern medicine and its application, techniques, procedures, and equipment.

Ability to: Instruct residents, interns, Nurse Practitioners, Physician Assistants and students in a designated specialized medical service; prepare comprehensive and concise records; conduct medical examinations; diagnose medical conditions; prescribe treatment and medications; analyze and interpret public health data; administer the medical component of public health programs; maintain effective relationships with staff and patients.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Physician's and Surgeon's Certificate issued by the State of California without restrictions and a valid Drug Enforcement Agency registration.
Possession of a valid certificate as a specialist approved by the American Board of Medical Specialists (ABMS).

Possession of a valid California Driver's 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).