

909



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

FROM: Human Resources Department

SUBMITTAL DATE:
February 29, 2016

SUBJECT: Classification and Compensation recommendations to establish three new SEIU represented classifications and four Management classifications, and amend Ordinance No. 440 pursuant to Resolution No. 440-9016 [District - All] [Ongoing Total Cost - \$0].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the new recommended classifications and job specifications (Attachments B, C, D, E, F, G, H, and J).
2. Amend Ordinance 440 pursuant to Resolution No. 440-9016 submitted herewith.

BACKGROUND:

Summary

These new classifications will provide Riverside University Health System (RUHS) solutions for organizational effectiveness. The proposed job classifications clearly define key roles and responsibilities consistent with industry standards and increase accountability.

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 checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: N/A	Budget Adjustment: No
	For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE

BY:
Lani Sioson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9016 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Benoit and Ashley
 Nays: Washington
 Absent: None
 Date: March 15, 2016
 xc: HR

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

3-16

Zareh Sarrafian
Asst. County Executive Officer
Health Systems

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

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification and Compensation recommendations to establish three new SEIU
represented classifications and four Management classifications, and amend Ordinance No. 440
pursuant to Resolution No. 440-9016 [District - All] [Ongoing Total Cost - \$0].**

ng Total Cost - \$0].

DATE: February 29, 2016

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BACKGROUND:

Summary (continued)

RUHS is committed to delivering exceptional care to the residents of Riverside County, through a comprehensive and integrated health system and a network of skilled professionals. Fulfillment of this commitment is key to the continued transformation of RUHS into the provider of choice for patients and healthcare insurers.

In this era of Health Reform, RUHS competes for patients and for healthcare dollars, through an integrated health system delivering excellent quality and cost effective patient care. To this end, RUHS continues to restructure its systems and operations and to modify organizational models designed to deliver the best quality care. These ongoing RUHS system-wide changes necessitate new roles and therefore, the department requests additional and modified job classifications to achieve its goals.

CREATION OF NEW CLASSIFICATIONS

Clinical Integration Analyst: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 691/L17 (\$77,056 - \$117,978). The Clinical Integration Analyst classification will provide professional and technical support to RUHS integrated clinical information systems. This function is necessary for the effective implementation and efficient maintenance of clinical information systems, such as the Electronic Medical Record. The proposed salary range is based on available external market data (Attachment A). This request is to add the classification. The Clinical Integration Analyst class specification is attached (Attachment B).

Decision Support System Analyst: It is recommended to add the Decision Support System (DSS) Analyst classification to the Class and Salary Listing at salary plan/grade SEU 664/L14 (\$68,360 - \$96,599). The proposed DSS Analyst classification will provide financial and professional quality metric analysis needed to support RUHS' DSS which is essential for performance, quality improvement, strategic organizational and financial planning. The proposed salary range is based on available external market data (Attachment A). This request is to add the classification. The DSS Analyst class specification is attached (Attachment C).

Decision Support System Manager: It is recommended to add the Decision Support System (DSS) Manager classification to the Class and Salary Listing at salary plan/grade MRP 795/L14 (\$103,614 - \$146,388). RUHS is implementing an electronic Decision Support System (DSS) to enhance strategic planning, decision-making, clinical and financial workflows for effective care delivery, and to maximize reimbursements. The proposed DSS Manager classification will oversee RUHS DSS operations and staff. The proposed salary range is based on available external market data (Attachment A). This request is to add the classification. The DSS Manager class specification is attached (Attachment D).

PACS Administrator: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 633/L17 (\$64,207 - \$98,259). The medical center utilizes a Picture Archiving and Communications System (PACS) that stores and retrieves digital diagnostic images from X-ray, MRI, CT Scan, Mammography screening, and Ultrasound systems. PACS is an efficient tool for Radiologists, Physicians, Nurses, and other healthcare providers to immediately view digital diagnostic images necessary for timely diagnoses of a patient's health status. A PACS Administrator classification is required for operating and maintaining RUHS' PACS. The proposed salary range is based on available external market data (Attachment A). This request is to add the classification. The PACS Administrator class specification is attached (Attachment E).

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Nurse Coordinator: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 738/L15 (\$96,508 - \$140,000). Effective and timely nursing care coordination is important to delivering exceptional care to patients. The Nurse Coordinator class will manage care to a specific patient population or a specialty healthcare program to improve patients' health status. This class is important to delivering exceptional care to patients and achievement of positive health outcomes. The proposed salary range is based on available external market data (Attachment A). This request is to add the classification. The Nurse Coordinator class specification is attached (Attachment F).

RUHS Compliance & County Privacy Officer: It is recommended to add this At-Will classification to the Class and Salary Listing at salary plan/grade MRP 842/L20 (\$115,848 - \$192,092). The RUHS Compliance and County Privacy Officer is a unique classification because it is responsible for regulatory compliance for RUHS in addition to the County. This single-position class will assist the County Executive Office in ensuring adherence to County of Riverside policies and regulations related to overall privacy, as well as security of patient health information. At RUHS, this class, reporting to the Medical Center Chief Executive Officer, is responsible for ensuring compliance to standards and regulations related to healthcare quality and delivery. The proposed salary range is based on available external market data (Attachment A). This request is to add the classification. The RUHS Compliance & County Privacy Officer class specification is attached (Attachment G).

Assistant Medical Program Director I: It is recommended to add the Assistant Medical Program Director (AMPD) I classification to the Class and Salary Listing at salary plan/grade MRP 884/L9 (\$171,743 - \$212,555). This classification is Board Eligible and performs the full scope of medical services delivery to patients in acute and primary healthcare settings throughout the County. The AMPD I classification is distinguished from the AMPD II classification in that the latter is the Board Certified and lead level class in the series. The proposed annual salary is approximately 9% lower than the AMPD II class. This request is only to add the classification. The Assistant Medical Program Director I class specification is attached (Attachment H).

Correctional Healthcare Medical Director: It is recommended to add this At-Will classification to the Class and Salary Listing at salary plan/grade MRP 898/L9 (\$214,239 - \$265,201). The Correctional Healthcare Medical Director classification will plan, direct, and evaluate the delivery, quality, and safety of medical services for the inmates in the County's correctional facilities. This single-position class will report to the Chief Medical Officer and supervise Physicians, Nurse Practitioners, and Physician Assistants delivering patient care services to the inmates in the County's correctional facilities that include five adult correctional facilities and three juvenile halls. The proposed annual salary is based on the findings of an external market survey (Attachment I) and would prevent potential wage compression issues between the Correctional Healthcare Medical Director class and its incumbent subordinate Physician IV - Detention Health Services. This request is to add the classification. The Correctional Healthcare Medical Director class specification is attached (Attachment J).

Impact on Residents and Businesses

Approval of the proposed classifications will improve RUHS' overall operations, leading to excellent care, better access to healthcare, and a more comprehensive and seamless delivery of health services to the residents of Riverside County.

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ATTACHMENTS:

- A. Market Survey**
- B. Clinical Integration Analyst Class Specification**
- C. Decision Support System Analyst Class Specification**
- D. Decision Support System Manager Class Specification**
- E. PACS Administrator Class Specification**
- F. Nurse Coordinator Class Specification**
- G. RUHS Compliance & County Privacy Officer Class Specification**
- H. Assistant Medical Program Director I Class Specification**
- I. Correctional Healthcare Medical Director Market Survey**
- J. Correctional Healthcare Medical Director Class Specification**
- K. Resolution 440-9016**

RESOLUTION NO. 440-9016

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 15, 2016, 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 approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73847	+	Assistant Medical Program Director I	MRP 884/L9
74305	+	Clinical Integration Analyst	SEU 691/L17
73840	+	Correctional Healthcare Medical Director	MRP 898/L9
74081	+	Decision Support System Analyst	SEU 664/L14
74082	+	Decision Support System Manager	MRP 795/L14
74057	+	Nurse Coordinator	MRP 738/L15
98727	+	PACS Administrator	SEU 633/L17
76398	+	RUHS Compliance & County Privacy Officer	MRP 842/L20


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

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
73840	+	Correctional Healthcare Medical Director
76398	+	RUHS Compliance & County Privacy Officer

ROLL CALL:

AYES: Jeffries, Tavaglione, Benoit and Ashley
 NAYS: Washington
 ABSENT: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-JHEM Clerk of said Board
 By  Deputy

Market Survey

Class Title	County of Riverside		California Counties Average		Univ of California System		Hospital Ass'n of Southern California		Average Salary	
	Min Ann Sal	Max Ann Sal	Min Ann Sal	Max Ann Sal	Min Ann Sal	Max Ann Sal	Min Ann Sal	Max Ann Sal	Min Ann Sal	Max Ann Sal
Clinical Integration Analyst							77,584	117,978	77,584	117,978
Decision Support System Analyst			75,478	97,080			64,168	96,117	69,823	96,599
PACS Administrator							64,189	98,259	64,189	98,259
Decision Support System Manager			99,207	126,986			109,630	165,790	104,419	146,388
Nurse Coordinator			99,722	143,170			90,938	141,232	95,330	142,201
RUHS Compliance & County Privacy Officer			105,912	161,384			125,300	222,800	115,606	192,092



CLINICAL INTEGRATION ANALYST

Class Code: 74305

COUNTY OF RIVERSIDE

Established Date: Mar 17, 2016

Revision Date: Mar 17, 2016

SALARY RANGE

\$37.05 - \$56.72 Hourly

\$6,421.29 - \$9,831.50 Monthly

\$77,055.47 - \$117,978.02 Annually

CLASS CONCEPT:

Under general direction, performs professional work with the development and implementation of clinical process redesign and information flow as it relates to the implementation and ongoing support of the Riverside University Health System (RUHS) integrated clinical information systems and applications; assists the Clinical Informatics Officer or appropriate RUHS senior manager in coordinating clinical work flow assignments through all phases of the Electronic Medical Record (EMR) and clinical systems development, implementation, and post go-live evaluation, support, and modification/update; and performs other related duties as required.

The Clinical Integration Analyst class reports to the Chief Clinical Integration Officer or to an appropriate RUHS Medical Center senior manager. Incumbents assist and support the RUHS Information Services/EMR project teams, medical, nursing, and ancillary staff in the development, implementation, and monitoring of integrated clinical information systems to improve clinical documentation, healthcare quality, patient safety, and/or workflow efficiency.

REPRESENTATION UNIT: SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide technical support for RUHS' integrated clinical information system operations; assist in the coordination of RUHS information system operations and activities in support of interdisciplinary clinical practice, clinical decision making, quality assessment, and patient safety initiatives.
- Translate clinician requirements, in partnership with multi-disciplinary teams, into specifications for clinical information systems to redesign the workflow in clinical areas.
- Assist in the design, acquisition and implementation of applicable clinical/healthcare informatics, including software validation and installation, clinical content development, user acceptance testing, business process re-engineering, training, and go-live implementation support; coordinate the research, selection, and planned implementation process for nursing and clinical applications.
- Coordinate, implement, and conduct education and training to end-users of RUHS integrated clinical information systems and applications; develop and organize training curricula, schedules, and training materials.
- Facilitate effective communication with user groups and assist with go-live readiness to ensure smooth implementation of new functional elements, applications, and major releases of clinical information systems; interface with nursing, ancillary staff, and other clinicians related to the development, implementation, and review of the RUHS clinical information systems and procedures.
- Assist in monitoring and evaluating the effectiveness and efficiency of the integrated clinical information systems.

- Support and coordinate software applications for nursing and clinical operations, inclusive of, but not limited to, scheduling and acuity systems; provide technical assistance and support to end-users.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in nursing, 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 four years of clinical experience in an acute care setting, preferably in nursing, that included one year of responsible experience in support of clinical information systems, including electronic medical records and applications. Demonstrated experience leading complex clinical information systems implementations and operational experience in an acute care hospital with proven leadership and management skills, as well as evidence of teaching skills. Experience working with a variety of vendors and applications is highly desired.

Knowledge of: Principles and practice of Nursing or Clinical Informatics, clinical information management processes and procedures; Electronic Medical Records (EMR); clinical and nursing support applications such as Epic EMR; computer networks and software interface; standards and compliance issues related to patient care and safety required by Joint Commission, federal, and state regulatory agencies for healthcare.

Ability to: Coordinate multifaceted and technically sophisticated clinical information system projects; project management and training skills; use basic principles, practices, and functional activities for the maintenance and enhancement of clinical information systems; gather and analyze data; speak and write effectively; interpret and apply laws, rules, regulations, standards, and procedures; prepare concise reports and documents; establish and maintain effective working relationships with staff, customers, other employees, and the public; communicate effectively with people at all organizational levels.

SUPPLEMENTAL INFORMATION:

Job Competencies:

Skill in:

- Clinical management processes and procedures; testing processes, redesign and current technology in a changing environment.
- Project management.
- Presentation and written and oral communication.
- 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 the State of California. Possession of a license in healthcare professions may be considered.

Certification in Nursing or Healthcare Informatics is preferred.

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.



DECISION SUPPORT SYSTEM ANALYST

Class Code: 74081

COUNTY OF RIVERSIDE
Established Date: Mar 17, 2016
Revision Date: Mar 17, 2016

SALARY RANGE

\$32.87 - \$46.44 Hourly
\$5,696.69 - \$8,049.91 Monthly
\$68,360.24 - \$96,598.94 Annually

CLASS CONCEPT:

Under direction, collects, analyzes, and presents financial and quality data for organizational planning and decision-making; provides technical, financial, quality metrics, and informational assistance to Riverside University Health System (RUHS) program managers and department directors for strategic planning and financial performance decision-making purposes; and performs other related duties as required.

The Decision Support System Analyst class reports to the Decision Support System Manager or to an appropriate RUHS department manager and is responsible for providing the development, maintenance, and ongoing enhancement of financial and quality data reporting for RUHS. Responsibilities include the compilation and in-depth analyses of data to support decision-making related to performance and quality improvement, budget, cost-containment, finance, contracts, pricing of health services, purchasing, and other financial health related functions.

REPRESENTATION UNIT: SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Prepare and present a variety of budgetary, informational, and statistical reports and make recommendations.
- Prepare comparative analyses of operating programs by analyzing cost in relation to services performed during previous fiscal years; prepare regular and special reports necessary for organizational strategic decision-making.
- Identify problems related to quality metrics and financial or technical data; complete analysis and recommend solutions; initiate and facilitate comprehensive reviews of financial and quality data to ensure that RUHS is aligned with policy and program requirements.
- Ensure accuracy, completeness, and validity of data for reporting purposes related to decision support systems; identify problems with data and results and refer these to management.
- Consult with unit heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term strategic planning.
- Collect, analyze, and present data for planning/cost containment and comparison.
- Develop and conduct training for decision support system end users.
- Assist in the preparation of quarterly operational forecasts for current and future years using statistical and modeling techniques.
- Assist in the implementation of new systems including networks, software, and hardware.
- Represent the County as a Medical Administrative Activities Coordinator (MAA) and Targeted Case

Management Coordinator (TCM).

- Advise staff on cost analysis and fiscal allocations.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration, finance, or management information systems.

Experience: Two years of progressive experience as a professional accountant or financial analyst in an acute care hospital or in a multi-facility health system. Experience with Allscripts EPSi system or Epic information systems and applications preferred.

Knowledge of: Statistical methods and analysis; applications of statistical methods to management analysis; financial and budgetary management; budgeting and hospital accounting principles; methods of developing systems and forms for various types of accounting and financial records and reports; decision support systems and their application to accounting/financial operations; federal, state, and local codes, rules, and regulations influencing agency financial operations.

Ability to: Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; extract data from multiple financial systems and manipulate with ease and accuracy; interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables; prepare business letters, expositions, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style; participate in panel discussions; speak extemporaneously on a variety of subjects; plan work and develop procedures; understand statements of operations and procedural routines; apply numerical reasoning to design or modify systems; prepare graphs showing operational characteristics of systems using mathematical tables and formulas.

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.



DECISION SYSTEM SUPPORT MANAGER

Class Code: 74082

COUNTY OF RIVERSIDE

Established Date: Mar 17, 2016

Revision Date: Mar 17, 2016

SALARY RANGE

\$49.81 - \$70.38 Hourly
 \$8,634.46 - \$12,198.99 Monthly
 \$103,613.54 - \$146,387.90 Annually

CLASS CONCEPT:

Under general direction, plans, organizes and directs the Riverside University Health System (RUHS) decision support systems and operations; and performs other related duties as required.

The Decision Support System Manager class is responsible for the overall structure and management of the RUHS decision support system and for directing the work of both professional and technical level staff engaged in programmatic financial and quality data analysis. This class reports to the Chief Clinical Integration Officer or to an appropriate RUHS senior level manager, and will be a key participant to RUHS' organizational strategic planning, decision-making, and policy development activities.

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 Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, organize, and direct the administrative, financial, and technical operations of RUHS decision support systems; direct the resolution of complex administrative problems; work with stakeholders to define reporting requirements.
- Interpret and explain impact of policies, rules, and procedures on decision support systems; determine ways to meet and/or improve ability to meet reporting requirements; interpret the impact of government regulations and related program requirements; ensure compliance with local, state, and federal laws, rules, and regulations, as well as department policies and procedures.
- Anticipate decision system support user needs and find ways to integrate data from multiple systems for ease of reporting across RUHS; plan and allocate resources to conduct studies/projects related to decision support systems.
- Plan, organize, and administer the department's annual capital and operational budgets; review and evaluate the effectiveness of all decision support systems within RUHS.
- Manage the day-to-day activities and operations of the decision support teams; interview, hire, train, and evaluate performance of staff.
- As a member of the department/agency's management team, participate in the development and implementation of the operating and administrative policies; participate in the development of new programs to facilitate long and short term strategies and financial plan objectives, including maximizing reimbursements, capital budgeting, planning, and investigation of financing methods.

- Analyze, develop, implement, and deliver plans for improving quality data, warehousing, business intelligence, and application solutions; work with users of the reporting tool to determine best practice for the medical center, care clinics, and the Federally Qualified Health Clinics; work with database administrators to ensure that databases, which feed the reporting platforms, are designed for optimal performance.
- Participate in the formulation of service fee rates and policies based upon cost analysis, cost trend forecasting, and departmental/agency financial objectives.
- Support managed care contracting, business development, strategic planning, and marketing activities using financial feasibility analysis; coordinate with the Revenue Cycle team on data integration and technical financial issues.
- Collaborate with department managers and physicians to evaluate existing and proposed programs and activities and present unbiased financial analysis to the executive team to use in their decision making processes.
- Provide management support for value improvement, cost management, budget analysis, and clinical efficiency by utilizing decision support teams.
- Evaluate and monitor labor productivity based on department benchmarks; collaborate with clinical departments regarding performance improvement initiatives, productivity, and determination of appropriate staffing levels.
- Conduct special studies and prepare reports on departmental/agency operations and systems; develop and implement monthly reporting, development of adhoc reports, and comprehensive analysis for product and service lines of business.
- May represent the Department/Agency Head at meetings and conferences.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in accounting, business, finance, or closely related field. (Additional qualifying experience may substitute for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.

Experience: Four years of administrative management experience in a large health system, which included responsibility for financial management and decision support system in a healthcare system. (Possession of a Master's degree in accounting, business administration, or a closely related field may substitute for two years of the required experience on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

Knowledge of: Decision support system administration and reporting; applications of statistical methods to management analysis; financial, budgetary, and personnel management; general and governmental accounting principles and standards; federal, State, and local laws, rules, and regulations influencing fiscal operations; modern office practices, forms, and equipment, including the application of healthcare information technology systems to decision support system and other financial functions; methods and techniques for conducting analytical studies of administrative and management practices; legislative processes of the County, state, and federal governments; principles of supervision and staff utilization.

Ability to: Analyze, plan, and direct decision support system operations; develop and monitor a financial system which complies with various local, state, and federal laws, rules, and regulations; analyze organizational, administrative, and budgetary matters and recommend effective courses of action; establish and maintain effective working relationships; prepare comprehensive, clear, and concise reports and correspondence; speak effectively; make effective presentations of conclusions and recommendations orally and in writing; direct, supervise, train, and evaluate the performance of subordinate employees; effectively delegate assignments and responsibilities.

OTHER REQUIREMENTS:

License: 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.



PACS ADMINISTRATOR

Class Code: 98727

COUNTY OF RIVERSIDE
 Established Date: Mar 17, 2016
 Revision Date: Mar 17, 2016

SALARY RANGE

\$30.87 - \$47.24 Hourly
 \$5,350.56 - \$8,188.25 Monthly
 \$64,206.69 - \$98,258.99 Annually

CLASS CONCEPT:

Under general direction, performs professional duties in support of the medical center Picture Archiving and Communications System (PACS); and performs other related duties as required.

The PACS Administrator class is responsible for the daily operation and maintenance of the PACS, assuring the quality control of medical diagnostic images and files. Incumbents are expected to diagnose, repair, maintain, test, and install upgrades of all PACS associated hardware and software, while ensuring its optimal performance.

REPRESENTATION UNIT: SEIU - Para-Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide application-level PACS support, including image workflow, auto routing, and other activities; install, configure, test, maintain, monitor, and troubleshoot PACS and associated devices and software; perform backups as required.
- Integrate diagnostic images with Hospital Information Systems (HIS) and Radiological Information Systems (RIS); ensure that digital image data transfers are properly entered into the PACS system, RIS validation, and exceptions handling; collaborate with the Information Services department to ensure the smooth operation of all PACS hardware and software for efficient distribution of medical diagnostic images to end users.
- Monitor PACS performance as it relates to overall network performance in order to minimize slowdowns and downtime; prepare reports on PACS performance and make recommendations based on findings.
- Provide user training in regards to the proper use and operation of PACS equipment and software applications.
- Maintain an effective work relationship with patients, visitors, departmental and hospital staff.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with an Associate of Science degree in Radiologic Technology.

Experience: One year of radiologic technology experience comparable to an acute care facility, including some experience with PACS technology.

Knowledge of: PACS technology; principles, techniques and methods applicable to radiologic technology; the operation and care of radiographic equipment; structural and organic anatomy; principles of radiography, film processing, and development; federal, state, local laws, and regulations governing radiation safety.

Ability to: Understand and follow highly detailed instructions; learn to understand and operate equipment and

materials used in examinations; deal effectively with and understand the various types and conditions of patients; produce quality radiographs; prepare records and reports; establish and maintain effective working relationships with physicians, nurses, patients, and co-workers.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid license to practice as a Certified Radiologic Technologist in the State of California.

Possession of a valid fluoroscopy permit as issued by the California State Department of Health Services. (Applicants lacking a California Certified Technologist License may be temporarily employed subject to the requirements of the California State Bureau of Radiological Health.)

Certification: Certified PACS Associate is preferred.

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:

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NURSE COORDINATOR

Class Code: 74057

COUNTY OF RIVERSIDE

Established Date: Mar 17, 2016

Revision Date: Mar 17, 2016

SALARY RANGE

\$46.40 - \$67.31 Hourly

\$8,042.30 - \$11,666.67 Monthly

\$96,507.63 - \$140,000.00 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, coordinates, and evaluates nursing or healthcare services for specific patient population or specialty clinical program throughout the Riverside University Health System-Medical Center (RUHS-MC); and performs other related duties as required.

The Nurse Coordinator class reports to an Associate Chief Nursing Officer and is responsible for the planning, evaluation, and coordination of nursing care for a specific patient population and/or designated clinical program at RUHS-MC. Incumbents are responsible for leading, coordinating, and evaluating multi-disciplinary nursing or clinical programs for a target patient population. The Nurse Coordinator class performs advanced level functions and serves as a resource person for the quality and delivery, as well as regulatory compliance, of RUHS-MC specialized nursing or healthcare programs. The Nurse Coordinator class differs from the House Supervisor in that the former has program responsibility while the latter has operational responsibility for staffing and nursing activities.

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 Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, organize, coordinate, and evaluate patient care within a specialized nursing or clinical program; assess patients' clinical needs and staffing requirements for specialty clinical care programs.
- Provide leadership in the development and implementation of policies, procedures, standards of care and practice, and objectives for specialized clinical programs; lead the development, implementation, and delivery of safe, high quality, and evidence-based patient care plans and interventions, through research, education and training of multi-disciplinary staff; utilize evaluation data in collaboration with other health disciplines to influence the revision of the total patient care plans or clinical programs.
- Identify common recurrent patient problems, symptoms, and/or behavioral changes in relation to standards of care and individual patient needs; collaborate with physicians and other healthcare providers in assessing the physical, psycho-social, and cultural needs and standards of care of specific patient populations.
- Collaborate with medical center nursing and multi-disciplinary staff in developing and implementing strategic plans to achieve positive health outcomes of specific or target patient populations.
- Monitor and ensure program and staff compliance to Joint Commission, state and federal standards and regulations, and RUHS policies regarding patient care.

- Identify learning needs and oversee the orientation and training of personnel; coordinate the training of students on the patient care units, clinics, and programs; develop educational materials about the specialty area for staff, patients, families, and community members.
- Prepare, review, and assist in the development of the capital equipment budget plan; provide input into preparation of personnel and operating budgets and is accountable for budget variances for specialty and/or clinical program.
- Conduct educational/training activities for patient, family, and staff regarding recurrent health problems and health practices related to maintenance of wellness and prevention of diseases.
- Participate in quality improvement and clinical research activities related to patient care.
- May participate in the hiring, selection, and performance evaluation of staff members.
- Keep abreast of new developments in the nursing or clinical specialty field.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in nursing. A Master's degree in nursing is preferred. (Additional qualifying experience may substitute for up to a maximum of two years of education on the basis of one year of full-time experience being equal to 30 semester or 45 quarter units.)

Experience:

OPTION I

Four years of progressively responsible nursing experience on the nursing staff of an accredited acute care hospital, which included some experience in a lead capacity for a specialty area.

OPTION II

One year as a charge nurse, Registered Nurse IV or V, or an equivalent supervisory position in a healthcare facility.

Knowledge of: Modern principles, techniques, and procedures of nursing; nursing processes and its application in patient care; licensure, accreditation, and regulatory requirements; principles and techniques of effective supervision and administration; principles of quality assurance and research; problem solving techniques, team building principles, and infection control as it relates to bed assignments.

Ability to: Plan, organize, direct, coordinate, and review the activities of assigned nursing services; supervise, instruct, motivate, and train professional and nonprofessional employees; analyze needs of nursing services in terms of personnel, equipment, and supplies; identify opportunities for improvement in nursing operations consistent with contemporary nursing trends; establish and maintain systems of records and reports; establish and maintain cooperative relationships; apply management principles; relate and work effectively with others; communicate effectively in verbal and written English.

OTHER REQUIREMENTS:

License: Possession of a current license to practice as a Registered Nurse in the State of California.

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.



RUHS COMPLIANCE & COUNTY PRIVACY OFFICER

Class Code: 76398

COUNTY OF RIVERSIDE

Established Date: Mar 17, 2016

Revision Date: Mar 17, 2016

SALARY RANGE

\$55.70 - \$92.35 Hourly

\$9,653.97 - \$16,007.66 Monthly

\$115,847.68 - \$192,091.95 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, coordinates, and directs the regulatory compliance programs at Riverside University Health System (RUHS); ensures Countywide adherence to policies and procedures related to privacy and security of patient health information, and compliance to federal and state regulations regarding management of protected health information; and performs other related duties as required.

The RUHS Compliance and County Privacy Officer is a single position classification that receives overall policy guidance from the County Executive Office with regards to privacy compliance, and from the Assistant County Executive Officer-Health System (ACEO-HS) for regulatory compliance related to healthcare. This class reports to the Medical Center Chief Executive Officer for healthcare compliance and to an appropriate senior executive at the County Executive Office for overall County privacy compliance. The RUHS Compliance and County Privacy Officer class is characterized by the responsibility for ensuring compliance to County policies and procedures, federal and state regulations related to safeguarding information privacy and access to patient health information. Under the administrative direction of the Medical Center Chief Operating Officer, the incumbent evaluates and monitors RUHS regulatory, privacy, and security corporate compliance activities through direct, effective interactions and communication with all levels of management and supervisory classes.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Medical Center Chief Operating Officer.

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 Resolution – Management

EXAMPLES OF ESSENTIAL DUTIES:

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

RUHS COMPLIANCE OFFICER:

- Oversee and coordinate the implementation of regulatory, privacy, and security compliance programs within RUHS-Medical Center, Care Clinics, Behavioral Health, and Correctional Health Services; develop and implement policies, standards, and procedures to ensure compliance with applicable federal and state laws and regulations.
- Direct activities for RUHS-wide audits established to investigate and monitor compliance with federal and state laws, regulations, and standards; ensure timely dissemination of audit findings and appropriate corrective actions and sanctions; review inquiries regarding reports of non-compliance and direct staff in areas needing corrective actions; direct the preparation of regulatory filings and reports to regulatory agencies.

- Provide timely and accurate reports/information to the ACEO-HS and to members of the RUHS executive management team about compliance issues and corrective actions; provide consultation to RUHS – Medical Center management as necessary with regard to state and federal compliance issues.
- Promote a comprehensive approach to establish a culture of accountability and compliance throughout the County; collaborate with other function groups to develop controls and metrics that foster a culture of compliance and accountability throughout RUHS.
- Responsible for all regulatory body surveys (i.e., Joint Commission, State Licensing Review, and (CMS) Validation surveys); review and monitor reports of new compliance developments through the industry.
- Provide regular updates to the ACEO-HS, Medical Center Chief Operating Officer and RUHS department heads.
- Advise and guide department managers in interpreting and enforcing medical center policies, rules, regulations, and procedures related to regulatory, privacy, and security compliance; assist in determining appropriate disciplinary or corrective action in response to a compliance issue.
- Keep abreast of federal and state healthcare laws and regulations; ensure that the organization is updated with changes in Compliance and Privacy regulations and standards.
- Attend, participate in, and conduct staff meetings, committee meetings, and conferences; attend professional meetings to represent the organization, as directed.

COUNTY PRIVACY OFFICER:

- Oversee all ongoing activities related to the development, implementation, maintenance of, and adherence to the County's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the County's information privacy practices.
- Provide development guidance and assist in the identification, implementation, and maintenance of the County's information privacy policies and procedures in coordination with the County's administration and legal counsel.
- Serve in a leadership role for the Privacy Oversight Committee's activities; collaborate with County Management to establish a County-wide Privacy Oversight Committee.
- Direct and oversee initial and periodic information privacy risk assessment functions.
- Collaborate with legal counsel, key department managers, and committees to ensure the County has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.
- Direct, implement, and ensure delivery of initial and privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.
- Participate in the development, implementation, and ongoing compliance monitoring of all vendors and business associate agreements to ensure all privacy concerns, requirements, and responsibilities are addressed.
- Develop and implement policies and procedures to track access to protected health information within the purview of the County and as required by law, allowing qualified individuals to review or receive a report on such activity; develop and administer a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the County's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
- Establish and maintain cooperative relationships with the HIM Directors and other applicable departments within the County in overseeing patient rights to inspect, amend, and restrict access to protected health

information when appropriate.

- Ensure compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the County's workforce, extended workforce, and for all business associates, in cooperation with Human Resources, the information security officer, administration, and legal counsel as applicable.
- Initiate, facilitate, and promote activities to foster information privacy awareness within the County and related entities.
- Review all system-related information security plans throughout the County's network to ensure alignment between security and privacy practices; act as a liaison to the information systems department.
- Work with all County personnel involved with any aspect of release of protected health information to ensure full coordination and cooperation under the County's policies and procedures and legal requirements.
- Maintain current knowledge of applicable federal and state privacy laws and accreditation standards to ensure organizational adaptation and compliance.
- Serve as privacy consultant to the County for all departments and appropriate entities with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
- Collaborate with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations; work with various County agencies, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably in nursing, nursing administration, business or healthcare administration, or a closely related field. (Additional qualifying experience may substitute for up to two years of the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units.) Possession of a Master's degree in healthcare, medical center, or nursing administration is preferred.

Experience: Four years of regulatory compliance administration at an accredited acute care medical center and/or integrated health system, which must have included two years of management experience directing an organization's compliance and privacy program. (Possession of a Master's degree in nursing, medical center, or healthcare administration may substitute for one year of the required non-management experience.)

Knowledge of: The principles of nursing or medical center administration and organization, business, and personnel administration; modern principles, documentation and billing rules; methods and procedures of healthcare delivery; principles and techniques of effective supervision and staff utilization; development, applications, and uses of medical center or healthcare compliance records, reports, and statistics; principles of in-service training for professional and allied nursing or healthcare personnel; modern medical center organization, practices, supplies, and equipment; current trends in healthcare legislation and compliance and its impact on the organization; Joint Commission, federal and state regulatory standards (e.g., HIPAA, Medicare, Medi-Cal, HITECH, Stark Law, False Claims Act, Anti-Kickback Statute, CMS Deficit Reduction Act, OIG Fraud Waste and Abuse) regarding security, privacy, and/or healthcare practices in an acute care medical center.

Ability to: Plan, organize, coordinate, develop, and direct the regulatory compliance program for an acute care medical center or large health system; research and respond to regulatory compliance issues; establish and maintain effective relations with staff from other departments and agencies, and other individuals and groups; prepare clear and comprehensive written reports; evaluate the quality and effectiveness of the nursing and/or regulatory, privacy, and security program and improve areas requiring attention; develop and deliver regulatory related training programs; analyze organization, administrative and personnel problems and effectuate sound solutions; comprehend, interpret, and apply laws, rules, regulations, and procedures affecting organizational regulatory compliance; demonstrate effective oral communication and/or presentation skills.

OTHER REQUIREMENTS:

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

Certification in Health Care Privacy Compliance.

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:

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COUNTY OF RIVERSIDE
 Established Date: Mar 17, 2016
 Revision Date: Mar 17, 2016

ASSISTANT MEDICAL PROGRAM DIRECTOR I

Class Code: 73847

SALARY RANGE

\$82.57 - \$102.19 Hourly
 \$14,311.87 - \$17,712.93 Monthly
 \$171,742.48 - \$212,555.20 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, directs, and coordinates the medical services of a Riverside County department; provides specialized or primary care medical services and supervises mid-level healthcare practitioners and support staff; conducts training for medical staff and ancillary medical staff; and performs other related duties as required.

The Assistant Medical Program Director I is the Board eligible and first working level class in the Assistant Medical Program Director (AMPD) series. Incumbents perform the full-scope medical care delivery, reporting to a Medical Program Director, and receives general direction regarding delivery of medical services and training of clinical staff within a recognized primary care or medical specialty area/department. The Assistant Medical Program Director I class is distinguished from the Assistant Medical Program Director II in that the latter class is responsible for directing the professional medical services, training of clinical staff and productivity in a primary care department. Advancement to the AMPD II level is contingent upon satisfactory performance and evaluations by appropriate supervisors AND possession of medical specialty certification issued by the American Board of Medical Specialties (ABMS).

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 Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, organize, supervise, and coordinate the primary or specialized medical services at the medical center, outpatient care clinics and other health centers.
- Supervise mid-level practitioners, healthcare support staff, interns, and resident physicians; monitor and evaluate performance of clinicians and support staff; manage healthcare service operations and staff scheduling.
- Instruct mid-level practitioners, interns, resident physicians, and ancillary medical staff on all patient care services; provide professional guidance to healthcare staff engaged in performing patient care.
- Conduct and participate in in-service training for medical staff and ancillary medical staff; conduct or participate in department or primary care clinic rounds and instruct the medical staff on patient care services in relation to medical treatments and medications.
- Act as a medical consultant for primary, preventive care, health and wellness, and related community and public health programs; ensure medical staff and ancillary medical staff compliance to department policies, Joint Commission requirements, local, state, and federal regulations related to healthcare.

- Assist the AMPD II and/or Medical Program Director in managing department and provider performance improvement, and productivity processes and programs; confer with and advise the Medical Program Director on the department operations and make appropriate recommendations as necessary.
- Participate in planning and coordinating joint administrative and technical training programs and recommend methods and procedures for coordinating the applicable primary care or specialty services for patients; keep informed of current medical techniques, procedures, and equipment.
- Initiate, conduct, and coordinate special research projects; participate in conferences, present lectures, and prepare scientific papers.
- Maintain documentation of care to substantiate coding, in accordance with standards required by Joint Commission, state, and federal guidelines; maintain appropriate records and prepare reports related to the activities of the specialty area/department.
- Assist the AMPD II and/or Medical Program Director in developing and implementing immediate and long-range goals and objectives of medical services programs; establish and revise program policies and procedures according to program guidelines/regulations; develop, implement, monitor, and evaluate program quality improvement (QI) activities.
- Assist the AMPD II and/or Medical Program Director in preparing the budget; represent the department in various committees, staff meetings, and professional meetings.
- Participate in the recruitment and selection of primary and mid-level practitioners.

RECRUITING GUIDELINES:

Experience: Three years of training accredited by the Accreditation Council for Graduate Medical Education (ACGME), OR by the American Osteopathic Association (AOA), in a primary care or applicable medical specialty field.

Knowledge of: The principles and practices of modern medicine; current techniques, procedures, and equipment applicable to primary care or the specialized medical field; principles of effective supervision.

Ability to: Plan, organize, direct, and coordinate specialized medical services; perform specialized medical services; supervise and instruct professional and technical personnel; develop and present educational programs for interns, resident physicians, and ancillary medical staff; maintain records and prepare comprehensive reports; work effectively with staff, patients, and others.

OTHER REQUIREMENTS:

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

Possession of a current valid Drug Enforcement Agency registration.

Eligible for certification in a specialty medical field by the applicable American Specialty Board.

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.

Market Survey - Correctional Healthcare Medical Director

Government Agency	Job Title	Min Annual Salary	Max Annual Salary
County of San Diego	Medical Director, Sheriff Detention	\$165,006	\$253,802
California Dept of Corrections and Rehabilitation	Chief Physician & Surgeon Correctional Facility	\$268,548	\$276,600
Average:		\$216,777	\$265,201



CORRECTIONAL HEALTHCARE MEDICAL DIRECTOR

Class Code: 73840

COUNTY OF RIVERSIDE

Established Date: Mar 17, 2016

Revision Date: Mar 17, 2016

SALARY RANGE

\$103.00 - \$127.50 Hourly
\$17,853.26 - \$22,100.09 Monthly
\$214,239.17 - \$265,201.04 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, directs, and coordinates the 24/7 medical services of the Riverside University Health System (RUHS) Correctional Health Services (CHS); oversees specialized professional medical services for inmates through subordinate physicians and mid-level healthcare practitioners; conducts training for medical staff and ancillary medical staff; directs and coordinates medical research projects; and performs other related duties as required.

The Correctional Healthcare Medical Director is a single-position class reporting to and receiving administrative directives for the RUHS CHS from the Chief Medical Officer. This class is characterized by the responsibility for directing the professional medical services and training provided at the RUHS CHS. The Correctional Healthcare Medical Director class is distinguished from the Chief Medical Officer in that the latter class acts as liaison and integrator between medical center administration, the medical staff/ departments, and all department medical services activities.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Chief Medical Officer.

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 Resolution – Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide management oversight of the 24/7 specialized medical services and training programs for the RUHS CHS.
- Manage the delivery of CHS health care services provided by physicians, physician assistants, nurse practitioners, and other healthcare practitioners in the delivery of patient care services to inmates at the County's five adult detention centers and three juvenile halls; provide professional guidance to ancillary medical related staff (e.g., Nursing, Radiology, Respiratory Therapy, Clinical Laboratory) engaged in performing patient care services within the RUHS CHS department.
- Instruct medical specialists, physicians, resident physicians and ancillary medical staff on all health services provided to inmates (e.g., medical examinations, diagnoses, laboratory tests, diagnostic imaging, treatments, and medications).
- Conduct and participate in in-service training for medical staff and ancillary medical staff; conduct or

participate in department rounds and instruct the medical staff on inmate healthcare services in relation to medical treatments and medications.

- Advise the medical staff and ancillary medical staff on RUHS CHS policies, Joint Commission requirements, California Code of Regulations Title XV and Title XXII, and other local, state, and federal regulations.
- Ensure correctional healthcare/medical services and staff compliance to federal and state regulations and standards related to quality and safety of care provided to individuals detained at the County's five correctional facilities and three juvenile halls.
- Confer with and advise the Chief Medical Officer on the RUHS CHS operations and make appropriate recommendations as necessary.
- Participate in planning and coordinating joint administrative and technical training programs; recommend methods and procedures for coordinating the applicable medical services with related patient care services; keep informed of current medical techniques, procedures, and equipment in correctional healthcare.
- Initiate, conduct, and coordinate special research projects; participate in conferences, present lectures, and prepare scientific papers.
- Maintain documentation of patient care, to substantiate coding, in accordance with standards required by Joint Commission, and federal and state guidelines.
- Maintain appropriate records and prepare reports related to correctional healthcare activities.
- Assist the Chief Medical Officer in preparing the budget; represent the RUHS CHS in various committees, staff meetings, and professional meetings.
- Plan, schedule, and evaluate the performance of assigned correctional healthcare staff.

RECRUITING GUIDELINES:

Experience: Two years of post residency performing in an applicable medical specialty field, preferably in correctional healthcare.

Knowledge of: The principles and practices of modern medicine; principles and methods of medical management in a correctional healthcare organization; federal, state, and local health laws, regulations and codes related to health programs and services provided to individuals detained at correctional facilities; Joint Commission and California Code of Regulations Title XV and Title XXII regulatory standards; general medical laws, rules, and regulations of the current techniques, procedures, and equipment applicable to correctional healthcare; principles of effective supervision.

Ability to: Plan, organize, direct, and coordinate specialized medical services; perform specialized medical services; supervise and instruct professional and technical personnel; develop and present educational programs for interns, resident physicians, and ancillary medical staff; maintain records and prepare comprehensive reports; work effectively with staff, patients, and others.

OTHER REQUIREMENTS:

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

Possession of a current valid Drug Enforcement Agency registration.

Possession of a valid medical specialty certification issued by the American Board of Medical Specialists (ABMS).

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.