

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



**FROM:** Riverside University Health System (RUHS) and Human Resources

**SUBMITTAL DATE:**  
September 20, 2016

**SUBJECT:** Classification and Compensation recommendations to establish new Riverside University Health Systems-Medical Center classifications; and amend Ordinance No. 440 pursuant to Resolution No. 440-9042 submitted herewith [District - All] [Total Cost - \$0] [Source of Fund: N/A]

**RECOMMENDED MOTION:** That the Board of Supervisors:

Approve the creation of new classifications of Senior Director of Development, Director of Development, Assistant Director of Development, Development Officer, Prospect Development Analyst, Prospect Development Coordinator, Community Relations Manager, Community Relations Coordinator, Institutional Nurse I - Per Diem, Emergency Department Technician, Graduate Medical Education Program Coordinator I, and Graduate Medical Education Program Coordinator II.

Approve the salary parity adjustment for the Institutional Nurse classification.

Amend Ordinance No.440 pursuant to Resolution No. 440-9042.

**Policy**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Riverside University Health System			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	16/17

**C.E.O. RECOMMENDATION:** [CEO use]

Continued on Page 2

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9042 is adopted as recommended.

**Ayes:** Jeffries, Tavaglione, Washington, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** October 4, 2016  
**xc:** RUHS, Co.Co., HR

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *[Signature]*  
 Deputy

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**BACKGROUND:**

**Summary (continued)**

The following recommendations are the result of a Huron recommendation that the Riverside University Health Systems (RUHS) add a robust marketing and development program, the RUHS – Foundation's five year vision for expansion of organizational structure to support ongoing philanthropy, as well as separate classification studies and market analysis review conducted by the Human Resources Department as requested by RUHS.

**Riverside University Health System Foundation**

The Classification and Compensation unit received a request from the Riverside University Health System (RUHS) to create three series of classifications focused on development, prospect development and community relations. The Riverside University Health System's mission is to provide quality services to all residents of the County of Riverside.

Historically, the County of Riverside and Riverside University Health System functioned in a non-competitive environment that relied almost solely on federal, state, and county revenues however, implementation of the Affordable Care Act in 2014 compelled safety net systems like RUHS to develop sustainable business models to attract new payers and inspire philanthropic and grant investment.

Huron Consulting recognized this national paradigm shift and in 2014 it advised RUHS to add a robust marketing and development program to put the system on the same footing as its for-profit and private counterparts. Currently, the County of Riverside does not offer job classifications that support RUHS Foundation and Marketing positions. No comparable classifications exist within other county departments. New classifications and job descriptions are essential for establishing performance benchmarks, accountability, and transparency. This is especially important as the Foundation and Marketing departments extend support to the entire health system and undertake fundraising activities such as individual giving, planned giving, and long-term management of significant donor and grant investments. These activities will coincide with marketing efforts to increase brand awareness throughout the Inland region and support broad community engagement and trust.

The Classification and Compensation unit of the Human Resources Department recommends establishing three series of classifications: Development, Prospect Development, and Community Relations. The proposed classifications will position RUHS to recruit talented professionals to cultivate and retain donors and other significant partners and stakeholders. Some of the proposed classifications will better align current employees with their existing scope of responsibilities. Should these classifications be approved, those employees will be aligned with their new job descriptions and their existing positions will be eliminated. Similarly, other positions will be filled over the next five years as the Foundation and Marketing teams meet set benchmarks.

The Foundation is on track to raise a gross of \$1 Million in 2016. If that goal is achieved, the Foundation intends to fill one new position during the second half of this fiscal year to help manage and grow the donor base. Already, the Foundation has played a significant role in offsetting major capital costs and

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bringing new equipment, programs, and grant funding to the health organization. Other positions will be added over the next five years as the Foundation grows its revenue and donor base. The classifications proposed will contribute to the attraction and retention of donors, by engaging actively in community outreach with the overall goal of advancing RUHS in the Community as a service provider. Creating a series rather than single classifications encourages career development and will attract prospective candidates as they are recruited for positions.

**Development Classification Series**

The purpose of the Development classification series is to strategically plan development programs for the RUHS Foundation. Each classification in the Development series serves a key purpose that is necessary for the growth of the overall donor base of the RUHS Foundation. The presented classifications are responsible for managing donor portfolios with resource goals and program priorities. The Development series is designed to provide leadership to major gifts, annual giving programs, fundraising events, planned giving, and grant management. Incumbents in the Development classification series are responsible for creating long-term fundraising initiatives that support resource development of RUHS for the local community.

**Prospect Development Classification Series**

The Prospect Development classification series provides data analysis and prospect forecasting for the donor database of the RUHS Foundation. Additionally, these classifications support gift acknowledgement, donor stewardship, and regular communications, allowing for a sustainable program that will support RUHS' efforts long into the future. Employees in this classification series are responsible for ensuring secure donor information, providing internal tracking, managing gift-entry procedures, and overseeing aspects of donor database management. The purpose of the Prospect Development classification series is to maintain and develop the overall donor database and to provide analytical information that supports strategic development work.

**Community Relations Classification Series**

The Community Relations classification series manages community relations, including outreach, conferences and events, and marketing for RUHS. The proposed classifications organize and direct a variety of community outreach programs and serve as a liaison to all external constituents. Incumbents in the series represent the organization to partners, corporations, sponsors, vendors, and volunteers. The main objective of the series is to form partnerships and engagement opportunities that will help grow participation and giving.

**Riverside University Health System - Medical Center Emergency Department**

The Riverside University Health System - Medical Center (RUHS-MC) Emergency Department (ED) comprise 40 treatment areas with the ability to expand to 80 under surge capacity. There are six acute trauma beds, three acute cardiac beds and six other specially monitored beds for acute patients. The twenty-five general exam rooms include a decontamination room, security rooms, an ENT, cast room, and forensic exam room. The RUHS-MC ED is dedicated to providing comprehensive emergency care to

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a diverse adult and pediatric population. Annual patient visits exceed 77,000, with a projected growth of five percent (5%) annually.

As the result of a recent classification study conducted by the County of Riverside Classification and Compensation unit, it is requested that the classification of Emergency Department Technician be established, and the six Medical Assistant incumbents currently assigned to the Emergency Department be reclassified in to the new classification, effective August 23<sup>rd</sup>. The classification study concluded that the Emergency Department Technician classification is a more appropriate classification for the incumbents' current assignment and accompanying scope of work. This classification will be responsible for providing a variety of services for patients in the ED, such as basic bedside care, patient preparation for various exams and procedures, and transportation to and from other units within RUHS-MC.

**Riverside University Health System – Medical Center Graduate Medical Education (GME) program**

The Graduate Medical Education (GME) Division of the Riverside University Health System - Medical Center (RUHS-MC) is responsible for providing a career path for residents, where they can learn about RUHS-MC's mission while demonstrating their skills and qualifications for future permanent employment. By cultivating partnerships with local universities, the program provides healthcare training through several accredited residency programs. The GME division is constantly acquiring new programs and residents, and as such, is restructuring their division to better manage the day-to-day operations of each residency program.

To allow for the continued growth and administration of the GME division and its numerous programs, it is requested that two new classifications, Graduate Medical Education Program Coordinator I and Graduate Medical Education Program Coordinator II, be established. These classifications will be responsible for managing the operations of one or more GME programs within RUHS-MC and ensuring maximum efficiency, utilization of resources, and continued accreditation of each program.

**Riverside University Health System – Detention Health Services – Institutional Nurse I – PD**

Riverside University Health System - Detention Health Service's main mission is to provide healthcare services to inmates in the jails and juvenile halls. Registered Nurses are responsible for providing the needed health and educational services such as initial screenings and treatment for the welfare of all inmates.

The Classification and Compensation unit received a request from the Human Resources Department Medical Assignment Program (MAP) to establish the classification Institutional Nurse I - Per Diem. The Institutional Nurse - Per Diem series consists of an Institutional Nurse II – Per Diem classification and Institutional Nurse III – Per Diem classification. The establishment of the Institutional Nurse I – Per Diem classification will provide eligible nursing professionals the opportunity to gain their first professional level experience in the classification series in the institutional setting. The approval of the proposed classification will also ensure a series progression for registered nurses working in the Detention Health Services Division.

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**Riverside University Health System - Institutional Nurse Classification – Salary Parity Adjustment**

The Riverside University Health System Human Resources Service Team is responsible for recruiting registered nursing professional that provide the needed health services for patients at various County hospitals, medical centers, clinics, and institutional settings.

The Human Resources Department conducted an external market survey to review the starting salary range, grade, and plan of comparable institutional nursing classifications in the local surrounding jurisdictions that have correctional healthcare facilities. The market review indicated that the current start salary for the Institutional Nurse classification is 25% below market. The Classification and Compensation unit is requesting to modify the Institutional Nurse salary range, plan, and grade to be more aligned with the current economic state of the local market. The RUHS Human Resources Service Team has been successful in recruiting registered nursing professional into the Institutional Nurse classification at the starting salary of step 10, \$34.16 per hour. The Classification and Compensation unit recommends the proposed salary parity adjustment be approved from salary plan/grade SEN 558/L27 (\$55,770-\$111,735) to SEN 695/L18 (\$71,059-\$111,735) in order for the County of Riverside to meet the growing recruitment need of nursing professionals in institutional settings.

**Classification Additions**

**Senior Director of Development:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 570/L19 (\$81,269 - \$131,054). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Director of Development:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 518/L19 (\$77,133 - \$124,358). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Assistant Director of Development:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 527/L18 (\$55,306 - \$86,880). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Development Officer:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 526/L13 (\$55,181 - \$75,888). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Prospect Development Analyst:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 526/L13 (\$55,181 - \$75,888). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Prospect Development Coordinator:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 297/L20 (\$32,090 - \$53,145). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Community Relations Manager:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 363/L18 (\$62,763 - \$98,443). This request is only to add the classification and there is no immediate financial impact associated with this request.

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**Community Relations Coordinator:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 468/L18 (\$50,847 - \$79,852). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Institutional Nurse I – Per Diem:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEPD 112/L1 (\$105,761). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Emergency Department Technician:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 217/L20 (\$28,132 - \$46,610). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Graduate Medical Education Program Coordinator I:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 345/L20 (\$43,453 - \$71,919). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Graduate Medical Education Program Coordinator II:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 382/L20 (\$45,832 - \$75,874). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Salary Parity Adjustment**

**Institutional Nurse:** It is recommended to adjust this classification salary plan/grade from SEN 558/L27 (\$55,770 - \$111,735) to SEN 695/L18 (\$71,059 - \$111,735).

**Impact on Residents and Businesses**

Approval of the proposed Foundation and Marketing related classifications will increase the Riverside University Health System's ability to broaden the support for the overall health system operations thus enhancing access to quality medical care to the local residents.

Approval of the proposed Graduate Medical Education classifications will improve RUHS' ability to cultivate highly skilled medical staff that will enhance the system's ability to provide access to quality medical care.

Approval of the proposed Emergency Department Technician classification will ensure RUHS maintains compliance with healthcare standards and staffs the Emergency Department with highly skilled professionals.

Approval of the proposed Institutional Nurse I – Per Diem classification will improve RUHS' ability to recruit eligible registered nurse professionals who will enhance the health-related services provided to inmates at County jails and juvenile halls.

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Approval of the salary parity adjustment for the Institutional Nurse will improve RUHS' ability to recruit eligible registered nurse professionals who will enhance the health-related services provided to inmates at County jails and juvenile halls.

**ATTACHMENTS:**

- A. Resolution No. 440-9042**
- B. Assistant Director of Development Classification Specification**
- C. Community Relations Coordinator Classification Specification**
- D. Community Relations Manager Classification Specification**
- E. Development Officer Classification Specification**
- F. Director of Development Classification Specification**
- G. Emergency Department Technician Classification Specification**
- H. Graduate Medical Education Program Coordinator I Classification Specification**
- I. Graduate Medical Education Program Coordinator II Classification Specification**
- J. Institutional Nurse I – Per Diem Classification Specification**
- K. Prospect Development Analyst Classification Specification**
- L. Prospect Development Coordinator Classification Specification**
- M. Senior Director of Development Classification Specification**
- N. Market Analysis of Institutional Nurse Classification Specification**

REVISEDRESOLUTION NO. 440-9042

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 4, 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>
74309	+	Assistant Director of Development	SEU 527/L18
74078	+	Community Relations Coordinator	SEU 468/L18
74079	+	Community Relations Manager	SEU 617/L18
74086	+	Development Officer	SEU 526/L13
74308	+	Director of Development	MRP 518/L19
57777	+	Emergency Department Technician	UPE 217/L20
74310	+	Graduate Medical Education Program Coordinator I	SEU 345/L20
74311	+	Graduate Medical Education Program Coordinator II	SEU 382/L20
74066	+	Institutional Nurse I – Per Diem	SEPD 112/L1
74087	+	Prospect Development Analyst	SEU 526/L13
15936	+	Prospect Development Coordinator	UPE 297/L20
74307	+	Senior Director of Development	MRP 573/L19

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>
74308	+	Director of Development
74307	+	Senior Director of Development



1 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant  
2 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing  
3 of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

4 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
5 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
73955	Institutional Nurse	SEN 558/L27	SEN 695/L18

6  
7  
8 ROLL CALL:

9 Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
10 Nays: None  
11 Absent: None

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

14 KECIA HARPER-IHEM, Clerk of said Board

15 By  Deputy

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23 /kc  
Revised  
10/12/2016

24 Item 3-9  
10/04/2016

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26 /kc  
08/30/2016  
440 Resolutions\KC

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28 10.04.16 3-9

**3-9**



# MEMORANDUM

**Human Resources Department**  
**Michael T. Stock**  
Assistant County Executive Officer/  
Human Resources Director

**Date:** October 12, 2016  
**To:** Kecia Harper-Ihem, Clerk of the Board  
**FROM:** Diane Rundles, Human Resources Services Manager  
**RE:** Correction to Resolution No. 440-9042

Attached, please find corrected Resolution No. 440-9042, Agenda Item 3-9 submitted and approved by the Board of Supervisors on October 4, 2016. Under Section 3(a)(iv), the "Job Code" for the classifications listed below should read as follows:


<u>Job Code</u>	<u>Class Title</u>
740 <u>8</u> 6	Development Officer
740 <u>8</u> 7	Prospect Development Analyst

Under Section 3(a)(iv), the "Salary Plan/Grade" for the classification listed below should read as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74307	Senior Director of Development	MRP 57 <u>3</u> /L19

The corrections listed above were due to a clerical error and do not affect the overall costing listed within the Form 11.

Should you have any questions or require additional information, please feel free to contact me.

  
**Diane Rundles**  
(951) 955-5885

Attachment:  
Revised Resolution 440-9042

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51-11-112-111111



COUNTY OF RIVERSIDE  
 Established Date: Oct 13, 2016  
 Revision Date: Oct 13, 2016

## ASSISTANT DIRECTOR OF DEVELOPMENT

Class Code: 74309

### SALARY RANGE

\$26,589.2 - \$41,777 Hourly  
 \$4,608.79 - \$7,239.99 Monthly  
 \$55,305.54 - \$86,879.94 Annually

### CLASS CONCEPT:

Under general direction, assists in the implementation of specialized fundraising programs, cultivates donor relationships, supervises development support staff, and performs other related duties as required.

The Assistant Director of Development supports the Riverside University Health System (RUHS) Foundation in designing, coordinating, and administering special fundraising projects. This class is responsible for assisting in annual giving programs, long-term fundraising campaigns, and maintenance of donor relations. Incumbents in this classification are responsible for building a portfolio valued at a minimum of \$250,000, with a focus on annual giving and the management of annual giving societies. Incumbents in this class are expected to spend fifty percent of their allocated time visiting donors, prospects, and partners.

The Assistant Director of Development reports directly to the Director of Development. The Assistant Director of Development is distinguished from the Director of Development class in that the latter class sets short term direction as opposed to providing tactical support. This class is distinguished from the Development Officer in that the latter class performs more direct administrative duties. This is the lead level classification in the Development series.

**REPRESENTATION UNIT:** SEIU – Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Responsible for managing an annual giving donor portfolio, as well as strategically working with Senior Director of Development in support of a donor portfolio.
- Collaborate with Foundation staff and the executive leadership team to develop fundraising programs.
- Guide the tasks of supportive development staff.
- Conduct and oversee the research of prospective donor information with a focus on opportunities to engage new donors.
- Track the overall donor database progress and grant writing initiatives.
- Plan, schedule, and implement outreach campaigns in support of the Senior Director of Development.
- Network and create relationships with donors and prospective donors.

- Maintain consistent contact with current and past donors to encourage engagement; provide excellent care with customer service principles.
- Train and lead other staff and volunteers to support key fundraising efforts as assigned.
- Implement program strategies and goals as directed by the Senior Director of Development.
- Manage ongoing activities related to donor identification, cultivation, and stewardship.
- Assist with the research and development of organizational proposals.
- Support and assist with the implementation of specialized programs in order to raise funds and donor engagement.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university, preferably with a major in business, public administration, marketing, communications, or other closely related field to the assignment.

Experience: At least five years of journey level experience in one or more of the following areas: fundraising, non-profit work, development, business, and or community outreach.

Knowledge of: Fundraising methods and principles related, office-related software, Raiser's Edge by Blackbaud software program, marketing and resource development techniques, and county policies.

Ability to: Plan and organize fundraising programs, demonstrate excellent interpersonal and communication skills, persuade donor prospects, maintain strict confidentiality, strong ethical conduct, and demonstrate excellent oral and written communication skills.

**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.



COUNTY OF RIVERSIDE  
 Established Date: Oct 13, 2016  
 Revision Date: Oct 13, 2016

## COMMUNITY RELATIONS COORDINATOR

Class Code: 74078

### SALARY RANGE

\$24.4458 - \$38.3904 Hourly  
 \$4,237.00- \$6,654.00 Monthly  
 \$50,847.00 - \$79,852.00 Annually

### CLASS CONCEPT:

Under general direction, the Community Relations Coordinator supports and assists in the planning and implementation of internal and external activities serving the Riverside University Health System (RUHS) and the community. In addition, the incumbent represents Riverside University Health Foundation to external partners, helps facilitate community outreach programs set forth by the Community Relations Manager, and performs other related duties as required.

Incumbents in this classification assist in the management of event timelines and budgets for directed initiatives, supports service lines, the RUHS Foundation, and others as directed. The Community Relations Coordinator is responsible for event coordination, including volunteer oversight, vendor support, and donor interaction. The incumbent is expected to contribute to event planning and post-event analysis. The Community Relations Coordinator must be able to represent and communicate the mission of the organization in a manner that inspires others.

The Community Relations Coordinator reports to the Community Relations Manager and is the advanced journey level classification of the series. This class is distinguished from the Community Relations Manager in that the latter class manages all event planning operations and performs supervisory duties.

**REPRESENTATION UNIT:** SEIU – Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Assist in the planning and implementation of organizational events.
- Serve as a liaison to external constituents, donors, corporations, volunteers, vendors, and sponsors.
- Assist with marketing service lines and Foundation activities as assigned.
- Provide assistance with oversight of an operational budget for community outreach events and initiatives.
- Create event planning timelines, checklists, and post-event analysis reports.
- Maintain the confidentiality of all organizational and donor information.
- Represent the organization at both internal and external meetings.

- Coordinate organizational representation at public health fairs and other community-based events.
- Communicate pre-event instructions with vendors, volunteers, assigned staff, and event hosts.
- Assist with negotiating agreements with outside vendors and subcontractors to ensure quality services for organizational events and initiatives.
- Ensure day-of-event details are addressed, including delivery of materials, pre-event set-up, and briefing of information for all major stakeholders.
- Provide direct assistance to organizational programming for conference related events.

**RECRUITING GUIDELINES:**

**OPTION I**

Education: Possession of a Bachelor's degree from an accredited college or university in a closely related field.

**OPTION II**

Experience: At least three years of experience in non-profit, fundraising, external relations, development, events management, marketing, and or communications.

Knowledge of: Event planning methods and principles, office-related software, and county services.

Ability to: Plan and organize events, assist and support the Community Relations Manager, work within event timelines and budgets, analyze post-event information and data. Must demonstrate excellent oral and written communication skills, ability to create strong presentations, multi-task, work both independently and as part of a team, and have excellent customer service skills.

**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.



## COMMUNITY RELATIONS MANAGER

Class Code: 74079

COUNTY OF RIVERSIDE

Established Date: Oct 13, 2016

Revision Date: Oct 13, 2016

### SALARY RANGE

\$30.12 - \$47.33 Hourly

\$5,220.09 - \$8,203.59 Monthly

\$62,641.07 - \$98,443.07 Annually

### CLASS CONCEPT:

Under direction, the Community Relations Manager directs, manages and organizes a variety of internal and external events and activities serving the community and Riverside University Health System (RUHS). The incumbent specifically manages the marketing for more than five service lines, acts as the main contact and relationship holder for outside community partners, serves as a liaison between Marketing and Communications and the RUHS Foundation; and performs other related duties as required.

The Community Relations Manager RUHS to all internal and external agencies: corporations, donors, sponsors, vendors, and volunteers. Incumbents in this class are responsible for managing an operational budget and performing supervisory duties for assigned staff. This is the lead level classification in the series.

The Community Relations Manager reports to the Executive Director of Marketing and supervises the Community Relations Coordinator.

**REPRESENTATION UNIT:** SEIU – Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Manage the planning and implementation of community outreach for RUHS, including Foundation events, assigned service lines, conferences, non-profit partner relationships, and others as assigned. Serve as a liaison to external constituents, donors, corporations, volunteers, vendors, and sponsors.
- Oversee the creation of marketing materials and the distribution of materials for assigned service lines by the Executive Director of Marketing and Communications.
- Manage and administer an operational budget for community outreach events and initiatives.
- Supervise and guide the tasks of assigned staff.
- Represent Riverside University Health System to constituents at internal and external events.
- Support prospective donor and potential corporate partnership opportunities and coordinate the donor experience at events in partnership with Foundation staff.
- Oversee the coordination of volunteers, sponsors, vendors, and assigned staff at organizational events.

- Negotiate agreements with vendors and subcontractors to ensure quality services for organizational events and initiatives.
- Manage event timelines, conduct post-event analysis, including post-event and budget debriefing sessions.
- Promote and communicate the mission of Riverside University Health System to all constituents in a manner that inspires others.
- Utilize database and software tools to track all participation, including registration, attendance and gifts at events.

**RECRUITING GUIDELINES:**

Education: Possession of a Bachelors degree from an accredited college or university in a closely related field.

Experience: At least five years of experience with increasing levels of responsibility in one or more of the following areas: external relations, development, event management, marketing, and public relations.

Knowledge of: Marketing methods and principles, fundraising methods and principles, office-related software, budget development, management skills, and county services. CRM Database experience preferred.

Ability to: Plan and organize events, manage service line marketing initiatives, assist and support the executive leadership team and Foundation staff, manage event timelines and budgets, analyze post-event information and data. Must demonstrate excellent oral and written communication skills, ability to create strong presentations, multi-task, work both independently and as part of a team, demonstrate diplomacy in difficult situations, remain positive and composed, and demonstrate excellent customer service skills.

**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:**

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COUNTY OF RIVERSIDE  
 Established Date: Oct 13, 2016  
 Revision Date: Oct 13, 2016

## DEVELOPMENT OFFICER

Class Code: 74086

### SALARY RANGE

\$26.53 - \$36.48 Hourly  
 \$4,598.36 - \$6,324.00 Monthly  
 \$55,180.32 - \$75,887.97 Annually

### CLASS CONCEPT:

Under general direction, supports fundraising programs, coordinates volunteers, communicates information to donors, assists in special events, cultivates prospective donors; and performs other related duties as required.

The Development Officer supports the Riverside University Health System (RUHS) Foundation's specialized fundraising programs with a focus on building a portfolio valued at a minimum of \$250,000. This class performs specialized tasks in the areas of development, business, community outreach, and marketing. The Development Officer actively works to increase the organizations number of donors engaged in giving programs. Incumbents in this class build professional relationships with prospective donors and manage a portfolio including annual donors through the leadership giving societies and employee giving campaigns. This class is expected to visit at least fifteen donors per month and spend fifty percent of work hours visiting donors, prospects, and partners.

The Development Officer reports directly to the Assistant Director of Development. This class is distinguished from the Assistant Director of Development in that the latter class performs lead level duties. This is the journey level classification in the Development series.

**REPRESENTATION UNIT:** SEIU – Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Solicit to donors, prospects, volunteers, and other constituents to increase annual giving.
- Administer and provide support to a major gifts program.
- Support fundraising goals, timelines, and other detailed plans as set forth by executive team members.
- Plan and implement annual giving and other special fundraising campaigns.
- Research and identify prospective donor information.
- Assist in the preparation of written proposals, presentations, and other materials for donor meetings.
- Maintain and update all donor record information.
- Represent the organization at events when directed by executive team.

- Maintain and grow the organization's database of supporters.
- Responsible for managing an annual giving donor portfolio.
- Maintain the confidentiality of organizational and donor information.
- Cross train and coordinate volunteers for special fundraising events.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university, preferably with a major in business, public administration, marketing, communications, or a closely related field..

Experience: At least three year of experience in one or more of the following areas: fundraising, non-profit work, development, marketing, business, and community outreach.

Knowledge of: Fundraising methods and principles related, office-related software, Raiser's Edge by Blackbaud software program, marketing and resource development techniques, and county policies.

Ability to: Plan and organize fundraising programs, demonstrate excellent interpersonal and communication skills, persuade donor prospects, maintain strict confidentiality, strong ethical conduct, and demonstrate excellent oral and written communication skills.

**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:**

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COUNTY OF RIVERSIDE  
 Established Date: Oct 13, 2016  
 Revision Date: Oct 13, 2016

## DIRECTOR OF DEVELOPMENT

Class Code: 74308

### SALARY RANGE

\$37.08 - \$59.79 Hourly  
 \$6,427.77 - \$10,363.17 Monthly  
 \$77,133.26 - \$124,358.00 Annually

### CLASS CONCEPT:

Under general direction, manages fundraising strategies and programs, provides leadership for select development projects, supports the leadership team, plans, develops, and oversees a significant part of the fundraising program, manages the overall donor database system, executes time sensitive initiatives, generates public and private support, articulates the organizational mission in a manner that inspires others; and performs other related duties as required.

The Director of Development is the supervising level classification in the Development series, reporting directly to the Senior Director of Development of the RUHS Foundation, and is responsible for the development and implementation of special fundraising projects for the Riverside University Health System (RUHS). This class provides leadership to annual giving and major giving programs, long-term fundraising campaigns, and the building and management of a portfolio valued at a minimum of \$500,000. The Director of Development is expected to spend 50% of allocated time in the field, accountable to the goal of meeting with at least twenty prospective and current donors per month with a focus on those with the potential to upgrade their annual support to \$5,000 and above. Incumbents in this class manage fundraising goals, objectives, and policies for support staff. The Director of Development is accountable to an operational budget, a portfolio of donors, and performs supervisory duties for assigned supportive staff.

The Director of Development is distinguished from the Senior Director of Development in that the later class focuses on broader long-term strategy. This class is distinguished from the Assistant Director of Development in that the latter class provides support to the Director of Development's initiatives.

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 RUHS Foundation Executive Director.

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)

- Qualify, cultivate, solicit, and steward donor relationships in order to increase annual giving and engagement of major gifts programs with a focus on building a portfolio valued at least \$500,000 and

conducting at least twenty donor meetings per month.

- Responsible for managing a portfolio of donors, as well as strategically working with the Senior Director of Development in support of his or her portfolio.
- Plan and implement annual giving and special campaign programs as directed by the Senior Director of Development.
- Oversee and manage organizational activities, special events, and targeted direct mail solicitations.
- Accountable to annual fundraising goals, timelines, budgets, and detailed plans of action for fundraising programs and supportive staff.
- Prepare regular fundraising progress reports on goals for the Executive Director, Foundation Board of Directors, and others as directed.
- Oversee all gift-related acknowledgements for annual giving and major gifts.
- Conduct prospect research with the involvement of key organizational leaders and volunteers for solicitation activities.
- Provide guidance as needed for written proposals, presentation materials, and other special resources needed for donor meetings.
- Maintain consistent, active contact with current and past donors to encourage engagement.
- Oversee the planning of all solicitation processes.
- Direct the organization, planning, and implementation of volunteer committees for events as appropriate to meet established fundraising objectives.
- Oversee the maintenance and expansion of the organization's database of supporters in coordination with assigned support staff.
- Train and lead other staff and volunteers to support key fundraising efforts.
- Represent the RUHS Hospital when requested at community events and fundraising activities.
- Maintain the confidentiality of organizational and donor information.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university, preferably with a major in business, public administration, marketing, communications, or other closely related field to the assignment.

Experience: At least seven years of experience in which two years was in a lead capacity in one or more of the following areas: non-profit work, fundraising, development, marketing, public administration, business administration, and donor management.

Knowledge of: Fundraising methods and principles, office-related software, budget development, management skills, Raiser's Edge by Blackbaud software program, marketing and resource development techniques, desktop publishing, and county policies.

Ability to: Plan and organize fundraising programs, demonstrate excellent interpersonal and communication skills, plan large events, demonstrate strong analytical and organizational skills, persuade donor prospects, maintain strict confidentiality, demonstrate excellent oral and written communication

skills, and supervise supportive staff.

**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:**

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## EMERGENCY DEPARTMENT TECHNICIAN

Class Code: 57777

COUNTY OF RIVERSIDE  
Established Date: Oct 13, 2016  
Revision Date: Oct 13, 2016

### SALARY RANGE

\$13.53 - \$22.41 Hourly  
\$2,344.30 - \$3,884.17 Monthly  
\$28,131.58 - \$46,610.10 Annually

### CLASS CONCEPT:

Under direct supervision, assists licensed professional Riverside University Health System - Medical Center (RUHS-MC) staff in the Emergency Department (ED) by providing a variety of patient services, which include basic administrative, clerical, and medical support services for patients in the ED; and performs other related duties as required.

The Emergency Department Technician class reports to an Assistant Nurse Manager and works under the technical guidance and supervision of Registered Nurses in the Emergency Department. Incumbents are tasked with providing basic bedside care to Emergency Department patients, including patient preparation for various exams and medical procedures, as well as transportation to and from other units within the RUHS-MC. The Emergency Department Technician class is further tasked with orthopedic duties including the application and removal of splints, bandages, and slings.

**REPRESENTATION UNIT:** LIUNA – Support Services

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Perform basic bedside care to ensure comfort and cleanliness of patients; perform oral care, bathing, and feeding of patients; provide bedpans, urinals, and other items to patients, as necessary.
- Record patient's height and weight, pain scale, temperature, pulse, respirations, and blood pressure in the triage and ED assigned area, per ED policy.
- Assist staff in performing basic medical exams, treatments, and procedures; assist ED Registered Nurses in trauma resuscitation; respond to and assist RN's with code blue and code white situations.
- Assist patients in ambulation and transition from bed to wheelchair or gurney; properly lift, hold, reposition, and restrain patients as necessary; transport patients to and from diagnostic testing areas within RUHS-MC.
- Transport all patient specimens collected in the ED to RUHS-MC lab for analysis.
- Ensure assigned ED area and carts are properly stocked, cleaned, and ready for use; maintain and ensure operational readiness of all orthopedic equipment in the ED.
- Apply and remove splints, bandages, and slings, following physician orders; attend to problems with

application and re-apply as necessary.

- Provide crutch and cane use training to patients.
- Perform EKGs on patients, as directed by ED physician.
- Perform ED clerical duties as needed including answering ED phone calls and relaying messages as applicable; track visits to ED patients, admissions, discharges, transfers, and ED census.

**RECRUITING GUIDELINES:**

**Education:** Possession of a high school diploma or equivalent (e.g., GED), or Certificate of Proficiency issued by the California State Board of Education.

**Experience:** Six months performing technical and clerical duties as a nursing technician or medical assistant in a general acute hospital or Emergency Department.

**Knowledge of:** Relevant medical terminology; basic patient care and/or administrative techniques; medical assisting skills and the various types of materials and equipment related to outpatient care and their applications; methods of conducting or assisting patients (per medical care provider's instructions) with basic tests and treatments performed at an ambulatory care clinic; basic needs and problems of disadvantaged groups; the causes and treatment of medical and/or public health problems and the problems facing the educationally and economically disadvantaged.

**Ability to:** Communicate effectively orally and in writing; establish and maintain good relations with a wide range of social and ethnic groups as well as professional staff and community members; obtain and record accurate patient information, and perform routine clinical procedures; follow and implement activities according to written standardized procedures; perform clerical tasks (i.e., utilizing personal computer for inputting pertinent client/patient information, answering phones, filing, etc.).

**OTHER REQUIREMENTS:**

**License/Certificate:** For incumbents hired after September 29, 2016, possession of a valid California Emergency Medical Technician certificate or Paramedic license issued by the California Emergency Medical Services Authority is required at the time of hire. Incumbents placed in this classification on or before September 29, 2016 must obtain a valid Emergency Medical Technician certificate or Paramedic license issued by the California Emergency Medical Services Authority within eight months from the date of placement.

Possession of a valid certification in Basic Cardiac Life Support/Cardio-Respiratory Resuscitation (BCLS/CPR) is required.

Possession of a valid California Driver's License may be required for some positions in this class.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

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## GRADUATE MEDICAL EDUCATION PROGRAM COORDINATOR I

Class Code: 74310

COUNTY OF RIVERSIDE

Established Date: Oct 13, 2016

Revision Date: Oct 13, 2016

### SALARY RANGE

\$20.89 - \$34.58 Hourly

\$3,621.11 - \$5,993.24 Monthly

\$43,453.28 - \$71,918.91 Annually

### CLASS CONCEPT:

Under general direction, manages the operations of one or more Graduate Medical Education (GME) programs within the Riverside University Health System - Medical Center (RUMC), and performs other work as required.

The Graduate Medical Education Program Coordinator I is the entry-level in the Graduate Medical Education Program Coordinator series. The Graduate Medical Education Program Coordinator I manages various programs which can include graduate student education, internship training, resident physician training, or fellowship programs. The GME Program Coordinator I is responsible for managing the day-to-day administrative operations and workflow of the GME Programs to which they are assigned, and is responsible for ensuring maximum efficiency, utilization of resources, and continued accreditation of each program. Incumbents in the GME Program Coordinator I classification generally report to an Administrative Services Officer or Administrative Services Supervisor assigned to the RUMC GME office. The GME Program Coordinator I is distinguished from the GME Program Coordinator II, in that the latter is the journey-level of the series which is intended for incumbents demonstrating greater mastery of program responsibilities and progressively more oversight for the scope of GME programs.

**REPRESENTATION UNIT:** SEIU – Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Maintain records and documentation of the activities of program participants, including appointments, terminations, performance evaluations and/or grades, credentialing, malpractice coverage, recommendations, and verifications of training; ensure records are maintained to meet hospital and accrediting agency policies to ensure ongoing accreditation of program.
- Organize program workload; monitor status of work in progress and keep Program Director informed of activity priorities and deadlines; provide information, support, and problem solving to residents and program faculty on personnel or program issues; assist Program Director with response to and resolution of trainee issues and program administrative problems.
- Act as a liaison between the program and other RUMC departments, affiliated rotation sites, medical schools, accrediting bodies, specialty colleges, and licensing organizations.



- Create, review, and maintain program-specific policies and procedures in accordance with RUMC and accrediting agency standards to ensure compliance; interpret policy for faculty, staff, students, residents, and fellows.
- Create, update, and edit training manuals, recruitment materials, and applicable websites.
- Manage computerized information systems related to collecting and storing program data, generating management reports and documentation; maintain computerized program files using program management software; update information as need and ensure all necessary information is provided for hospital reimbursement and demographic data.
- Assist trainees with trainee-related items including registration or travel arrangements, obtaining required licensures and permits, and assisting with relocation needs when applicable; ensure timely completion of trainee credentialing paperwork at affiliated institutions.
- Assist GME Office with processing and orientation of new program participants; assist Program Director with program-specific orientation.
- Manage and coordinate all administrative duties pertaining to the annual trainee recruitment process, including set-up and management of application system, responding to all applicant inquiries, coordinating review of applications and interview process, preparation of informational packets for applicants, and preparing list of applicants for matching program and submission to accrediting body by respective deadlines.
- Compile, create, analyze, and interpret statistical and other data reports for submittal to RUMC GME office, hospital administration, and/or accrediting agencies to meet deadlines as requested.
- Prepare, coordinate, and distribute yearly block rotation schedules, call schedules, and conference or educational schedules for assigned programs; maintains accurate records of scheduling changes and notifies all affected as changes occur; monitors work schedules and trainee reports of work hours and bring discrepancies to the attention of all affected parties for correction.
- Manage confidential trainee performance evaluations, faculty evaluations, and program evaluations; prepare reports and correspondence related to evaluations; track trainee evaluations, conference attendance, and logs as required.
- May assist in the creation, monitoring, and maintenance of the program budget and associated expenditures, under the direction of the Program Director.
- May assist Program Director in maintenance of program accreditation including program planning and development of program academic and clinical requirements; preparation of required reports, workbooks, and other documents required for site visits and internal reviews; prepare for and organize accreditation site visits including room, food, and site accommodations or appointments for accrediting visitors.

**RECRUITING GUIDELINES:**

Education: Completion of 60 semester or 90 quarter units from an accredited college or university in healthcare or hospital administration, public health, business or public administration, health science, or a closely related field.

AND

Experience: Three years of increasingly responsible, broad, and varied clerical experience, at least six months of which includes providing administrative support to a Graduate Medical Education office.

Knowledge of: The basic functions, regulations, and requirements of residency programs and medical staff operations, Accreditation Council for Graduate Medical Education requirements, American Association of Medical Colleges (AAMC) Graduate Medical Education services, AAMC Electronic Residency Application Service, FREIDA residency matching electronic system; the functions and basic clerical operations of an administrative office; modern office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation; Joint Commission, federal and State regulations pertaining to medical staff operations; credentialing and privileging rules and guidelines of the ACGME.

Ability to: Interpret and apply administrative and departmental policies related to credentialing and privileging; Medical Executive Committee by-laws and rules with particular emphasis on compliance with federal and State hospital accreditation regulations; understand and follow complex directions, both oral and written; take responsibility and use good judgment in recognizing scope of authority; compose correspondence independently; keep complex records and prepare reports; meet with physicians and healthcare providers in a professional manner; effectively organize various activities of resident physician programs.

**OTHER REQUIREMENTS:**

Sufficient skill in typing to enable the applicant to complete 45 net words per minute; sufficient skill in shorthand to enable the applicant to complete 80 net words per minute.

**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: Oct 13, 2016  
 Revision Date: Oct 13, 2016

## GRADUATE MEDICAL EDUCATION PROGRAM COORDINATOR II

Class Code: 74311

### SALARY RANGE

\$22.03 - \$36.48 Hourly  
 \$3,819.31 - \$6,322.87 Monthly  
 \$45,831.76 - \$75,874.45 Annually

### CLASS CONCEPT:

Under general direction, manages the operations of one or more Graduate Medical Education (GME) programs within the Riverside University Health System - Medical Center (RUMC), and performs other work as required.

The Graduate Medical Education Program Coordinator II is the journey-level in the Graduate Medical Education Program Coordinator series. The Graduate Medical Education Program Coordinator II manages various large and/or complex programs which can include graduate student education, internship training, resident physician training, or fellowship programs. The GME Program Coordinator II is responsible for managing the day-to-day administrative operations and workflow of the GME Programs to which they are assigned, and is responsible for ensuring maximum efficiency, utilization of resources, and continued accreditation of each program. The GME Program Coordinator II is distinguished from the GME Program Coordinator I, in that the latter is the entry-level of the series. Incumbents in the GME Program Coordinator II classification generally report to an Administrative Services Officer or Administrative Services Supervisor assigned to the RUMC GME office.

REPRESENTATION UNIT: SEIU - Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Maintain records and documentation of the activities of program participants, including appointments, terminations, performance evaluations and/or grades, credentialing, malpractice coverage, recommendations, and verifications of training; ensure records are maintained to meet hospital and accrediting agency policies and to ensure ongoing accreditation of program.
- Organize program workload; monitor status of work in progress and keep Program Director informed of activity priorities and deadlines; provide information, support, and problem solving to residents and program faculty on personnel or program issues; assist Program Director with response to and resolution of trainee issues and program administrative problems.
- Act as a liaison between the program and other RUMC departments, affiliated rotation sites, medical schools, accrediting bodies, specialty colleges, and licensing organizations.
- Create, review, and maintain program-specific policies and procedures in accordance with RUMC and accrediting agency standards to ensure compliance; interpret policy for faculty, staff, students, residents, and fellows.

- Create, update, and edit training manuals, recruitment materials, and applicable websites.
- Manage computerized information systems related to collecting and storing program data, generating management reports and documentation; maintain computerized program files using program management software; update information as need and ensure all necessary information is provided for hospital reimbursement and demographic data.
- Assist trainees with trainee-related items including registration or travel arrangements, obtaining required licensures and permits, and assisting with relocation needs when applicable; ensure timely completion of trainee credentialing paperwork at affiliated institutions.
- Assist GME Office with processing and orientation of new program participants; assist Program Director with program-specific orientation.
- Manage and coordinate all administrative duties pertaining to the annual trainee recruitment process, including set-up and management of application system, responding to all applicant inquiries, coordinating review of applications and interview process, preparation of informational packets for applicants, and preparing list of applicants for matching program and submission to accrediting body by respective deadlines.
- Compile, create, analyze, and interpret statistical and other data reports for submittal to RUMC GME office, hospital administration, and/or accrediting agencies to meet deadlines as requested.
- Prepare, coordinate, and distribute yearly block rotation schedules, call schedules, and conference or educational schedules for assigned programs; maintains accurate records of scheduling changes and notifies all affected as changes occur; monitors work schedules and trainee reports of work hours and bring discrepancies to the attention of all affected parties for correction.
- Manage confidential trainee performance evaluations, faculty evaluations, and program evaluations; prepare reports and correspondence related to evaluations; track trainee evaluations, conference attendance, and logs as required.
- May assist in the creation, monitoring, and maintenance of the program budget and associated expenditures, under the direction of the Program Director.
- May assist Program Director in maintenance of program accreditation including program planning and development of program academic and clinical requirements; preparation of required reports, workbooks, and other documents required for site visits and internal reviews; prepare for and organize accreditation site visits including room, food, and site accommodations or appointments for accrediting visitors.

**RECRUITING GUIDELINES:**

Education: Completion of 60 semester or 90 quarter units from an accredited college or university in healthcare or hospital administration, public health, business or public administration, health science, or a closely related field.

AND

Experience: One year of experience at or equivalent to the County of Riverside Graduate Medical Education Program Coordinator I classification, with responsibility for managing the day to day operations of a Graduate Medical Education program.

Knowledge of: The basic functions, regulations, and requirements of residency programs and medical staff operations, Accreditation Council for Graduate Medical Education requirements, American

Association of Medical Colleges (AAMC) Graduate Medical Education services, AAMC Electronic Residency Application Service, FREIDA residency matching electronic system; the functions and basic clerical operations of an administrative office; modern office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation; Joint Commission, federal and State regulations pertaining to medical staff operations; credentialing and privileging rules and guidelines of the ACGME.

Ability to: Interpret and apply administrative and departmental policies related to credentialing and privileging; Medical Executive Committee by-laws and rules with particular emphasis on compliance with federal and State hospital accreditation regulations; understand and follow complex directions, both oral and written; take responsibility and use good judgment in recognizing scope of authority; compose correspondence independently; keep complex records and prepare reports; meet with physicians and healthcare providers in a professional manner; effectively organize various activities of resident physician programs.

**OTHER REQUIREMENTS:**

Sufficient skill in typing to enable the applicant to complete 45 net words per minute; sufficient skill in shorthand to enable the applicant to complete 80 net words per minute.

**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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## INSTITUTIONAL NURSE I – PER DIEM

Class Code: 74066

COUNTY OF RIVERSIDE

Established Date: Oct 13, 2016

Revision Date: Oct 13, 2016

### SALARY RANGE

\$50.85 Hourly  
 \$8,813.42 Monthly  
 \$105,761.00 Annually

### CLASS CONCEPT:

Under direction, and in accordance with the State of California Nurse Practice Act, provides professional nursing care for individuals detained at a Riverside County Sheriff/Probation confinement or detention facility; administers treatment and medication as directed; assists doctors and carries out their orders; and performs other related duties as required.

The Institutional Nurse I - Per Diem is the first professional level classification for registered nurses who provide routine and emergency nursing services in a detention/institutional setting. Incumbents in this class are assigned to the Detention Health Services (DHS) to perform the basic range of professional nursing duties with guidance and supervision from other medical personnel. The majority of the duties can be learned in a brief period of time, are clearly defined, and have established guidelines which require minimal interpretation. The Institutional Nurse I - Per Diem is distinguished from the Institutional Nurse II - Per Diem in that the latter is the intermediate level position.

Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments are flexibly scheduled or on as needed basis.

**REPRESENTATION UNIT:** SEIU – Per Diem

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan and provide professional nursing care to juveniles or adults in a detention facility, including administration of medication, therapeutic agents, treatments, disease prevention and restorative measures ordered by a physician; assist physicians with performing physical examinations; respond to patient court orders as appropriate; implement standardized nursing protocols as directed; monitor inmates' health status.
- May routine medical observations on a daily basis and refer patients to a physician as necessary.
- Evaluate effectiveness of nursing care and treatment regimen; collaborate with physicians and other healthcare providers; refer adult and juvenile inmates to appropriate healthcare providers;
- Initiate treatment in medical emergencies; conduct quality control audits and perform minor wound care.
- Assist physicians in conducting sick calls and in the examination and treatment of patients; assist physicians with medical and/or minor medical procedures; make routine medical observations on a daily

basis.

- Record and chart patient treatment, progress, and any changes in condition; maintain patient records and medical data.
- May determine restrictions on physical activities of patients according to medical standards established by the State of California.
- Examine and evaluate patients to determine conditions and refer to appropriate physician, psychiatrist, dentist or clinic.
- Counsel and advise patients and their families regarding medical problems and/or proper healthcare methods.
- Prepare and maintain concise and complete records and reports.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with an Associate's degree in nursing or successful completion of the coursework required to obtain a valid license to practice as a Registered Nurse in the State of California.

Knowledge of: The principles, techniques, and procedures used in professional nursing; medical terminology; hospital and clinic routine; the uses and effects of medicines and narcotics.

Ability to: Perform the entire range of professional nursing duties and responsibilities; plan and carry out a program of nursing care for detainees; work under limited medical supervision; prepare and maintain concise and complete records and reports; establish and maintain effective relationships with physicians, detainees, and fellow workers.

**OTHER REQUIREMENTS:**

License/Certificate: Must possess and maintain a current valid license to practice as a Registered Nurse in the State of California. (Persons eligible for certification as a Registered Nurse in the State of California. (Persons eligible for certification as a Registered Nurse in the State of California may be employed pending receipt of license.)

Possession of valid Basic Life Support (BLS) certificate issued by the American Heart Association for professional healthcare providers.

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:**

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## PROSPECT DEVELOPMENT ANALYST

Class Code:74087

COUNTY OF RIVERSIDE

Established Date: Oct 13, 2016

Revision Date: Oct 13, 2016

### SALARY RANGE

\$26.53 - \$36.4846 Hourly  
 \$4,598.00 - \$6,324.00 Monthly  
 \$55,180.32 - \$75,887.97 Annually

### CLASS CONCEPT:

Under general direction, provides oversight to the database systems, donor gift-recordings and acknowledgements, internal tracking and reporting systems, provides reliable and timely analysis reports on fundraising programs, leads assigned staff; and performs other related duties as required.

The Prospect Development Analyst oversees and manages all donor database activity for the Riverside University Health System (RUHS) Foundation. Incumbents in this class are responsible for donor identification, cultivation, solicitation, and stewardship. The main objective of the Prospect Development Analyst is to manage, update, and maintain an accurate donor database, support fundraising activity and the staff responsible for financial goals. The Prospect Development Analyst identifies forecasting techniques for the cultivation of prospective donors. Incumbents in this class are responsible for the accurate reporting and execution of fiscal activities, including but not limited to invoicing, receipting, and donor appreciation.

The Prospect Development Analyst reports to the Senior Director of Development. This class is distinguished from the Prospect Development Coordinator in that the latter class performs more direct administrative duties. This is the first working level classification in the series.

**REPRESENTATION UNIT:** SEIU – Professional

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Act as subject matter expert for the donor database.
- Accomplish mastery of the database within 90 days of hire.
- Manage internal tracking and reporting systems of the donor database system.
- Train staff on appropriate donor database usage and management.
- Oversee data and gift-entry procedures for donor database.
- Manage and maintain accurate donor and gift-related information.
- Manage gift processing and acknowledgement-related correspondences to all donors.
- Manage donor stewardship plan and track stewardship activity.



- Proactively identify upgrade opportunities and facilitates the execution of management strategy.
- Manage Leadership Giving Society reporting and planning.
- Support the development of a donor stewardship plan.
- Interact with donors and volunteers as needed in person, over the phone, electronically and by mail.
- Research and identify prospective donor information.
- Provide data integrity and security to the database system.
- Provide reliable and timely data reports on trend analysis of key fundraising programs.
- Maintain the confidentiality of all organizational and donor information.
- Provide and present forecasting techniques for the cultivation of prospective donors.
- Provide in-depth analysis reports on strategic planning of key fundraising programs, employing data mining, and predictive modeling.

**RECRUITING GUIDELINES:**

Experience:

OPTION I

At least three years of experience with the Raiser's Edge by Blackbaud system.

OPTION II

At least two years of experience with similar Custom Relationship Management (CRM) software and utilizing software to make assumptions.

Knowledge of: Fundraising methods and principles related, office-related software, Raiser's Edge by Blackbaud system or similar Customer Relationship Management (CRM) software, and county services.

Ability to: Demonstrate excellent written and verbal communication skills, successfully handle multiple simultaneous deadlines, set priorities, provide recommendations to problems, demonstrate organizational skills, show strong attention to detail, provide reliable and timely data information.

**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.



COUNTY OF RIVERSIDE  
 Established Date: Oct 13, 2016  
 Revision Date: Oct 13, 2016

## PROSPECT DEVELOPMENT COORDINATOR

Class Code: 15936

### SALARY RANGE

\$15.43 - \$25.55 Hourly  
 \$2,674.13 - \$4,428.75 Monthly  
 \$32,090.00 - \$53,145.04 Annually

### CLASS CONCEPT:

Under general direction, provides support in the implementation of gift-entry procedures, internal tracking, reporting systems, and database management; and performs other related duties as required.

The Prospect Development Coordinator reports to the Prospect Development Analyst and is primarily responsible for donor database management and associated activities. Incumbents support donor database management, including but not limited to, implementation of gift entry procedure, mailing lists, donor contact entry, reports, and batch entry. The Prospect Development Coordinator is distinguished from the Prospect Development Analyst class in that the former proactively manages donor identification, cultivation, solicitation, and stewardship as directed and is responsible for performing key fiscal functions, including invoicing and receipting, whereas the latter class manages and supervises all database system operations.

**REPRESENTATION UNIT:** LIUNA – Support Services

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Act as subject matter expert for the donor database.
- Accomplish mastery of the database within 90 days of hire.
- Train staff on appropriate donor database usage and management.
- Implement data and gift-entry procedures.
- Produce current and prospective donor mailing lists.
- Manage and upkeep current donor information for database system.
- Manage gift processing and acknowledgement-related correspondences to donors.
- Send personalized acknowledgements for all donor gifts in a timely and accurate fashion.
- Periodically interact with donors and volunteers over the phone or in person as directed.
- Ensure consistent and accurate updates of all constituent records on an ongoing basis.

- Assist with annual giving programs and special events.
- Research and identify prospective donor information.
- Serve as a liaison to the United States Post Office to ensure all pertinent mail accounts are maintained.
- Maintain the confidentiality of all organizational and donor information.
- Process accounting functions for RUHS Foundation programs and operations.
- Provide grant management and fiscal reporting support.

**RECRUITING GUIDELINES:**

Experience: At least one year of experience in non-profit work, fundraising, development, database management, and data reporting.

Knowledge of: Fundraising methods and principles; office-related software; Raiser's Edge by Blackbaud system or other Customer Relationship Management (CRM) software; County services.

Ability to: Demonstrate excellent written and verbal communication skills; successfully handle multiple simultaneous deadlines; set priorities and provide recommendations to problems; demonstrate organizational skills; and show strong attention to detail.

**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.



## SENIOR DIRECTOR OF DEVELOPMENT

Class Code: 74307

COUNTY OF RIVERSIDE

Established Date: Oct 13, 2016

Revision Date: Oct 13, 2016

### SALARY RANGE

\$39.07 - \$63.01 Hourly

\$6,772.41 - \$ 10,921.16 Monthly

\$81,268.93 - \$131,053.94 Annually

### CLASS CONCEPT:

Under general direction, directs fundraising strategies and programs, supervises the duties of the development support staff unit, provides leadership to development projects, supports the leadership team, and performs other related duties as required.

The Senior Director of Development is responsible for directing portfolios of major gift donors and all fundraising programs with a focus on all entities at the Riverside University Health System (RUHS). This classification is responsible for the multi-million dollar fundraising goal of the department, leading fundraising initiatives, and performing supervisory duties over the development staff unit. Incumbents build a portfolio exceeding \$500,000 and manage staff with portfolios exceeding \$250,000. The Senior Director of Development is expected to spend more than 25% of their work hours meeting with donors, with a minimum of 15 meetings per month. Incumbents in this class are expected to design and implement special fundraising projects such as private donor receptions related to major gifts, annual giving programs, fundraising events, planned giving, and grant management with a focus on opportunities of \$10,000 and above. The Senior Director of Development manages both public and private sector donor relationships and plays an active role in the management of the Foundation Board of Directors. The Senior Director of Development develops resource goals, objectives, policies and program priorities.

The Senior Director of Development reports directly to the Executive Director of the RUHS Foundation. This class is distinguished from the Director of Development in that the latter provides more tactical execution of priorities as opposed to long-term strategic direction. This is the director level classification for the Development series.

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 RUHS Foundation Executive Director.

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)

- Collaborate with the executive leadership team to set fundraising goals, initiatives, and objectives.

- Is accountable for the overall Annual Campaign goals set forth with the leadership team that includes all revenue streams.
- Set strategic fundraising programs and initiatives for the development supportive staff unit.
- Provide significant strategic direction to all staff carrying a portfolio and fundraising goals.
- Develop and manage an operational budget for the development unit, including fundraising events and initiatives.
- Manage a portfolio of major gift donors and prospective donor partnerships, striving for an annual return of \$500,000.
- Present the vision and work of the organization to prospective donors, with the expectation to visit at least fifteen prospective donors per month.
- Strategize outreach engagement for prospective donors and corporate partners.
- Support the donor portfolios of the executive leadership team and development support staff unit.
- Prepare and oversee donor presentations for donor meetings and solicitations.
- Develop and oversee the planning and implementation of all solicitations.
- Conduct prospect research and involve key volunteers and organizational leaders in solicitation activities.
- Guide the identification process for upgrade opportunities and leadership giving.
- Work with the leadership team to identify prospective donors and corporate partners.
- Manage written proposals for donor meetings and fundraising solicitations.
- Oversee and manage all donor gift acknowledgement related correspondence.
- Maintain the confidentiality and credibility of the RUHS Foundation and organize donor information.
- Oversee the hiring, training, and day to day management of the development unit staff.
- Responsible for directing and developing strategic fundraising programs, events, and solicitation efforts.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university, preferably with a major in business, public administration, marketing, communications, or other closely related field to the assignment.

Experience: At least eight years of experience in which five years were in a supervisory or management capacity in one or more of the following areas: non-profit work, fundraising, marketing, and or communications.

Knowledge of: Fundraising methods and principles related, office related software, fundraising and database management software, Raiser's Edge by Blackbaud program management, budget development, management skills, and county policies.

Ability to: Inspire confidence and persuade prospective donors, demonstrate excellent written and verbal

communication skills, demonstrate project management skills, recommend solutions to problems, multi-task, work both independently and as part of a team, demonstrate diplomacy in difficult situations, remain positive and composed, demonstrate excellent customer service skills,

**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.

# External Market Survey Data

Attachment N

## Institutional Nurse-RCRMC

Riv Co Class Code: 73955

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Registered Nurse I, Sheriff	\$71,490	\$104,146	45.68%
Orange County	Comprehensive Care Nurse II	\$80,808	\$97,386	20.52%
San Bernardino County	Correctional Nurse II	\$70,762	\$101,483	43.41%
San Diego County	Sheriff's Detention Nurse	\$70,554	\$95,659	35.58%
Ventura County	Registered Nurse II	\$78,645	\$94,037	19.57%
<b>Riverside County</b>				
	County Mean:	\$74,452	\$98,542	32.36%
	County Median:	\$71,490	\$97,386	36.22%
	Institutional Nurse-RCRMC	\$55,770	<b>\$111,735</b>	100.35%
	Dollar Difference from Mean:	-\$18,682	\$13,193	
	Percentage difference from mean:	-25.09%	13.39%	
	Dollar difference from median:	-\$15,720	\$14,349	
	Percentage difference from median:	-21.99%	14.73%	

Notes: San Bernardino County - Annual salary for EEs receiving 7% County Retirement Pickup = \$47,050 - \$63,149; however, salary and benefits are currently under review.

Run Date: 6/20/2016

Date Prepared/Revised: 6/20/2016

By: K. Campbell

RESOLUTION NO. 440-9042

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 4, 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>
74309	+	Assistant Director of Development	SEU 527/L18
74078	+	Community Relations Coordinator	SEU 468/L18
74079	+	Community Relations Manager	SEU 617/L18
74036	+	Development Officer	SEU 526/L13
74308	+	Director of Development	MRP 518/L19
57777	+	Emergency Department Technician	UPE 217/L20
74310	+	Graduate Medical Education Program Coordinator I	SEU 345/L20
74311	+	Graduate Medical Education Program Coordinator II	SEU 382/L20
74066	+	Institutional Nurse I – Per Diem	SEPD 112/L1
74037	+	Prospect Development Analyst	SEU 526/L13
15936	+	Prospect Development Coordinator	UPE 297/L20
74307	+	Senior Director of Development	MRP 570/L19

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>
74308	+	Director of Development
74307	+	Senior Director of Development



1 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant  
2 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing  
3 of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

4	<u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
5	<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
6	73955	Institutional Nurse	SEN 558/L27	SEN 695/L18

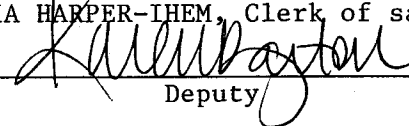
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10 ROLL CALL:

11 Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
12 Nays: None  
13 Absent: None

14 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.

15 KECIA HARPER-IHEM, Clerk of said Board

16 By



Deputy

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