

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

638



**FROM:** Human Resources Dept.

**SUBMITTAL DATE:**  
March 31, 2008

**SUBJECT:** Classification and Compensation recommendation for the Riverside County Regional Medical Center (RCRMC); classification addition to the Parks Department; and amend Ordinance 440 pursuant to Resolution No. 440-8777 submitted herewith.

**RECOMMENDED MOTION:** That the Board approve the recommendation contained in the attached Resolution 440-8777.

**BACKGROUND:** The following recommendation is the result of an exception study request from RCRMC to establish a new management classification titled "Clinical Informatics Officer". This class will provide strategic direction for the development, implementation and, monitoring of RCRMC's Health Information Systems (HIS) and Electronic Medical Record (EMR) as it relates to patient care. Through this new technology, RCRMC staff will be able to track a patient's health status, care received, and plan of care with the ultimate objective of improving patient care health outcomes and safety.

*Barbara A. Olivier*  
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Asst. Human Resources Director

|                       |                               |      |                         |         |
|-----------------------|-------------------------------|------|-------------------------|---------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 0 | In Current Year Budget: | N/A     |
|                       | Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment:      | N/A     |
|                       | Annual Net County Cost:       | \$ 0 | For Fiscal Year:        | 2007-08 |

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

**C.E.O. RECOMMENDATION:** APPROVE

**County Executive Office Signature** BY: *Elizabeth J. Olson*  
Elizabeth J. Olson

- Dep't Recomm.:  Consent  Policy
- Per Exec. Ofc.:  Consent  Policy

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

**3.16**

**BACKGROUND (Continued)**

The Parks Department requests the addition of an "Accounting Technician II – Parks" classification to align it with the existing Accounting Technician class series.

**CLASSIFICATION ADDITION**

Clinical Informatics Officer: It is recommended that a new management class of Clinical Informatics Officer be established at salary plan/grade MCO 652 L13 (\$86,749 - \$119,262). RCRMC wishes to add this class which combines clinical/nursing practice, computer science and information technology. The Clinical Informatics Officer will be responsible for the development and implementation of clinical process redesign and information flow as it relates to the RCRMC Health Information Systems. The classification will serve as a resource to all levels of nursing staff and management for system-wide clinical applications of information system technology in the delivery of optimal patient care.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. Human Resources supports RCRMC's recommendation to add this class. The class specification is attached.

Accounting Technician II – Parks: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade PKG 177 L11 (\$40,099 - \$52,248). Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact. The classification specification is attached.

1 RESOLUTION NO. 440-8777

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on April 8, 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</u>  |            | <u>Class Title</u>               | <u>Salary</u>     |
|----|-------------|------------|----------------------------------|-------------------|
| 9  | <u>Code</u> | <u>+/-</u> |                                  | <u>Plan/Grade</u> |
| 10 | 85072       | +          | Accounting Technician II - Parks | PKG 177           |
| 11 | 74022       | +          | Clinical Informatics Officer     | MCO 652           |



## CLINICAL INFORMATICS OFFICER

Class Code: 74022

COUNTY OF RIVERSIDE

Established Date: Apr 10, 2008

Revision Date: Apr 10, 2008

### SALARY RANGE

\$41.71 - \$57.34 Hourly

\$7,229.11 - \$9,938.53 Monthly

\$86,749.31 - \$119,262.42 Annually

### CLASS CONCEPT:

Under general direction, this position is responsible for the development and implementation of clinical process redesign and information flow as it relates to the implementation and ongoing support of the RCRMC Health Information System. The incumbent is responsible for coordinating clinical work flow assignments, providing direction and oversight to subject matter experts and leading multiple teams through all phases of the Electronic Medical Record (EMR) development, implementation and post go live evaluation, support and modification/update.

This single position class reports to the Chief Nursing Officer. The incumbent works collaboratively with the HIS Project Director, RCRMC IT Department, HIS vendor(s), medical, nursing, ancillary and finance staff to assess technological opportunities to impact/improve care delivery, enhance patient safety and/or workflow efficiency.

**REPRESENTATION UNIT:** Unrepresented Management

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Provides vision and oversight for complex enterprise projects, establishing strategic and short term plans for information technology systems that support the clinical operations.
- Directs RCRMC's clinical information system operations; directs and coordinates all the health information system operations and activities in support of interdisciplinary clinical practice, clinical decision making, quality assessment, patient safety initiatives.
- Translates clinician requirements, in partnership with leadership and staff, into specifications for clinical information systems to redesign the workflow in clinical areas.
- Coordinates, in behalf of clinical operations, the design, acquisition and implementation of the clinical/healthcare informatics, including software validation, clinical content development, user acceptance testing, business process re-engineering, training and go-live implementation support
- Organizes teams/workgroups to support the effective implementation of the EMR systems and to achieve maximum benefits.
- Identifies applicable information systems that support the nursing practice and other clinical disciplines. Coordinates the research, selection and planned implementation process for nursing and clinical

applications.

- Facilitates effective communication with user groups and assists with go-live readiness to ensure smooth implementation of new functional elements, applications and major releases of the EMR. Interfaces with Nursing Administration, Nurse Managers, Information Technology Officers, Physicians, Medical Records Manager and other clinicians related to the development, implementation and review of the hospital's clinical information systems and procedures.
- Prepares, negotiates and presents budgets and other funding proposals related to the implementation of the health information systems; monitors expenditures and operates within budget allocation.
- Negotiates, prepares, reviews and enforces contracts/service level agreements.
- Monitors and evaluates the effectiveness of the health information/clinical information systems.
- Develops and/or reviews applicable policies and procedures.
- Identifies risks, potential impacts and mitigation strategies, obtains approval for implementing corrective plans.
- Supports and coordinates software applications that support clinical operations, inclusive of but not limited to, scheduling and acuity systems. Provides technical training and support to end-users.
- May direct various personnel activities including but not limited to personnel selection, promotions, performance appraisal, and professional growth.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a Bachelor's degree in Nursing, or Healthcare Informatics or other healthcare related field. A relevant Master's degree from an accredited college or university is strongly preferred.

Experience: A minimum of five years of clinical experience in nursing in an acute care setting, preferably intensive care, plus five years of progressive responsibility in information system administration inclusive of a leadership of a team implementing a major information system. Demonstrated experience leading complex clinical information systems implementations; operational experience in an acute care hospital; proven leadership and management skills; evidence of teaching skills; experience with working with a variety of vendors and applications is highly desired.

Knowledge of: Principles and practice of Nursing Informatics, clinical management processes and procedures, clinical documentation, electronic medical records; clinical and nursing support applications such as Electronic Medical Records, Carecast Centricity, Ansoos Scheduling; computer networks and software interface; standards and compliance issues related to patient care and safety required by Joint Commission, Department of Health and Centers for Medicare and Medicaid Services, State Department of Health Services and California Board of Nursing.

Ability to: Supervise, including matrix based project management; manage multifaceted and technically sophisticated clinical information projects; develop strategic plans for successful operations.

**SUPPLEMENTAL INFORMATION:**

Job Competencies:

Skills in:

- Clinical management processes and procedures; testing processes, redesign and current technology in a changing environment.

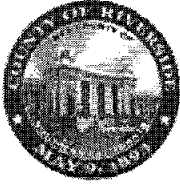
- Project management skills.
- Presentation and written and oral communication skills.
- Advanced computer skills with a high level of knowledge of MS Office Suite, electronic charting, patient tracking, physician order entry and other clinical applications.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid and current license to practice as Registered Nurse in California and certification in Nursing Informatics issued by the American Nurse Credentialing Center.

**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).



## ACCOUNTING TECHNICIAN II - PARKS

Class Code: 85072

COUNTY OF RIVERSIDE  
Established Date: Apr 10, 2008  
Revision Date: Apr 10, 2008

### SALARY RANGE

\$19.28 - \$25.12 Hourly  
\$3,341.55 - \$4,353.98 Monthly  
\$40,098.66 - \$52,247.73 Annually

### CLASS CONCEPT:

Under direction, performs paraprofessional accounting work in the maintenance of an accounting system requiring the use and implementation of technical accounting principles and procedures; and performs related duties as required.

The Accounting Technician series differs from the Accounting Assistant Series by the former having full responsibility for a specialized accounting support operation which requires a thorough understanding of an established accounting system, substantial subject matter knowledge, and the ability to apply basic accounting principles to a variety of transactions.

The Accounting Assistant series provides support services in the maintenance and processing of financial and statistical records.

Advancement within the series may be achieved through the standard County promotional process.

This is the advanced journey level in the series. Incumbents in this class function primarily as key assistants to professional accountants or other management staff performing the more difficult and complex paraprofessional accounting work requiring the use of a wider range and variety of basic accounting principles and procedures in the establishment and maintenance of an accounting system for an agency, large department, or centralized county-wide fiscal control activities. Incumbents perform highly responsible and complex work in specialized/technical reviews, and provide final approval with control of complex and varied accounting records and accounts or claims against the County.

**REPRESENTATION UNIT:** Parks General Unit

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs specialized/technical review with final approval and control of fiscal records and accounts.
- Researches and resolves a variety of difficult problems independently through review of multiple records; exercises initiative in anticipating or identifying problems or errors and follows up to resolve; forecasts impact of potential actions/decisions.
- Interprets a wide variety of complex policies, procedures, regulations, contracts and agreements to determine their applicable provisions and clauses for assistance with difficult problems and circumstances.
- Performs final review of claims against the County which requires the verification of compliance with instructions, specifications and provisions of contracts which have complex terms and language that may

be ambiguous and/or have potential for expenditure of large amounts of County funds.

**RECRUITING GUIDELINES:**

Experience: One year of experience as an Accounting Technician I or Supervising Accounting Assistant with the County of Riverside or an equivalent position.

OR

Four years of experience in the maintenance and review of fiscal, financial or statistical records including one year in the reconciliation of accounts (experience in reconciling governmental budget accounts is preferred). One year of the required non-specialized experience may be substituted as listed under Education.

Education Substitute: One year of the required non-specialized experience may be substituted with the completion of 12 semester or 18 quarter units in accounting from an accredited college or university.

Positions at these levels may be required to possess specific and detailed knowledge depending on the area of assignment, including:

Knowledge of: governmental accounting systems, procedures and regulations; the interrelationships of internal and external recordkeeping systems, accounting systems and procedures containing such items as expenditures, revenues, general ledger and related accounting procedures; legal requirements of County contracts, agreements, minute orders and resolutions.

Ability to: understand the relationships among fiscal or statistical records and documents; understand transactions in terms of accounting codes and classification; perform a wide variety of difficult and responsible financial/accounting duties; maintain and monitor control totals of primary accounting record sources and summarize and assimilate into reports and other accounting documents; understand and interpret the principles, laws and procedures involved in the bookkeeping and auditing functions; gather and analyze a variety of financial data and draw logical conclusions.

In addition to the above:

Knowledge of: accounting and business law terminology; the significance of the accounting cycle, and the interrelationship of data contained in various accounts; the principles and procedures used in the preparation of financial statements and bank reconciliation's; mathematical techniques and concepts involved in collection, organizing, interpreting, summarizing, analyzing and graphically presenting numerical data.

Ability to: Communicate effectively with the public and staff in other departments, requiring the explaining of difficult and/or complex accounting systems or procedures; interpret complex and/or varied source documents, laws, regulations and procedures and apply them to varied or difficult circumstances.

**OTHER REQUIREMENTS:**

Certificate: Possession of a certificate as a Certified Payroll Professional issued by the American Payroll Association within 12 months from date of hire is required for Accounting Technician II positions within the Payroll Unit of the County Auditor-Controller's Department. In addition, possession of a valid California Class C Driver's License may be required of some positions in this class.

**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).