

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

144




FROM: Human Resources Department

SUBMITTAL DATE:
June 18, 2013

SUBJECT: Parity and classification recommendations for various job classifications and amend Ordinance No. 440 pursuant to Resolution No. 440-8928 submitted herewith.

RECOMMENDED MOTION: That the Board of Supervisors approve the recommendations and amend Ordinance No. 440 pursuant to Resolution No. 440-8928 submitted herewith.

BACKGROUND: The following recommendations are the result of a parity study request from Riverside County Regional Medical Center (RCRMC) and classification requests from Auditor-Controller, Treasurer-Tax Collector, Assessor-County Clerk-Recorder, and the Economic Development Agency (EDA). These include: 1) parity adjustments for Dietetic Technician; 2) creation of Officer of Commerce & Foreign Trade and Assistant Director of Facilities Management as At-Will classifications, and HIPAA Compliance Manager; and 3) eligibility adjustment for the Property Tax System IT Officer classification under the Performance Recognition Plan (PRP).


Barbara A. Olivier
Asst. County Executive Officer/Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$59,155	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 1,759	For Fiscal Year:	2013/14

SOURCE OF FUNDS:

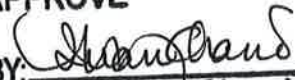
RCRMC Dietetic Technicians - Enterprise Funds

Property Tax System IT Officer – Assessor-County Clerk-Recorder Budget

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

C.E.O. RECOMMENDATION:

APPROVE

BY: 
Ivan M. Chand

6/24/2013

County Executive Office Signature

Dep't Recomm.: ☐ Consent ☐ Policy ☒
Per Exec. Ofc.: ☐ Consent ☒ Policy ☒

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-32

BACKGROUND continued:

PARITY INCREASE RECOMMENDATION

Dietetic Technician:

The Dietetic Technician classification requires an Associate's degree in Nutrition and Dietetics and a Dietetic Technician Registration issued by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics. The classification is utilized at RCRMC to supervise the tray line preparation and ensure accuracy of diet and proper portioning for inpatients; oversee the delivery of food trays to patients; chart nutritional screening in patients' charts; and educate patients on proper diet and nutrition upon admission and discharge from the hospital. In addition, Dietetic Technicians assist the Dietitians in assessing patients' nutritional needs as well as developing and delivering special menus and diets for patients.

For over two years, RCRMC has been unable to fill all six Dietetic Technician positions due to a low supply of qualified candidates and the County's non-competitive pay rates. The majority of experienced candidates declined RCRMC's job offers because they are paid between \$22.00 and \$24.00 per hour by other employers. The County's hourly pay rate currently ranges from \$12.03 to \$18.88. Furthermore, five Dietetic Technicians hired at RCRMC resigned within 18 months in order to return to their former employers for more pay.

Recently, the department hired three newly graduated Dietetic Technicians. Two of them resigned after eight weeks and another one is leaving by July 2013. RCRMC's Arlington campus does not have a Dietetic Technician. The department had to transfer the experienced incumbent at the Arlington campus to the medical center to help with patient care. In order to cope with the Dietetic Technician staffing shortage and to meet regulatory standards, the department has been utilizing an incumbent Dietitian II to perform the duties of a lower Dietetic Technician classification for more than a year. The cost to the department is approximately \$53,000 in Dietitian annual salaries. Moreover, by mid June 2013, a contracted vendor will cease providing supplemental dietetic services at RCRMC's inpatient psychiatric facility at the Arlington campus. Therefore, the department has a much greater need to hire and retain more Dietetic Technicians, in order to assist with the medical nutrition therapy needs of patients and to be compliant with Joint Commission, State and Federal regulations.

To strengthen the department's ability to retain its incumbent Dietetic Technicians as well as recruit experienced candidates, it is recommended to grant a parity adjustment of approximately 22.2% to the Dietetic Technician classification. This will bring the County's Dietetic Technician classification closer to what the market currently pays. The proposed parity adjustment is based upon an external market survey (Attachment A) recently conducted utilizing four California county hospitals that employ Dietetic Technicians. The resulting market data indicated that the pay range for this classification is approximately 22.2% below the Dietetic Technician salaries in other California counties.

Adjustment: It is recommended that the Dietetic Technician classification be granted an approximate 22.2% parity adjustment from salary plan/grade DTS 106/L18 (\$25,012 - \$39,261) to SEU 253/L14 (\$34,028 - \$47,976). This action will be a significant boost to Dietetic Technician retention and recruitment efforts. There are currently five incumbents and the total annual cost of this request, including benefits, is \$52,119 for those five incumbents. With the proposed parity adjustment, the department will be able to retain its incumbent Dietetic Technicians and would no longer utilize a Dietitian to perform the duties of a Dietetic Technician classification.

CREATION OF NEW CLASSIFICATIONS

Officer of Commerce & Foreign Trade:

The Office of Foreign Trade was established in 2009 out of a need to improve the ability to attract foreign investment and provide support to the Board of Supervisors and EDA in legislative affairs and public relations. The Office of Foreign Trade offers services and information on trade policies and regulations as well as providing diplomatic services. Providing assistance to foreign investors and entrepreneurs to invest in Riverside County is a key component of the Office of Foreign Trade. The Office of Foreign Trade assists business owners, corporate officials, investors, and entrepreneurs with export and import assistance with the objective of creating new jobs and investments within the County. The Human Resources Department recommends establishing a new At-Will classification of Officer of Commerce & Foreign Trade for the EDA, Office of Foreign Trade unit to more accurately reflect the unique high-level job duties to be performed.

It is recommended to add this new classification to the Class & Salary Listing at salary plan/grade XMB 144/L23 (\$93,659 – 168,113). This single position class will be designated At-Will and eligible for the Performance Recognition Plan as outlined in Section 311(B) of the current Management Resolution No. 2012-243. This request is only to add the classification and there is no immediate financial impact associated with this request. The proposed job specification is attached.

Assistant Director of Facilities Management:

A re-organization within the Economic Development Agency requires the establishment of a new classification titled Assistant Director of Facilities Management. The Assistant Director of Facilities Management will report directly to the Assistant County Executive Officer/EDA and will be responsible for managing the Design and Construction of County facilities, which includes project management, real property acquisitions and management. The requested classification will provide the necessary leadership to the Real Property and Design and Construction Divisions of EDA.

It is recommended to add this new classification to the Class & Salary Listing at salary plan/grade XMB 172/L23 (\$113,368 – 203,570). This single position class will be designated At-Will and eligible for the Performance Recognition Plan as outlined in Section 311(B) of the current Management Resolution No. 2012-243. This request is only to add the classification and there is no immediate financial impact associated with this request. The proposed job specification is attached.

HIPAA Compliance Manager:

In 2009, the United States Department of Health and Human Services instituted the Privacy Rule and the Security Rule as supplements to the Health Insurance Portability and Accountability Act (HIPAA), establishing standards for protection of the privacy of healthcare information. Under the Privacy Rule, every HIPAA covered entity must designate a privacy official whose duties include ensuring the entity's privacy compliance, as well as making this information available to the public. The privacy officer is responsible for developing, implementing and monitoring an effective compliancy program of all federal, state and local regulations and requirements.

Recently, the U.S. Department of Health and Human Services (HHS) Office for Civil Rights announced a final rule that implements a number of provisions of the Health Information Technology for Economic and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act of 2009, to strengthen the privacy and security protections for health information established under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Currently, there is no centralized oversight of the County's compliance with HIPAA, the responsibility for ensuring the security and privacy of health information is split between the Information Security Office (ISO) under the Information Technology Department, the County Human Resources Department, and the various departments that use health information. Recent changes within the HHS to strengthen the privacy and security protections will also include an increase in HHS hiring more auditors to ensure compliance. It is anticipated that there will be increased scrutiny by HHS in the future. Centralizing the HIPAA compliance function in the ISO will minimize potential liability for the County by improving HIPAA compliance. The Human Resources Department recommends that the function be centralized in the ISO and that the HIPAA Compliance Manager classification be established to perform that function.

It is recommended to add this new classification to the Class & Salary Listing at salary plan/grade MRP 649/L18 (\$81,647 – \$128,167). This single position class will be designated eligible for the Performance Recognition Plan as outlined in Section 311(C) of the current Management Resolution No. 2012-243. This request is only to add the classification and there is no immediate financial impact associated with this request. The proposed job specification is attached.

PERFORMANCE RECOGNITION PLAN ELIGIBILITY ADJUSTMENT

Property Tax System IT Officer:

Based on a request received from the Assessor-County Clerk Recorder, the Treasurer-Tax Collector, and the Auditor-Controller, the classification of Property Tax System IT Officer was reviewed in order to determine whether the classification should be eligible for Tier II under the Performance Recognition Plan (PRP).

At the implementation of the PRP, the Property Tax System IT Officer classification was designated as Tier III eligible. However, after further review, it has been determined that this unique classification qualifies for Tier II. This At-Will classification reports to, and serves at the pleasure of, the three elected officials listed above.

It is recommended that the Property Tax System IT Officer classification move from the PRP Tier III level in salary plan/grade MRP 778/L19 (\$95,662 - 154,351) to the PRP Tier II level in salary plan/grade XMB 145/L23 (\$95,662 – 171,700) effective March 7, 2013, the same date that other PRP Tier II employees received an increase in accordance with the PRP established guidelines pertaining to Tier II eligible classifications. There is one incumbent in this classification at this time and currently eligible for a potential pay increase under the PRP Tier III. The additional steps to the salary grade will represent a salary increase of two steps for the current incumbent and will allow for additional four steps for performance recognition in future years consistent with other PRP Tier II employees. Approval of this change will cost \$1,894 in FY 12/13 and a total annual cost of \$7,036.

RESOLUTION NO. 440-8928

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 2, 2013, that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
57755	Dietetic Technician	DTS 106/L18	SEU 253/L14

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, with an operative date *retroactive* to *March 7, 2013*, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
86146	Property Tax System IT Officer	MRP 778/L19	XMB 145/L23

BE IT FURTHER RESOLVED that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
76612	+	Assistant Director of Facilities Management	XMB 172/L23
76400	+	HIPAA Compliance Manager	MRP 649/L18
74462	+	Officer of Commerce & Foreign Trade	XMB 144/L23

1 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the
2 Assistant County Executive Officer/Human Resources Director is authorized to add the following
3 classification(s) to Appendix II, operative at the beginning of the pay period following the date of
4 approval, as follows:

5	<u>Job</u>		
6	<u>Code</u>	<u>+/-</u>	<u>Class Title</u>
6	76612	+	Assistant Director of Facilities Management
7	74462	+	Officer of Commerce & Foreign Trade

External Market Survey Data

ATTACHMENT A

DIETETIC TECHNICIAN

Riv Co Class Code: 57755

Jurisdiction	Title	Base Salary
Kern County	<i>Dietetic Technician</i>	\$43,243
San Bernardino County	<i>Dietetic Technician</i>	\$41,662
Santa Clara County	<i>Dietetic Technician</i>	\$52,830
Ventura County	<i>Registered Dietetic Technician</i>	\$54,220

County Survey Mean:
County Survey Median:

\$47,989
\$48,037

Riverside County

\$39,261

Dollar difference from mean:

-\$8,728

Percentage difference from mean:

-22.2%

Dollar difference from median:

-\$8,776

Percentage difference from median:

-22.4%

Notes:

Run Date:

Date Prepared/Revised: 05/28/13

By: Betts Poole



COUNTY OF RIVERSIDE
Established Date: Jul 11, 2013
Revision Date: Jul 11, 2013

OFFICER OF COMMERCE & FOREIGN TRADE

Class Code: 74462

SALARY RANGE

\$45.03 - \$80.82 Hourly
\$7,804.94 - \$14,009.44 Monthly
\$93,659.28 - \$168,113.30 Annually

CLASS CONCEPT:

Under direction, plans, develops, organizes, and coordinates Countywide foreign trade, legislative affairs, and public relations; and performs other related duties as required.

The Officer of Commerce & Foreign Trade is a single-position classification reporting to the Managing Director of the Economic Development Agency (EDA) and serves as the trade, diplomatic, and foreign affairs advisor to the Board of Supervisors, Executive Office, Assistant County Executive Officer, and Department Heads by request, and other County elected or appointed officials.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Assistant County Executive Officer/EDA.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(B) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

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

FOREIGN TRADE

- Work closely with State and federal elected officials to promote trade and investment within Riverside County and will assist local cities with trade policy and implementation.
- Serve as the County representative to the Import Export Bank of the United States of America in Washington, D.C. and within the County boundaries for the expressed purpose of securing and assisting in loan underwriting, business loan guarantees that support manufacturers and exporters located within the County.
- Serve as the official representative of the County to the United States Department of State and the United States Department of Commerce and applicable state agencies for the expressed purpose of promoting trade and foreign direct investment.

- Arrange tours of the County for visiting officials and community groups.

LEGISLATIVE AFFAIRS

- Work with necessary department, federal, and state governing bodies to craft legislation in support of Countywide interests.
- Maintain working relationships with departments such as, but not limited to, the U.S. Department of Health and Human Services, Federal Aviation Administration, Department of Homeland Security, U.S. Department of Commerce, and the U.S. Department of State.
- Track legislation from inception to completion and advise executive management on the status of pending and approved bills.
- Recommend strategies and policies for the support, opposition, or neutrality of pending legislation in both houses of the federal and state legislative bodies.
- Aid the EDA Assistant Directors in developing language to modify policies and procedures of state and federal law that limit the impact of the success of EDA programs.
- Prepare the EDA's portion of the annual legislative platform for inclusion in the official County platform.

PUBLIC RELATIONS

- Serve as the official spokesperson for the Riverside County Economic Development Agency.
- Handle day-to-day media and press relations with local, regional, and national news outlets in radio, television, and print mediums; prepare press releases for the department and joint press release with other partners; prepare, edit, and submit public information releases to newspapers, television, and radio stations.
- Prepare feature articles in direct support of the objectives of the Agency; prepare speeches and policy papers as requested.
- Coordinate press conferences and events.
- Serve as Master of Ceremonies for joint media relations activities to promote community events sponsored by the Agency or members of the Board of Supervisors.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in business or public administration, marketing, journalism, public relations, political science, or other closely related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of qualifying experience equal to 30 semester or 45 quarter units of education.)

Experience: Four years of professional level experience in public relations, media, or legislative affairs;

AND

Two years of administrative responsibility that included the design, development, or implementation of Countywide foreign trade initiatives, legislative affairs, or public relations.

Knowledge of: Concepts, methods, and techniques of planning and implementing effective trades and investments; statistical analysis and data gathering techniques; English grammar, spelling, punctuation,

and the principles of effective written communications; and writing, editing, and publishing procedures.

Ability to: Establish and maintain good working relationships with media representatives, public and private organizations, staff, and foreign officials; plan, organize, and establish foreign trade and investment goals, objectives, and priorities; produce accurate information; adhere to deadlines and short time constraints; establish and maintain effective interpersonal communication; maintain confidentiality of sensitive information; make oral presentations; understand subject matter and programs related to the Economic Development Agency.

OTHER REQUIREMENTS:

License: 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).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



ASSISTANT DIRECTOR OF FACILITIES MANAGEMENT

Class Code: 76612

COUNTY OF RIVERSIDE

Established Date: Jul 11, 2013

Revision Date: Jul 11, 2013

SALARY RANGE

\$54.50 - \$97.87 Hourly

\$9,447.31 - \$16,964.20 Monthly

\$113,367.70 - \$203,570.43 Annually

CLASS CONCEPT:

Under administrative direction, plans, organizes, and directs a comprehensive and fully integrated building services program; and performs other related duties as required.

The Assistant Director of Facilities Management is a single-position classification reporting directly to the Assistant County Executive Officer/Economic Development Agency (EDA). This position is characterized by the responsibility to support other County departments and agencies by directing the planning and design and construction of County facilities, to include project management and real property management and acquisitions. The class of Assistant Director of Facilities Management is distinguished from the class of Assistant County Executive Officer/EDA by the latter's overall responsibility for the total direction and operation of EDA.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Assistant County Executive Officer/EDA.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(B) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, coordinate, and direct integrated facilities design, construction, maintenance, and leasing programs to meet County space needs.
- Direct planning, design, and scheduling for construction of new County facilities and alteration of existing ones.
- Provide broad design guidance to staff and consultants and make key decisions as to selection of major building systems.
- Direct the planning, organization, and implementation of a centralized real property management

program for the County of Riverside, which includes the leasing, purchase, and sale of real property.

- Through subordinate staff, act as chief County negotiator in major real property leases and acquisitions; oversee, and may act to, effect compliance with contractual terms of lease agreements and construction projects.

- Develop and recommend building space standards for Board approval and apply standards to determine County department's needs.

- Direct the preparation of studies by subordinate staff and consultants in evaluating and recommending to the Board of Supervisors actions to lease, build, or alter existing facilities; direct the review of new County building plans for compliance with building maintenance and operational needs.

- Direct a program of custodial and maintenance services for County buildings; develop building and grounds maintenance policies and standards for County-owned and leased facilities.

- Establish and direct programs of recurring and emergency maintenance or repair through contract and in-house support.

- Direct the evaluation of long-range equipment and personnel requirements to meet County building maintenance needs.

- Consult with departmental representatives on major building modification requests and other non-routine or sensitive matters.

- Direct the selection, orientation, placement, and discipline of personnel in the department; direct the preparation and administration of the facilities management budgets.

- Comply with applicable local, State, and federal environmental requirements.

RECRUITING GUIDELINES:

Experience: Six years of engineering or architectural experience, which must include construction management. This experience must have included responsibility for budget planning and control, fiscal management, and personnel administration.

Knowledge of: Principles of planning, architectural design, construction and energy management; structural and mechanical engineering Building Codes, Cal-OSHA building construction regulations, ADA compliance (Title II), and other safety or construction requirements; Building construction and real property leasing, acquisition, and sale; the principles and practices of administration, with emphasis on organization, personnel management, and budgetary planning and control; program planning and evaluation methods.

Ability to: Plan, organize, and direct a comprehensive program of facilities management including lease, acquisition, and construction management; Develop and evaluate design and construction standards and criteria; coordinate construction of capital projects through completion; understand, interpret, apply and enforce codes, regulations, specifications, schedules and contract provisions; generate and evaluate alternatives, analyze data, reach logical conclusions, formulate recommendations, and institute effective changes; establish and maintain effective working relationships with public officials, subordinates, general public, and staff members of other agencies; speak and write effectively; prepare and present clear and comprehensive reports; design and implement new procedures and evaluation techniques for technical and administrative operations; formulate program policies and identify needs; analyze fiscal and administrative problems and determine appropriate actions; effectively manage a large staff through subordinate supervisors; read and interpret specifications, rules, and regulations; deal tactfully and

effectively with others.

OTHER REQUIREMENTS:

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

Possession of a valid certificate of registration as a Civil or Mechanical Engineer issued by the California State Board of Registration for Professional Engineers, or a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners.

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).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



HIPAA COMPLIANCE MANAGER

Class Code: 76400

COUNTY OF RIVERSIDE

Established Date: Jul 11, 2013

Revision Date: Jul 11, 2013

SALARY RANGE

\$39.25 - \$61.62 Hourly

\$6,803.92 - \$10,680.61 Monthly

\$81,647.07 - \$128,167.31 Annually

CLASS CONCEPT:

Under the direction of the Chief Information Security Officer, develop, implement, and maintain County practices, policies, and procedures related to the Health Insurance Portability and Accountability Act (HIPAA) medical privacy and information security compliance programs; ensure Countywide compliance with HIPAA, the Health Information Technology for Economic and Clinical Health Act (HITECH), and all other federal and State regulatory requirements applicable to management of protected health information; and perform other related duties as required.

This single-position class reports to the Chief Information Security Officer (CISO) and is responsible for ensuring compliance of privacy regulations for the departments and agencies of the County of Riverside.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Unrepresented Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Perform compliance audits and establish a mechanism for monitoring County compliance; regularly report audit results to the CISO.
- Evaluate County and departmental readiness to achieve HIPAA compliance in the areas of healthcare privacy; facilitate the development and implementation of privacy policies, procedures, and breach notification as necessary.
- Evaluate and update, as necessary, Board of Supervisor's Policy B-23 Health Privacy and Security, including the Notice of Privacy Practices, procedures for filing and investigation of complaints related to HIPAA/HITECH Privacy, Breach Notification Rules, and related County guidelines and procedures.
- Document and retain all complaints received as required by HIPAA/HITECH; establish and maintain a mechanism for tracking and reporting the investigation and resolving such complaints.
- Investigate claims alleging violation of Board Policy B-23 and related statutes; make recommendations

to the CISO on appropriate follow-up measures.

- Cooperate with the U.S. Department of Health and Human Services Office of Civil rights and other regulatory/auditing entities in any compliance reviews, audits, or investigations.
- Develop, implement, and administer training on Board Policy B-23 and HIPAA/HITECH's Privacy and Breach Notification Rules for all County employees; oversee annual compliance training; report delinquent departments to CISO.
- Work with the Center for Government Excellence (CGE) to ensure that a monitoring process is in place to confirm required training is provided in a timely manner.
- Assist in Disability Access Office (DAO) and HIPAA/HITEC strategic planning processes; provide input to the DAO Human Resources Services Manager and assist in developing strategic plans, goals, and objectives; measure, analyze, and report on progress towards goals and objectives.
- Prepare and/or revise a variety of documents, such as award applications, program descriptions, financial spreadsheets, policies and procedures, etc. for the County Human Resources Department and/or department partners.
- Manage the County's HIPAA compliance hotline.
- Provide guidance and assistance to departments on a variety of privacy and compliance auditing, and internal control matters; document findings and prepare reports.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, public health nursing, finance, or accounting. A Master's degree from an accredited college or university is preferred. Incumbent must possess and maintain current certification as a HIPAA Professional (CHP).

Experience: Six years of experience in the healthcare field, Human Resources, or other Administrative capacity which includes internal auditing experience and experience in the development and direction of HIPAA and/or privacy compliance programs. At least two years of this experience must be in a supervisory capacity over other professionals, with extensive experience and knowledge in business processes and standards associated with areas of assignment, risk assessment processes and practices, project planning and management, business continuity planning, documentation, and evaluation, managing the evidentiary process, and strong customer service skills.

Knowledge of: General knowledge of information security; theory, principles, and practices of general healthcare, and governmental accounting, budgeting, and auditing; HIPAA privacy and security rules and regulations; privacy laws, rules, and regulations relating to information and security; federal, State, and local codes, rules, and regulations including healthcare fiscal operations; the methods of developing systems forms for various types of accounting records and reports; information systems and their application to accounting operations; the principles, methods, and techniques of public administration, personnel, and business office management; the principles and techniques of supervision.

Ability to: Manage complex compliance and auditing programs; evaluate the efficiency of work by operations staff; apply legal and administrative compliance policies to general county systems; analyze data, draw logical conclusions, conduct independent reviews and make evaluations to ensure compliance issues and concerns within the county are being appropriately evaluated, investigated and resolved; recommend effective courses of action; communicate effectively in oral and written form; establish and maintain effective working relationships; perform trend analyses, project planning, and management; conduct independent systems analyses of complex business processes; interact with customers and

vendors on the phone and in person; perform business continuity planning, documentation, and evaluation.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License.

A successful Sheriff's Level One Security Clearance is 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).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.