

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



ITEM  
3.75  
(ID # 4545)

MEETING DATE:  
Tuesday, August 29, 2017


FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Establish new recommended classifications; grant parity adjustment for the Chief of Hospital Plant Operations classification; approve the addition of the Chief Data Officer classification to Appendix II; and amend Ordinance No. 440 pursuant to Resolution No. 440-9060 submitted herewith, All Districts. [Total Cost- \$0] [Source of Funds: N/A].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Senior Administrative Services Analyst, Clinical Integration Supervisor, Credentialed Trainer, and Exercise Physiologist - Per Diem classifications.
2. Approve the recommendation to grant a parity wage adjustment to the Chief of Hospital Plant Operations classification.
3. Approve the recommendation to add the Chief Data Officer classification to Appendix II.
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9060.

ACTION: Policy

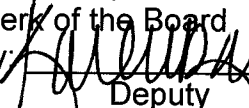
  
Michael Stock, Assistant CEO/ Director of Human Resources 8/16/2017

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9060 is adopted as recommended.

Ayes: Jeffries, Washington, Perez and Ashley  
Nays: None  
Absent: Tavaglione  
Date: August 29, 2017  
xc: H.R.

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

3.75

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2017/18</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Classification/Compensation (Class/Comp) Unit is currently in the third year of a five-year cyclical study of all County classifications. The purpose of the study is to ensure County classifications are accurate, up-to-date, and currently reflect the work that employees are performing. The cyclical study results also help to evaluate and determine trends across County departments.

**Administrative Services Series**

A review of the Administrative Cyclical Study results demonstrated that across County departments an expansion of the Administrative Services series is warranted. The creation of a senior level classification (Attachment B) in the series will ensure a clear career progression for employees in the future.

**Credentialed Trainer**

The Riverside University Health System-Medical Center's (RUHS-MC) Health Information Systems Unit is a centralized unit located under the medical center's Hospital Administration Division. One of the unit's primary responsibilities is to provide specialized training and services to all medical center staff who use the electronic health records system, EPIC. Training courses will be provided in a classroom setting to ensure that staff are using the system properly to maintain the hospital's health records. In addition to providing training courses, staff in the unit will provide direct assistance to medical center staff who may have technical problems with the system.

As a result of a review conducted by the Class/Comp Unit, it is requested that the classification of Credentialed Trainer be established (Attachment C). This new classification will allow the department to recruit qualified individuals to deliver specific software training modules and provide daily system support to staff in order to ensure proper functionality of the software system.

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

**Exercise Physiologist - Per Diem Classification**

The Cardiovascular Catherization Lab program at RUHS-MC provides services and assessments of physical fitness to patients with varied cardiac and pulmonary conditions. Program staff are responsible for assessing program needs and developing goals and objectives for the services provided to clients and patients

As a result of the growing need to recruit individuals with specialized skills to provide services for the program, it is requested that the Exercise Physiologist - Per Diem be established (Attachment D). This new classification will allow RUHS-MC to recruit qualified individuals to deliver services to patients with varied cardiac and pulmonary conditions.

**Clinical Integration Supervisor**

The Riverside University Health System requires a Clinical Integration Supervisor classification (Attachment E) to provide technical and staff supervision in support of the integrated clinical information/electronic health records systems. Incumbents in this classification are expected to have expertise and working knowledge in the development, upgrade, and implementation of clinical information and/or electronic health records systems in a hospital or health system.

**Chief of Hospital Plant Operations**

The Chief of Hospital Plant Operations classification directs and manages the maintenance, construction, remodeling, and repair activities of the RUHS-MC building facilities and equipment. Within the past three years, the department lost two (2) incumbents to other organizations that offered a more competitive salary. Results of an external market survey show that the County's current top annual salary for this classification is 8.92% below the average maximum annual salary of comparable classifications in Southern California public and private hospitals (Attachment F).

**Chief Data Officer**

The Chief Data Officer (CDO) classification was approved by the Board of Supervisors on July 25, 2017 (Agenda Item 3.39). The RCIT department has requested that the classification be designated At-Will to the department head. Therefore, it is recommended to add the CDO to Appendix II.

**CLASSIFICATION ADDITIONS**

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

**Senior Administrative Services Analyst:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 479/L18 (\$51,317-\$81,381). This request is only to add the classification and therefore, no immediate financial impact is associated with this request.

**Credentialed Trainer:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 417/L18 (\$48,169 - \$75,631). The recommended salary range is based on external market data. This request is only to add the classification and there is no immediate financial impact associated with this request.

**Exercise Physiologist - Per Diem:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEPD 112/L1 (\$73,063). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Clinical Integrated Supervisor:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 697/L17 (\$81,668 - \$125,057). The proposed salary range will prevent compaction issues with its subordinate Clinical Integration Analyst classification.

**SALARY PARITY ADJUSTMENT**

**Chief of Hospital Plant Operations:** It is recommended to grant an approximate 9% parity wage adjustment to this classification from salary plan/grade MRP 400/L19 (\$69,041 - \$111,221) to salary plan/grade MRP 498/L19 (\$75,202 - \$121,231). There is no incumbent in this classification. The proposed salary range will ensure that RUHS is more competitive in the local market and will enable the department to attract high caliber Chief of Hospital Plant Operations candidates. This classification is currently vacant and therefore, no immediate financial impact is associated with this request.

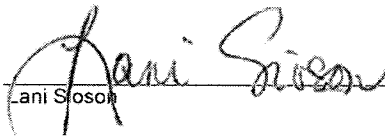
**IMPACT ON RESIDENTS AND BUSINESSES**

Approval of the Senior Administrative Services Analyst classification will ensure a solid career progression for employees in the series. Approval of the Credentialed Trainer, Exercise Physiologist- Per Diem, and the Clinical Integrated Supervisor classifications will ensure that the department recruits qualified individuals to provide adequate patient and staff services at RUHS Medical Center. Approval of the salary parity adjustment for the Chief of Hospital Plant Operations will ensure the department is able to recruit highly skilled candidates.

**ATTACHMENTS:**

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

- A. Resolution No. 440-9060
- B. Senior Administrative Services Analyst classification specification
- C. Credentialed Trainer classification specification
- D. Exercise Physiologist - Per Diem classification specification
- E. Clinical Integration Supervisor classification specification
- F. Market Survey- Chief of Hospital Plant Operations

  
Lani Sison

8/17/2017

  
Gregory V. Priaplos, Director County Counsel

8/16/2017

RESOLUTION NO. 440-9060

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 29, 2017, 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>
74314	+	Clinical Integration Supervisor	SEU 697/L17
79856	+	Credentialed Trainer	SEU 353/L18
73477	+	Exercise Physiologist - Per Diem	SEPD 112/L1
77623	+	Senior Administrative Services Analyst	SEU 479/L18

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

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
62769	Chief of Hospital Plant Operations	MRP 400/L19	MRP 498/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 to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
77286	+	Chief Data Officer

ROLL CALL:

Ayes: Jeffries, Washington, Perez and Ashley  
 Nays: None  
 Absent: Tavaglione

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.

AUG 29 2017 3:25

KECIA HARPER-IHEM, Clerk of said Board  
 BY: *Talukadan, Deputy*



**SENIOR ADMINISTRATIVE SERVICES ANALYST**

Class Code: 77623

COUNTY OF RIVERSIDE  
Established Date: Aug 31, 2017  
Revision Date: Aug 31, 2017

**SALARY RANGE**

\$24.91 - \$38.10 Hourly  
\$4,318.10 - \$6,781.75 Monthly  
\$51,817.15 - \$81,381.00 Annually

**CLASS CONCEPT:**

Under direction, analyzes and reviews complex budgetary information, staffing, and other related administrative details to provide recommendations to management; formulates solutions to difficult administrative problems; reviews and monitors expenditures of multiple programs or projects; and performs other related duties as required.

The Senior Administrative Services Analyst is the lead level classification in the administrative services analyst series and reports to an administrative or executive level manager. Incumbents in this class exercise a high degree of independent judgment, provide project oversight to subordinate staff and perform the most complex assignments that require extensive knowledge and proficiency. Incumbents may not provide oversight to a unit of staff, but provide a specialized, unique skill-set to a division. The Senior Administrative Services Analyst differs from the Administrative Services Analyst II in that the former acts in a lead capacity of administrative services for a division or unit within a department.

The Senior Administrative Services Analyst plans and coordinates a variety of complex administrative services related to budget development, contract administration, and procurement. Incumbents in this class are required to analyze a variety of statistical reports and data to provide support to administration decision making. The Senior Administrative Services Analyst performs duties with a high level of independence and discretion.

**REPRESENTATION UNIT:** SEIU - Professional

**EXAMPLES OF ESSENTIAL DUTIES:**

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

- Review and examine on-going expenditures related to operations, approved budgeted items, staffing, and contracts; ensure expenditures comply with budgeted plan.
- Conduct and participate in financial and productivity audits; analyze productivity data; ensure departments are in compliance within requirements.
- Prepare a variety of complex financial reports; write justifications for proposed budget adjustments, request for qualifications, request for proposals, and Form 11s for approval.
- Develop staffing guidelines to monitor human capital; ensure appropriate funding is available for labor allocation.

- Compile and create highly complex statistical reports to ensure operation activities meet departmental requirements of programs or projects.
- Develop contract monitoring tools; evaluate and monitor contractor's performance; evaluate grant requirements.
- Analyze and write contracts; negotiate terms, conditions, and prices of contracts; review cost comparisons from vendors; monitor expenditures of contracts.
- Perform costs and benefits studies to provide recommendations to management staff.
- Review and keep current with legislation to determine effect on departmental operations and programs.
- Identify operational problems, formulate appropriate solution under little direction.
- Collaborate with other divisions and units for departmental-wide projects.
- Evaluate procedures and policies of programs.
- May provide guidance, training, and review the work of subordinate clerical staff.

**RECRUITING GUIDELINES:**

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

Experience: Two years of journey level experience in an administrative or staff capacity which included responsibility for budget and expenditure analysis, contract monitoring, and/or organizational analysis.

Knowledge of: Principles of administration, organization, and management to analyze operations, services, and programs; budgetary and contract monitoring.

Ability to: Analyze and collect data through a variety of complex systems; gather and compile facts and statistics; evaluate program effectiveness; recommend program revisions; conduct studies of administrative and operational activities; evaluate program problems and provide solutions; monitor budgetary expenses.

**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.



**CREDENTIALLED TRAINER**

Class Code: 79856

COUNTY OF RIVERSIDE

Established Date: Aug 31, 2017

Revision Date: Aug 31, 2017

**SALARY RANGE**

\$21.13 - \$36.36 Hourly

\$3,662.13 - \$6,302.57 Monthly

\$43,945.62 - \$75,630.88 Annually

**CLASS CONCEPT:**

Under direct supervision, provides technical assistance, training, and support in the use of a software system/solution; and performs other related duties as required.

The Credentialed Trainer is a first professional level classification and reports to a professional level class. Incumbents are expected to perform basic and routine duties where the majority of the duties can be learned quickly, are clearly defined, and have established guidelines which require minimal interpretation. This class is assigned overall responsibility for providing training in a variety of settings, including classroom training, on the use of a business software system/solution to end users. The Credentialed Trainer class is further characterized by the responsibility for providing daily system support to staff including troubleshooting problems with the system to ensure proper resolution and functionality for end users.

**REPRESENTATION UNIT:** SEIU - Para-Professional

**EXAMPLES OF ESSENTIAL DUTIES:**

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

- Conduct trainings in the operation and use of software and application systems to staff.
- Assist in preparing and updating classroom materials including lesson plans and curriculums; inform and train users on software and application operations in a classroom environment; provide recommendations on classroom training design, user support needs, or customer satisfaction.
- Maintain technical documentation and procedures for using and navigating software and application systems.
- Consult with users on the use of technology, products, and services in the classroom; administer tests on the information provided to users.
- Assists in the ongoing development of course curricula and the training materials for end users; collaborate with computer training business partners to maintain effectiveness of training programs.
- Monitor trouble calls/resolution information; follow-up with end users to ensure timely response and resolution of system issues.
- Troubleshoot and coordinate resolutions to system problems; troubleshoot software problems and

assist users in reporting issues outside of training scope to Information Services or Application Analyst.

- Review software products and applications, system solutions, and workflows; test software and applications.
- Inform and instruct users in software operation; analyze and make recommendations on response time, training design, user support needs, or customer satisfaction.
- Provide support to operational staff during go-live and post-live implementations as assigned; provide in-service training for assigned areas.

**RECRUITING GUIDELINES:**

**OPTION I**

Education: Graduation from high school or attainment of a satisfactory score on a G.E.D. test. (Job-related course work from an accredited college, university, or trade school in adult learning/education, computer science, computer information systems, information management, or a closely related field to the assignment is preferred.)

Experience: One year of experience providing training and technical assistance in the use of an electronic health record software system/solution in a hospital or healthcare organization.

**OPTION II**

Graduation from high school or attainment of a satisfactory score on a G.E.D. test. (Job-related course work from an accredited college, university, or trade school in adult learning/education, computer science, computer information systems, information management, or a closely related field to the assignment is preferred.)

Experience: One year of planning, organizing and conducting staff development and/or training for a large and diversified staff in a commercial, industrial, educational, or governmental organization. (Experience in a healthcare setting is preferred.)

Knowledge of: The principles, methods, and techniques of adult learning and/or training program development; electronic health records systems, such as EPIC system or relevant organizational business software system/solution; principles of organization and administration; methods of evaluating training program effectiveness.

Ability to: Gather data, reason logically, draw valid conclusions, and make appropriate recommendations; identify and resolve training issues with an electronic health records system or with a relevant organizational business software solution; perform systems analysis work and problem solving; interpret and follow written and oral instructions; prepare concise reports and documents; establish and maintain effective working relationships with staff, customers, other employees, and the public; communicate effectively with people at all organizational levels.

**OTHER REQUIREMENTS:**

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

Possession of a valid certification as an EPIC Credentialed Trainer in an electronic health records system, such as Epicor, in any module of an organizational business software system/solution.

**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.



**EXERCISE PHYSIOLOGIST –  
PER DIEM**

Class Code: 73477

COUNTY OF RIVERSIDE  
Established Date: Aug 31, 2017  
Revision Date: Aug 31, 2017

**SALARY RANGE**

\$35.13 Hourly  
\$6,088.56 Monthly  
\$73,062.70 Annually

**CLASS CONCEPT:**

Under direction, plans, conducts, and provides assessments of physical fitness which include measuring strength, blood pressure, heart rate, and oxygen saturation of patients; provides education and counseling to patients; and performs other related duties as required.

The Exercise Physiologist - Per Diem is a journey level classification and reports to the Manager of Rehabilitative Services or to an appropriate department manager. Incumbents are assigned a full range of duties requiring a greater technical knowledge with little supervision or guidance. The Exercise Physiologist - Per Diem class is assigned overall responsibility for developing progressive exercise programs that are safe for patients with varied cardiac and pulmonary conditions. This class is further characterized by the monitoring and recording results of cardio pulmonary rehab patients.

Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments may be on a flexible work hour schedule.

**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)

- Assess exercise program needs, assists in developing goals and objectives, program design/redesign, and implementation strategies; evaluate patient health and wellness program requirements to motivate and enable lifestyle change, prevent disease, promote health, and decrease known risk factors associated with poor health.
- Prepare health reports; write and design articles, visual aids, pamphlets, and web-based materials; interpret the role and services of the exercise program to patients and other internal/external agencies as appropriate.
- Develop and maintain collaborative partnerships with County departments and other relevant stakeholders aimed at the solution of health problems faced by patients.
- Monitor cardio pulmonary patients using standard wireless tele-monitoring equipment.
- Work with department division managers and program managers to develop and maintain the exercise programs through various advisory groups.
- Develop exercise program curriculums based on appropriate assessment and analysis of patient health and wellness issues.

- Administer and evaluate fitness tests and/or biometric assessment tests; analyze results and risk factors, and develop appropriate educational/training needs and personalized health and wellness plans.
- Evaluate social and personal stress factors that affect individual well-being as a basis for health counseling in patient exercise programs.
- Conduct assessments of physical fitness which includes measuring strength, blood pressure, heart rate, and oxygen saturation.

**RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree in exercise science, physiology, kinesiology, or a closely related field to the assignment with a specialization in exercise physiology (A Master's degree from an accredited college or university in exercise physiology is preferred.).

**Experience:** One year as an exercise physiologist working in a cardiac rehabilitation facility with cardiac and/or pulmonary patients, designing custom exercise programs and assessing progress for patients with varied medical history, including cardiac and pulmonary health conditions.

**Knowledge of:** Health and physical fitness education principles, methods, and techniques including the preparation of educational materials and the means of disseminating educational information to patients; cardiovascular anatomy and physiology, pathophysiology, pharmacology, ECG, exercise prescription, and proper progression; techniques of collecting and compiling data pertinent to exercise program planning, design, evaluation, and HIPAA guidelines; common health problems of employee population groups, (e.g., law enforcement), their causes and prevention; group dynamics and human behavior.

**Ability to:** Analyze pertinent data for program effectiveness; prepare and edit effective program related communications; develop customized and progressive exercise regiments; monitor patients via telemetry; assess vital signs (e.g., heart rate, respiratory rate, blood pressure, and oxygen saturation), in addition to measuring strength and using standard tools to measure exertion and exercise tolerance; work and deal effectively with program participants, department staff, management level employees, and other relevant stakeholders; speak effectively before public and professional groups; plan, implement, and evaluate exercise programs.

**OTHER REQUIREMENTS:**

**License/Certification:** Possession of a valid California Driver's License may be required.

Valid Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certificates issued by the American Heart Association for professional healthcare providers.

Possession of a valid Certified Cardiac Rehabilitation Professional (CCRP) certificate issued by the American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR).

**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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## CLINICAL INTEGRATION SUPERVISOR

Class Code: 74314

COUNTY OF RIVERSIDE

Established Date: Aug 31, 2017

Revision Date: Aug 31, 2017

### SALARY RANGE

\$39.26 - \$60.12 Hourly

\$6,805.69 - \$10,421.42 Monthly

\$81,668.29 - \$125,057.09 Annually

### CLASS CONCEPT:

Under general direction, supervises staff and activities related to the development and implementation of clinical process redesign and information flow as it relates to the implementation and ongoing support of the Riverside University Health System (RUHS) integrated clinical information systems and healthcare applications; assists a senior RUHS manager in coordinating clinical work flow assignments through all phases of the Electronic Health Record (EHR) and clinical systems development, implementation, support, and modification/update; and performs other related duties as required.

The Clinical Integration Supervisor class performs the full range of supervisory duties and reports to an appropriate RUHS Medical Center senior manager. This class is characterized by the responsibility of providing technical and day-to-day supervision of integrated clinical information system operations. Incumbents may participate in the employee selection process, training, coaching, and mentoring of employees, and in monitoring the implementation and continuous improvement of integrated clinical information systems.

**REPRESENTATION UNIT:** SEIU - Supervisory

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervise, assign, review, and evaluate the work of Clinical Integration Analysts, Credentialed Trainers and other staff supporting RUHS' integrated clinical information system operations; provide opportunities to develop and maintain job-related competencies.
- Coordinate RUHS clinical information system operations and activities in support of interdisciplinary clinical practice, clinical decision-making, quality assessment, and patient safety initiatives.
- Plan, organize, implement, and monitor the delivery and conduct of training to end-users of RUHS integrated clinical information systems and applications, and/or electronic health record systems; develop, organize and review training curricula, schedules, and training materials.
- Translate clinician requirements, in partnership with multi-disciplinary teams, into specifications for clinical information systems to redesign the workflow in clinical areas.
- Assist in the design, acquisition and implementation of applicable clinical/healthcare informatics, including software validation and installation, clinical content development, user acceptance testing, business process re-engineering, training, and go-live implementation support; coordinate the research, selection, and planned implementation process for nursing and clinical applications.

- Facilitate effective communication with user groups; lead go-live readiness to ensure smooth implementation of new functional elements, applications, and major releases of clinical information or electronic health record systems.
- Collaborate with nursing, ancillary staff, and other clinicians related to the development, implementation, and review of the RUHS clinical information or electronic health records systems and procedures.
- Monitor and evaluate the effectiveness and efficiency of the integrated clinical information systems or electronic health records systems.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in nursing, business or healthcare administration, computer science, communications, industrial engineering, natural sciences, or a closely related field to the assignment. (A relevant Master's degree from an accredited college or university is preferred.)

Experience: Five years of professional level experience, in a hospital or healthcare organization, that included two years supporting clinical information or electronic health records (EHR) systems and applications. One year of the required experience must have been in a lead capacity of a clinical information or EHR systems implementation group. Experience working with a variety of healthcare information technology vendors and applications is highly desired. (Additional qualifying experience related to healthcare information technology or process improvement systems may be substituted for the required college education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

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

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

**SUPPLEMENTAL INFORMATION:**

Job Competencies:

Skill in:

- Clinical management processes and procedures; testing processes, redesign and current technology in a changing environment.
- Project management.
- Presentation and written and oral communication.
- Advanced computer skills with a high level of knowledge of MS Office Suite, electronic charting, patient tracking, physician order entry, and other clinical applications.

**OTHER REQUIREMENTS:**

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

A current license to practice as a Registered Nurse in the State of California, a license in a healthcare profession, certification in Nursing Informatics or Healthcare Information Technology, or healthcare related certification is preferred.

**PRE-EMPLOYMENT:**

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

**PROBATIONARY PERIOD:**

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## External Market Survey Data

### Chief of Hospital Plant Operations

Riv Co Class Code: 62769

Jurisdiction	Title	Annual		Riv Co Class Code: 62769	
		Min Base Salary	Max Base Salary	Range (\$)	Range (%)
Los Angeles County	Manager II, Facilities Operations and Crafts	\$90,372	\$137,076	\$46,704	52%
San Bernardino County	ARMC Building Maintenance and Security Manager	\$75,492	\$103,872	\$28,380	38%
Ventura County	Health Care Agency Facilities Manager	\$84,000	\$117,624	\$33,624	40%
Hosp Ass'n Southern CA (Inland Empire)	Head of Engineering and Plant Operations	\$82,840	\$129,870	\$47,030	57%

County Mean:  
County Median:

\$83,176  
\$83,420

County Mean:  
County Median:

\$122,111  
\$123,747

### Riverside County

Chief of Hospital Plant Operations

\$69,041

\$111,221

\$40,164

61%

Dollar Difference from Mean:

-\$14,135

Percentage difference from Mean:

-16.99%

Dollar difference from median:

-\$14,379

Percentage difference from median:

-17.24%

**Notes:**

Run Date: 08/07/2017

Date Prepared/Revised: 08/07/2017

By: B. Poole