

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

392



FROM: Human Resources Department

SUBMITTAL DATE:
March 12, 2015

SUBJECT: Classification and Compensation recommendation to establish a new single-position classification of Assistant County Executive Officer – Health System and amend Ordinance No. 440 pursuant to Resolution No. 440-8974 submitted herewith. [District- All] [Total Cost - \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the addition of Assistant County Executive Officer - Health System job classification (Attachment A); and
2. Amend Ordinance No. 440 pursuant to Resolution No.440-8974 (Attachment B) submitted herewith.

BACKGROUND:

Summary

The following recommendation is the result of a classification request from the County Executive Office to develop a new classification, Assistant County Executive Officer – Health System. This classification will be responsible for leading, organizing and directing the County's comprehensive and integrated Health System. The position was recommended by our Huron consultants and is supported by the Health Care Governance Committee.


Michael T. Stock
Asst. County Executive Officer/
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS:	Budget Adjustment: No
	For Fiscal Year: 2014/2015

C.E.O. RECOMMENDATION:

APPROVE

BY 
Jay E. Orr

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

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

3-25

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

FORM 11: Classification and Compensation recommendation to establish a new single-position classification of Assistant County Executive Officer – Health System and amend Ordinance No. 440 pursuant to Resolution No. 440-8974 submitted herewith. [District- All] [Total Cost - \$0]

DATE: March 12, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

CREATION OF A NEW JOB CLASSIFICATION

As health systems compete for patient satisfaction in this era of Health Reform, also known as Affordable Care Act (ACA), the mission of the Riverside University Health System (RUHS) is to deliver the best quality healthcare to the residents of Riverside County in the most effective manner. Towards this end, RUHS is transforming its organizational structure and has determined that an appropriate job classification is needed in order to lead the County's integrated health system and achieve its primary goal.

With the ACA implementation, it is essential for patients to have convenient access to a seamless, comprehensive healthcare system that provides quality and timely preventive, acute or critical care as well as promotes health and wellness. Furthermore, the ACA implementation presents an opportunity for the County's integrated health systems to realize additional revenues by being a healthcare provider focused on positive health outcomes and patient satisfaction. In order to benefit from the ACA implementation and compete for patient satisfaction, combining the various departments that provide health services, into one integrated healthcare delivery system, and will provide a seamless delivery system. To provide leadership and strategic direction to the integrated health system, an Assistant County Executive Officer – Health System job classification is recommended. This single position class will report to the County Executive Officer.

CLASSIFICATION ADDITION

Assistant County Executive Officer – Health System: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMA 235/L23 (\$208,149 - \$374,419). The proposed annual salary maintains the existing manager-direct report salary relationship and would avert potential compaction issues. This request is only to add the classification and therefore, there is no immediate financial impact. The Assistant County Executive Officer – Health System job classification specification is attached.

Impact on Residents and Businesses

Approval of the proposed classification will result in a more integrated and seamless delivery of health services to the residents of Riverside County.

ATTACHMENTS:

- A. **SALARY ORDINANCE RESOLUTION 440-8974**
- B. **ASSISTANT COUNTY EXECUTIVE OFFICER – HEALTH SERVICES JOB SPECIFICATION**



ASSISTANT COUNTY EXECUTIVE OFFICER – HEALTH SYSTEM

Class Code: 73868

COUNTY OF RIVERSIDE
Established Date: Apr 2, 2015
Revision Date: Apr 2, 2015

SALARY RANGE

\$100.07 - \$180.01 Hourly
\$17,345.71 - \$31,201.58 Monthly
\$208,148.51 - \$374,418.93 Annually

CLASS CONCEPT:

Under administrative direction, plans, organizes, and directs the County's comprehensive and integrated health system designed to deliver high quality healthcare to Riverside County residents; and performs other related duties as required

The Assistant County Executive Officer – Health System is a broad, single position class appointed by and reporting to the County Executive Officer, and receives overall policy guidance and direction from the County Executive Officer and the Board of Supervisors. This position will function as Medical Center CEO, has overall responsibility for directing the operations of the County's hospital and primary health care centers, coordinating the integrated health system, and advising and assisting the Executive Office in long-range planning, policy, and program development related to the Riverside University Health System (RUHS). The directors of the Department of Mental Health and Department of Public Health will report to this position. The incumbent will provide effective leadership related to strategic direction, overall performance, and regulatory compliance of the County's integrated health system. The Assistant County Executive Officer – Health System position requires frequent exercise of independent judgment and initiative within a general policy framework established by the members of advisory boards and the Board of Supervisors.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the County Executive Officer.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) 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)

- Direct the development of policies and programs to achieve overall organizational goals and objectives; develop strategic plans and systems to ensure a seamless delivery of quality, safe and patient-centered health services throughout Riverside County.
- Oversee and monitor the achievement of strategic plans and growth objectives, evaluate the various programs of the RUHS and direct necessary improvements.

- Direct department and staff compliance to Joint Commission, federal and state regulations and standards related to patient care and privacy, and to delivery of health services.
- Meet with the County Executive Officer, department heads, and other executive staff members to develop and make recommendations on a variety of health system related issues; serve as advisor to the County Executive Officer; resolve programmatic/policy issues, particularly those having significant impact on patient care, confidentiality and satisfaction, regulatory compliance, Board of Supervisors policies, and the general public or constituents.
- Collaborate with County leadership, the leadership of affiliated universities, the medical community, healthcare organizations/systems, and community leaders in order to promote and maintain the future success of the County's integrated health system.
- Lead the County's Health Care Governance Committee; promote collaboration among committee members, County executive leadership, department heads, and leaders of current or future affiliated universities in order to achieve the RUHS strategic plans and growth objectives.
- Participate as a member of various committees formed by the Board of Supervisors or the County Executive Officer that are involved with Countywide healthcare issues; act as liaison with other public and private agencies.
- Supervise subordinate staff; prepare and coordinate the preparation of a variety of reports.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Master's degree in business administration, healthcare administration, public health, or closely related field.

Experience: Ten years of experience as administrator in charge of a large acute care hospital or health system. Experience in an academic medical center or integrated health system preferred.

Knowledge of: Hospital and/or health system administration, Joint Commission accreditation standards, Federal and State laws and regulations related to patient care and safety; principles and techniques of effective supervision and organizational development; principles and methods of strategic planning, developing and evaluating policies, procedures and operations of multidisciplinary healthcare programs; financial management and fiscal control principles; current and emerging trends in healthcare; general understanding of health information technology and public health care system desired.

Ability to: Plan, organize and direct the operations of a large hospital or comprehensive health system; establish and maintain effective relationships with administrators and staff, healthcare organizations and general public; speak and write effectively; present information effectively before executive management, and/or healthcare groups.

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.

1 RESOLUTION NO. 440-8974

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 24, 2015, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the
5 Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and
6 Salary Listing of Ordinance No. 440, operative the beginning of the pay period following date of
7 approval, as follows:

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<u>Job</u>			<u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
73868	+1	Assistant County Executive Officer - Health System	XMA 235/L23

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14 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the
15 Assistant CEO/Human Resources Director is authorized to add the following classification to Appendix II
16 and Appendix III, operative the beginning of the pay period following date of approval, as follows:

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<u>Job</u>			
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	
73868	+1	Assistant County Executive Officer - Health System	

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