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

**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
August 8, 2013

**SUBJECT:** Classification and Compensation recommendation to establish two new classifications and amend Ordinance No. 440 pursuant to Resolution No. 440-8937 submitted herewith.

**RECOMMENDED MOTION:** That the Board of Supervisors approve the recommendation and amend Ordinance No. 440 pursuant to Resolution No. 440-8937 submitted herewith.

**BACKGROUND:** Human Resources (HR) conducted a classification study for the County Fire Department to consider creating a management level classification within the Office of Emergency Services (OES) to address the division's growing size and scope of responsibility.

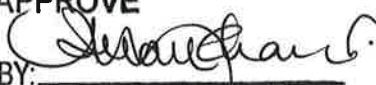
Departmental Concurrence

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

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2013/2014

<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  
  
BY: Ivan M. Chand

**County Executive Office Signature**

- Policy
- Consent
- Policy
- Consent

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

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

**BACKGROUND continued:**

The mission of the Riverside County Fire Department is to protect life, property, and the environment through professionalism, integrity, and efficiency. The Department operates with an annual budget of \$182 million, and is comprised of numerous divisions, including the Office of Emergency Services (OES). The OES is responsible for executing planning, development and coordinated response efforts to multi-hazard emergency and disaster conditions. Since 2008, the size of the OES has nearly doubled, from 15 staff with 2 supervisors in 2008, to 26 staff with 4 supervisors in 2013. In addition, the range of services provided by the OES has greatly increased, including the responsibility to provide emergency management services for contract cities, increased program management responsibilities, and additional emergency incident field response roles. The increase in both the size of the OES, and scope of services provided necessitates the creation of a management level position to oversee the day-to-day operations. The requested management level classification will establish a more effective organizational structure, given the significant growth the OES has undergone.

The HR Department examined existing County job classifications, but could not identify one that fit the technical and highly specialized needs of the OES. Therefore, HR recommends establishing a new classification of Emergency Services Manager. A market salary survey was conducted using benchmark counties with comparable OES divisions. Based on the benchmark counties, the market mean salary is \$94,840 annually and the market median salary is \$92,896 annually.

**Riverside County Regional Medical Center**

The County had an Assistant Pharmacy Director classification that was assigned to the Riverside County Regional Medical Center (RCRMC) Pharmacy Services. In August 2001, this class was inactivated and was replaced by a new classification, Supervising Pharmacist. Recent restructuring and reorganization of the medical center's Pharmacy Services requires the re-establishment of the Assistant Pharmacy Director classification. The Assistant Pharmacy Director will assist the Pharmacy Director in strategic planning and directing the medical center's inpatient and outpatient pharmacy services. The requested classification will be responsible for supervising pharmacy staff and help ensure compliance with Federal, State, and Joint Commission pharmaceutical rules and regulations.

**CLASSIFICATION ADDITIONS**

**Emergency Services Manager:** It is recommended to add this class to the Class and Salary Listing at salary plan/grade MRP 314/L17 (\$60,828 - \$92,896). The proposed salary for this class is approximately 2.1% lower than the market mean, and in range with the market median; sufficient to be competitive, yet moderate in cost. This classification will be eligible for the Performance Recognition Plan (PRP) as outlined in Article 3, Section 311(C) of the current Management Resolution No. 2012-243 and the recommended salary cap is inclusive of the PRP steps. This request is only to add the classification and there is no immediate financial impact associated with this request. The proposed class specification is attached.

**Assistant Pharmacy Director:** It is recommended to add the new classification to the Class and Salary Listing at salary plan/grade MRP 839/L19 (\$108,543 – \$175,213). This single position class will be eligible for the PRP as outlined in Article 3, 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 class specification is attached.





## EMERGENCY SERVICES MANAGER

Class Code: 37884

COUNTY OF RIVERSIDE

Established Date: Aug 22, 2013

Revision Date: Aug 22, 2013

### **SALARY RANGE**

\$29.24- \$44.66 Hourly

\$5,069.01 - \$7,741.33 Monthly

\$60,828.14 - \$92,895.92 Annually

### **CLASS CONCEPT:**

Under direction, manages the operations of a major operating unit within the Emergency Services Division of the County Fire Department, which includes the planning, development, organization, and coordination of integrated emergency response services; and performs other related duties as required.

The Emergency Services Manager is distinguished from that of Emergency Services Program Supervisor in that the former has full management responsibility over a major operating unit of the Office of Emergency Services (OES) and assists in the administration of division budget and operations. This class is responsible for management of Emergency Services professional, technical and clerical staff; is assigned a high degree of responsibility in coordinating emergency services programs; and assists the Fire Department Deputy Director - OES in resolving difficulties and problems encountered in developing emergency preparedness and operations plans. An incumbent of this class reports to, and acts in behalf of, the Fire Department Deputy Director - OES during absences or as assigned.

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:** Management

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Manage division staff in the development and maintenance of emergency event procedures and resources for all County unincorporated areas and for individual cities on a contract basis; assist in developing and coordinating emergency response plans for contract cities.
- Manage and supervise staff, participate in hiring and disciplinary actions.
- Plan, develop, organize, and evaluate response to multi-hazard emergency or disaster conditions involving earthquakes, major fire/wildfires, hazardous materials, nuclear incidents, imminent/actual flooding, imminent/actual dam failures, nuclear power plant incidents, and transportation networks; assist in the training and evaluation of emergency responders within the Riverside County Operational Area (OA) in compliance with SEMS.

- Coordinate the preparation and maintenance of the County's Multi-Hazard Functional Plan.
- Confer with various public and private agencies and officials to encourage active participation in disaster preparedness planning and the commitment of human and material resources for mobilization during an emergency.
- Coordinate and participate in the management and support of designated Emergency Service Committees; organize and coordinate activation of Emergency Operations Center facilities and equipment.
- Ensure the operational readiness telecommunications, radiological, and other emergency operations equipment; design and oversee the conduct of emergency management exercises; organize and assist in directing response to emergency exercises and events.
- Assign staff to track and compile ongoing incident status information; evaluate effectiveness and efficiency of exercise and event responses.
- Coordinate preparation of detailed reports and applications to state and federal agencies for reimbursement and financial assistance needed to recover from declared disasters.
- Coordinate and provide support to fire and hazardous materials response teams; provide staff training in specialized technical fields.
- Develop and administer training and public education programs; analyze and interpret local, state, and federal laws and regulations as they relate to emergency services; develop and conduct in-service programs for emergency response personnel and presents public education demonstrations in areas of expertise and/or certification.
- Coordinate fixed asset design, purchase, and installation; maintain division budget and inventory control; serves as technical advisor and act in direct support of members of the Emergency Services Council.

**RECRUITING GUIDELINES:**

Education: Bachelor's degree from an accredited college preferably with major coursework in Emergency Management, Public or Business Administration, Environmental Sciences, Communications, Urban Studies, or a closely related field. (Additional qualifying experience may be substituted for the required education on a basis of one year of experience for 30 semester or 45 quarter units.)

Experience: Three years of experience comparable to an Emergency Services Program Coordinator with the County of Riverside. (Training in the field of emergency management from a recognized state or federal training program may substitute for the one year of the required experience on the basis of 30 hours of training equaling one month of experience.)

Knowledge of: The principles of planning, developing, coordinating, and organizing emergency management services; the principles and practices of supervision; interrelationships, responsibilities, goals, and functions of local, state, and federal government in planning and implementing emergency services; the organization and implementation of an Incident Command System; the techniques of emergency response and recovery; emergency communications and computer applications; techniques of training and public speaking; public relations.

Ability to: Plan, develop, organize, and evaluate an emergency management program; supervise the work of others; understand and apply local, state, and federal rules, regulations, and directives governing disaster/emergency preparedness; anticipate, analyze, and evaluate potential disaster problems; establish and maintain effective working relationships with a variety of agencies, organizations, and

individuals; elicit the cooperation and support of County and city personnel, and volunteers; provide technical guidance and direction; prepare comprehensive reports and plans involving detail and coordination; communicate effectively in verbal and written form.

**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 PHARMACY DIRECTOR

Class Code: 73614

COUNTY OF RIVERSIDE  
Established Date: Aug 22, 2013  
Revision Date: Aug 22, 2013

### **SALARY RANGE**

\$52.18 - \$84.24 Hourly  
\$9,045.24 - \$14,601.10 Monthly  
\$108,542.93 - \$175,213.17 Annually

### **CLASS CONCEPT:**

Under general direction, assists in planning, directing, and coordinating the pharmacy services at the Riverside County Regional Medical Center (RCRMC); acts as the Pharmacy Director during absences or when assigned; and performs other related duties as required.

This single-position class reports to the Pharmacy Director and has responsibility for the organization and coordination of RCRMC's Pharmacy services and operations. This class will assist the Pharmacy Director in the overall supervision of staff, budgeting, staffing, and directing the accomplishment of short-term and long-term objectives of the Pharmacy services.

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:** Management

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Assist the Pharmacy Director in the development of goals, policies, and programs governing the provision of medication therapy for inpatients and outpatients; set overall standards for the quality of pharmacy services and the conduct of pharmacy operations; ensure compliance with Federal, State, and Joint Commission pharmaceutical rules and regulations.
- Assist the Pharmacy Director in personnel selection, staff performance, monitoring, and evaluation; administer disciplinary counseling to staff as appropriate.
- Develop, design, and implement Pharmacy Department services, procedures, policies, and programs; prepare and update departmental policy and procedure manuals; propose, evaluate, and monitor budgetary, purchasing, and productivity information and standards.
- Maintain the drug formulary and advise medical staff of additions or deletions.
- Promote professional development of pharmacy staff.
- Instruct, train, and supervise a staff of inpatient and outpatient clinical pharmacists, pharmacists,

pharmacy technicians and other support staff engaged in the procurement, packaging, labeling and distribution of medications, solutions and preparations.

- Direct quality assurance, drug utilization review, and medication monitoring conducted by the Department; ensure that all local, state, and federal laws regarding medications are followed; ensure that appropriate pharmacy services are provided to patients as well as nursing, physicians, and other professionals.

- Act for the Pharmacy Director in their absence; serve as liaison between the medical staff and the Pharmacy Department; consult with, and provide for, the education of the nurses, physicians, and other professionals regarding pharmaceutical and department services.

**RECRUITING GUIDELINES:**

Education: Graduation from a School of Pharmacy accredited by the American Council of Pharmaceutical Education with a Doctor of Pharmacy degree (Pharm. D.). Completion of an accredited post-doctoral pharmacy residency in a hospital or Master's degree in Business Administration or in Health Care Administration is preferred.

Experience: Three years as a pharmacist in an acute care hospital, including one year supervising pharmacists and related personnel. Five years supervising pharmacist in a hospital is preferred.

Knowledge of: Drug distribution systems and the provision of clinical pharmacy services; OPA 340b drug discount program; system development and implementation of drug distribution and/or clinical systems/services; quality assurance and continuous quality improvement; principles of effective supervision; good customer service (physicians, nurses, and patients); professional standards and practices; Federal, Board of Pharmacy, Joint Commission and Department of Health Services (DHS) laws, regulations, and guidelines pertaining to patient care, and dispensing of legal and non-legal pharmaceuticals and poisons.

Ability to: Provide quality pharmaceutical care; communicate clearly and effectively; schedule, organize, and manage standard and new responsibilities.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a current valid certificate of registration as a Licentiate in Pharmacy issued by the California State Board of Pharmacy and fulfillment of the continuing education requirements.

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).

**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.