

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



ITEM
3.25
(ID # 8520)

MEETING DATE:

Tuesday, December 11, 2018

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Recommendation to establish a new Decision Support System Specialist classification and Sterile Processing Technician series; and amend Ordinance No. 440 pursuant to Resolution No. 440-9101 submitted herewith, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the classifications of Decision Support System Specialist, Sterile Processing Technician I, Sterile Processing Technician II, Senior Sterile Processing Technician, and Supervising Sterile Processing Technician.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9101 submitted herewith.

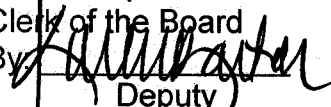
ACTION: Policy


Brenda Diederichs, Assistant CEO / Human Resources Director 12/3/2018

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 440-9101 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: December 11, 2018
xc: HR

Kedia Harper-Ihem
Clerk of the Board
By 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 18/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside University Health System-Medical Center's (RUHS-MC) mission is to improve the health and well-being of patients and communities through dedication to exceptional and compassionate care, education, and research. The RUHS-MC is a level II adult and pediatric trauma center, equipped with a 439-bed Medical Center, 11 Federally Qualified Health Centers and several primary and specialty clinics throughout Riverside County. The Perioperative Services unit serves as an integral part of the Department's mission by performing over 9,000 surgeries a year, generating a significant amount of revenue for the RUHS-MC while providing exceptional healthcare and services to patients.

Sterile Processing Technician Series

The Riverside University Health System-Medical Center's Perioperative Services Department provides a variety of critical services for the RUHS-MC's twelve operating rooms. Critical services include the sterilizing and cleaning of all surgical equipment and tools, preparing operating room trays, delivering sterilized supplies to operating rooms (OR), putting in orders for new operating room equipment and sterile supplies, and maintaining all sterilization equipment. These services are carried out by Hospital Supply Technicians in the department and incumbents are required to clean and sterilize equipment according to proper sterilizing guidelines and standards.

RUHS-MC requested a formal classification study of the Hospital Supply Technician (HST) classification, as the body of work performed has grown in complexity over time. Additionally, the Hospital Supply Technician classification is currently lacking career growth and monetary incentives for incumbents who successfully complete Central Services Technician coursework and achieve certification. The healthcare industry is moving toward making this a requirement for Central Supply departments throughout the state and RUHS-MC is wanting to take a proactive approach in motivating and rewarding their employees who have achieved certification.

The Human Resources Department is recommending the creation of a Sterile Processing Technician series that will capture the specialized sterilization duties performed by incumbents within the Central Services and Supply Unit, as well as include a certification requirement to

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

assist with recruitment efforts of top talent. Approval of the new classification series will assist the Department in recruiting qualified incumbents to carry out critical sterile processing operations for the RUHS-MC. RUHS-MC is in agreement with the proposed classification series.

Decision Support System Specialist

The Decision Support series is currently utilized by RUHS-MC in the Perioperative Services Department to develop, maintain, and provide ongoing enhancement of financial and performance improvement and quality data reporting for RUHS. The Decision Support series currently consists of only an advanced journey level Decision Support System Analyst and a Decision Support System Manager. Career growth and progression into the Decision Support System Analyst classification is difficult because there is no entry level classification to facilitate career development. The Human Resources Department is recommending the creation of a Decision Support System Specialist classification to address the workforce development needs of the RUHS-MC. RUHS-MC is in agreement with the proposed classification.

Classification Additions:

Decision Support System Specialist: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 353/L18 (\$43,946 - \$75,631). This request is only to add the classification and there is no immediate financial impact associated with this request.

Sterile Processing Technician I: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 233/L16 (\$28,919 - \$43,045). This request is only to add the classification and there is no immediate financial impact associated with this request.

Sterile Processing Technician II: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 263/L16 (\$30,504 - \$45,413). This request is only to add the classification and there is no immediate financial impact associated with this request.

Senior Sterile Processing Technician: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 302/L16 (\$33,574 - \$50,000). This request is only to add the classification and there is no immediate financial impact associated with this request.

Supervising Sterile Processing Technician: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 255/L16 (\$36,982 - \$55,000). This request is only to add the classification and there is no immediate financial impact associated with this request.

ATTACHMENTS

- A. Resolution No. 440-9101
- B. Decision Support System Specialist Class Specification

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STATE OF CALIFORNIA**

- C. Sterile Processing Technician I Class Specification
- D. Sterile Processing Technician II Class Specification
- E. Senior Sterile Processing Technician Class Specification
- F. Supervising Sterile Processing Technician Class Specification


Lani Slosor, Principal Management Analyst 12/4/2018

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RESOLUTION NO. 440-9101

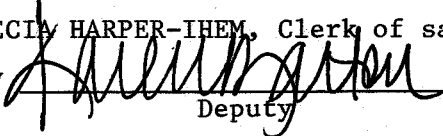
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 11, 2018, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

Job Code	+/-	Class Title	Salary Plan/Grade
74058	+	Decision Support System Specialist	SEU 353/L18
98566	+	Sterile Processing Technician I	UPE 233/L16
98567	+	Sterile Processing Technician II	UPE 263/L16
98568	+	Senior Sterile Processing Technician	UPE 302/L16
98569	+	Supervising Sterile Processing Technician	SEU 255/L16

ROLL CALL:

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

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

KECIA HARPER-IHEM, Clerk of said Board
 By 
 Deputy

/tc
 11/29/2018
 440 Resolutions\TC



DECISION SUPPORT SYSTEM SPECIALIST

Class Code: 74058

COUNTY OF RIVERSIDE
Established Date: Dec 20, 2018
Revision Date: Dec 20, 2018

SALARY RANGE

\$21.13 - \$36.36 Hourly
\$3,662.13 - \$6,302.57 Monthly
\$43,945.62 - \$75,630.88 Annually

CLASS CONCEPT:

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

The Decision Support System Specialist is the entry level classification in the Decision Support series and reports either to the Decision Support System Manager, RUHS Performance and Service Excellence Administrator, or to an appropriate RUHS department manager. Incumbents are given a variety of assignments to perform independently while adhering to established policies and procedures in the development, maintenance, and ongoing enhancement of financial and/or performance improvement and quality data reporting for RUHS. When necessary, assignments may be given without established guidelines or where greater complexity and sensitivity are involved; however, these assignments are more closely supervised and reviewed while in progress.

The Decision Support System Specialist is distinguished from the Decision Support System Analyst in that the latter is the advanced journey and lead level in the series.

REPRESENTATION UNIT: SEIU- Paraprofessional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Prepare a variety of budgetary, informational, and/or quality and performance improvement statistical reports.
- Assist in the preparation of comparative analyses of operating programs by analyzing cost in relation to services performed during previous fiscal years; prepare regular and special reports necessary for organizational strategic decision-making.
- Ensure integrity of healthcare performance improvement measures and indicators, including data extraction, processing, storage, and interpretation.

- Ensure accuracy, completeness, and validity of data for reporting purposes related to decision support systems; identify problems with data and results and refer to management.
- Assist in the preparation of quarterly operational forecasts for current and future years.
- Assist in the implementation of new systems, including networks, software, and hardware.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination.

Experience: One year in the preparation and review of financial and quality data.

Knowledge of: Basic accounting principles; fiscal and budgetary procedures; basic statistical methods; basic budgeting and hospital accounting principles; basic methods of developing systems and forms for various types of accounting and financial records and reports.

Ability to: Prepare clear and concise reports; apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; extract and manipulate data from financial systems or healthcare quality.

OTHER REQUIREMENTS:

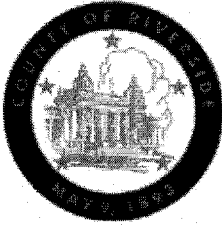
License: Possession of a valid California Driver's License may be required.

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.



STERILE PROCESSING TECHNICIAN I

Class Code: 98566

COUNTY OF RIVERSIDE
Established Date: Dec 20, 2018
Revision Date: Dec 20, 2018

SALARY RANGE

\$13.90 - \$20.70 Hourly
\$2,409.96 - \$3,587.12 Monthly
\$28,919.49 - \$43,045.39 Annually

CLASS CONCEPT:

Under close supervision, cleans, sterilizes, prepares, and issues medical instruments, equipment and supplies; performs minor maintenance and repairs on medical equipment; and performs other related duties as required.

The Sterile Processing Technician I is the entry level classification in the Sterile Processing Technician series and reports to the Supervising Sterile Processing Technician, Sterile Processing Manager or equivalent level manager. Incumbents receive initial training in the techniques and procedures essential to the classification's duties.

The Sterile Processing Technician I is distinguished from the Sterile Processing Technician II in that the latter is the fully qualified journey level in the series.

The Sterile Processing Technician I is a natural progression underfill for the classification of Sterile Processing Technician II. Incumbents are eligible to promote to the Sterile Processing Technician II after obtaining the necessary experience and requirements.

REPRESENTATION UNIT: LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Inspect, test, clean, decontaminate, and sterilize returned reusable medical equipment and surgical equipment, supplies and instrumentation, ensuring all parts have been returned and are operable, selecting appropriate cleaning agents and decontamination and sterilization processes; perform minor maintenance and repairs on medical equipment as needed.
- Identify and assemble medical and surgical instrumentation and supplies using count sheets; package in accordance with sterilization technique to be used; generate and attach labels and billing codes; sterilize, and if required, aerate.
- Assemble instruments and supplies for surgery or case/specialty cart procedures using pick lists; distribute sterilized supplies and patient care equipment, maintaining required inventory levels

throughout hospital and clinics; check correctness of requisitions and accuracy of inventory and issue supplies; issue prescribed medical supplies and equipment to patients.

- Create and maintain accurate equipment tracking, inventory, sterilization, and testing records and logs using a computer, laser wand, or scanner for barcode entry; run reports.
- Store and maintain all sterile supplies and respiratory therapy equipment; stock and maintain processing areas; clean and test sterilizers; keep storage areas clean and orderly; inspect, fold and stack sterilized linen.
- Ensure that department policies and procedures are followed.
- Provide vacation and temporary relief as required.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination.

Experience: None required.

Knowledge of: The more common medical equipment and instruments used in a hospital setting.

Ability to: Learn aseptic and sterile techniques; learn the terminology of parts and supplies associated with area of assignment; follow oral and written directions; work cooperatively with others; keep simple records.

OTHER REQUIREMENTS:

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

PRE-EMPLOYMENT:

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

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



STERILE PROCESSING TECHNICIAN II

Class Code: 98567

COUNTY OF RIVERSIDE
Established Date: Dec 20, 2018
Revision Date: Dec 20, 2018

SALARY RANGE

\$14.67 - \$21.83 Hourly
\$2,542.00 - \$3,784.42 Monthly
\$30,504.03 - \$45,413.06 Annually

CLASS CONCEPT:

Under general supervision, cleans, sterilizes, prepares, and issues medical instruments, equipment and supplies; performs minor maintenance and repairs on medical equipment; and performs other related duties as required.

The Sterile Processing Technician II is the journey level classification in the Sterile Processing Technician series and reports to the Supervising Sterile Processing Technician, Sterile Processing Manager or equivalent level manager. Incumbents perform the full range of duties requiring greater technical knowledge with little supervision or guidance.

The Sterile Processing Technician II is distinguished from the Senior Sterile Processing Technician in that the latter is the advanced journey and lead level class in the series

The Sterile Processing Technician II is not a natural progression underfill for the class of Senior Sterile Processing Technician. Advancement to the next level is achieved through the County's standard recruitment process.

REPRESENTATION UNIT: LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Inspect, test, clean, decontaminate, and sterilize returned reusable medical equipment and surgical equipment, supplies and instrumentation, ensuring all parts have been returned and are operable, selecting appropriate cleaning agents and decontamination and sterilization processes; perform minor maintenance and repairs on medical equipment as needed.
- Identify and assemble medical and surgical instrumentation and supplies using count sheets; package in accordance with sterilization technique to be used; generate and attach labels and billing codes; sterilize, and if required, aerate.
- Assemble instruments and supplies for surgery or case/specialty cart procedures using pick lists; distribute sterilized supplies and patient care equipment, maintaining required inventory levels

throughout hospital and clinics; check correctness of requisitions and accuracy of inventory and issue supplies; issue prescribed medical supplies and equipment to patients.

- Create and maintain accurate equipment tracking, inventory, sterilization, and testing records and logs using a computer, laser wand, or scanner for barcode entry; run reports.
- Store and maintain all sterile supplies and respiratory therapy equipment; stock and maintain processing areas; clean and test sterilizers; keep storage areas clean and orderly; inspect, fold and stack sterilized linen.
- Ensure that department policies and procedures are followed.
- Provide vacation and temporary relief as required.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination.

Experience: One year of experience equivalent to the County of Riverside Sterile Processing Technician I or above with responsibility for sterilizing, preparing and issuing medical equipment.

Knowledge of: Medical equipment, supplies and instruments used in an acute care hospital setting; aseptic and sterilization techniques.

Ability to: Follow oral and written directions; work cooperatively with others; keep simple records.

OTHER REQUIREMENTS:

License/Certificate: A minimum of one of the following certifications is required:

- International Association of Health Care Services Material Management (IAHCSMM)
- Certification Board for Sterile Processing and Distribution (CBSPD)
- National Board of Surgical Technology and Surgical Assisting (NBSTSA)
- Association of Surgical Technologists (AST)

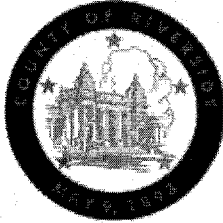
Possession of a valid California Driver's License may be required.

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 STERILE PROCESSING TECHNICIAN

Class Code: 98568

COUNTY OF RIVERSIDE
Established Date: Dec 20, 2018
Revision Date: Dec 20, 2018

SALARY RANGE

\$16.14 - \$24.04 Hourly
\$2,797.83 - \$4,166.67 Monthly
\$33,573.90 - \$50,000.08 Annually

CLASS CONCEPT:

Under direction, assigns, coordinates, and participates in the work of Sterile Processing Technicians involved in cleaning, assembling, sterilizing, and distributing hospital supplies and equipment; and performs other related duties as required.

The Senior Sterile Processing Technician is the advanced journey and lead level classification in the Sterile Processing Technician series and reports to the Supervising Sterile Processing Technician, Sterile Processing Manager or equivalent level manager. Incumbents exercise a high degree of independent judgement, provide oversight to subordinate staff and perform the most complex assignments requiring extensive knowledge and proficiency.

The Senior Sterile Processing Technician is distinguished from the Supervising Sterile Processing Technician in that the latter is the first line supervisor charged with the full range of supervisory duties.

The Senior Sterile Processing Technician is not a natural progression underfill for the classification of Supervising Sterile Processing Technician. Advancement to the next level is achieved through the County's standard recruitment process.

REPRESENTATION UNIT: LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Inspect, test, clean, decontaminate, and sterilize returned reusable medical equipment and surgical equipment, supplies and instrumentation, ensuring all parts have been returned and are operable, selecting appropriate cleaning agents and decontamination and sterilization processes; perform minor maintenance and repairs on medical equipment as needed.
- Identify and assemble medical and surgical instrumentation and supplies using count sheets; package in accordance with sterilization technique to be used; generate and attach labels and billing codes; sterilize, and if required, aerate.
- Assemble instruments and supplies for surgery or case/specialty cart procedures using pick lists; distribute sterilized supplies and patient care equipment, maintaining required inventory levels

throughout hospital and clinics; check correctness of requisitions and accuracy of inventory and issue supplies; issue prescribed medical supplies and equipment to patients.

- Create and maintain accurate equipment tracking, inventory, sterilization, and testing records and logs using a computer, laser wand, or scanner for barcode entry; run reports; may assist in ordering sterile supplies; may requisition and sign for special order items.
- Store and maintain all sterile supplies and respiratory therapy equipment; stock and maintain processing areas; clean and test sterilizers; keep storage areas clean and orderly; inspect, fold and stack sterilized linen.
- Track equipment sent to outside vendors to ensure return to the proper department after repair.
- Establish and maintain courteous cooperative relations with public, patients, and other personnel.
- Assign, review and coordinate the work of Sterile Processing Technicians.
- Conduct employee in-service training sessions to ensure that techniques and procedures keep pace with industry technology.
- Revise and create policy and procedure manuals; receive and respond to inquiries or complaints from departmental personnel concerning supplies and equipment.
- Inspect work to ensure safety and quality standards are met.
- Ensure that department policies and procedures are followed.
- Provide vacation and temporary relief as required.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination.

Experience: Two years of experience equivalent to the County of Riverside Sterile Processing Technician II or above with responsibility for sterilizing, preparing and issuing medical equipment.

Knowledge of: Medical equipment, supplies and instruments used in an acute care hospital setting; aseptic and sterilization techniques.

Ability to: Follow oral and written directions; work cooperatively with others; keep simple records; advise and assist others in the performance of their duties; work with minimal supervision; conduct aseptic training sessions; solve unusual technical problems related to aseptic techniques.

OTHER REQUIREMENTS:

License/Certificate: A minimum of one of the following certifications is required:

- International Association of Health Care Services Material Management (IAHCSMM)
- Certification Board for Sterile Processing and Distribution (CBSPD)
- National Board of Surgical Technology and Surgical Assisting (NBSTSA)
- Association of Surgical Technologists (AST)

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.



SUPERVISING STERILE PROCESSING TECHNICIAN

Class Code: 98569

COUNTY OF RIVERSIDE
Established Date: Dec 20, 2018
Revision Date: Dec 20, 2018

SALARY RANGE

\$17.78 - \$26.44 Hourly
\$3,081.85 - \$4,583.33 Monthly
\$36,982.19 - \$54,999.98 Annually

CLASS CONCEPT:

Under general direction, assigns, coordinates and supervises the work of Sterile Processing Technicians involved in distributing sterile supplies to operational units; and performs other related duties as required.

The Supervising Sterile Processing Technician is the supervisory level classification in the Sterile Processing Technician series performing the full range of supervisory duties and reports to the Sterile Processing Manager or equivalent level manager. This class is characterized by the responsibility for oversight of day-to-day operations for a key function to a department. Incumbents participate in the employee selection process, training, coaching, and mentoring of employees.

The Supervising Sterile Processing Technician is distinguished from the Sterile Processing Manager in that the latter is responsible for the achievement of goals, standards, and objectives for the Sterile Processing Unit, as well as providing daily operational management of hospital sterile processing practices, procedures, and services for the entire department.

REPRESENTATION UNIT: SEIU-Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

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

- Evaluate, select and implement methods of improving department sterile processing and sterilization techniques and practices for preparation of reusable instruments and supplies; keep abreast of developments in sterile processing techniques.
- Coordinate and cooperate with personnel in various Medical Center departments concerning their supplies and equipment; meet with vendors and manufacturer representatives; establish criteria for evaluating new products; research and assist in selecting and requisitioning the kinds and amounts of supplies and equipment needed.
- Establish and maintain safety standards for sterilization techniques, culture controls and shelf life procedures; establish and maintain mandated emergency procedures and training in proper use of hazardous materials.

- Prepare and maintain necessary records, correspondence and reports.
- Interview and select new employees; oversee orientation and training of staff; participate in daily surgery huddles and regular staff meetings.
- Evaluate subordinate employees; administer progressive disciplinary action when needed.
- Provide vacation and temporary relief as required.

RECRUITING GUIDELINES:

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination.

Experience: Two years of professional experience performing lead duties equivalent to the County of Riverside Senior Sterile Processing Technician which involved sterilizing, preparing and issuing medical equipment.

Knowledge of: Basic principles of supervising and training; sterile supply functions and methods typically found in an acute care hospital; aseptic and sterile techniques; equipment and supplies found in hospitals providing acute patient care.

Ability to: Plan, direct, coordinate, and supervise the work of others; interact with all levels of hospital staff; understand state and federal mandates/regulations as it relates to sterile processing procedures and compliance; communicate effectively both orally and in writing.

OTHER REQUIREMENTS:

License/Certificate: A minimum of one of the following certifications is required:

- International Association of Health Care Services Material Management (IAHCMM)
- Certification Board for Sterile Processing and Distribution (CBSPD)
- National Board of Surgical Technology and Surgical Assisting (NBSTSA)
- Association of Surgical Technologists (AST)

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.