

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



ITEM: 3.17  
(ID # 13478)

**MEETING DATE:**  
Tuesday, September 29, 2020

**FROM:** HUMAN RESOURCES AND RUHS - Medical Center :

**SUBJECT:** HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM (RUHS): Classification and Compensation recommendation to establish a new RUHS Facilities Project Planner classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9164 submitted herewith, All Districts. [Total Cost-\$45,856]

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

1. Approve the creation of the RUHS Facilities Project Planner classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9164 submitted herewith.

**ACTION:** Policy

Brenda Diederichs, Assistant CEO / Human Resources Director

9/17/2020

Jennifer Cruikshank, Chief Executive Officer - Health System

9/21/2020

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9164 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: September 29, 2020  
xc: HR, RUHS-MC

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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<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>	\$ 18,759	\$ 27,097	\$ 45,856	\$ 27,097
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Departmental Budget 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 20/21	

**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 exceptional and compassionate care, education, and research. In 2018 the RUHS-MC underwent a reorganization that resulted in the Facilities, Design, and Development Division being established. This Division contributes to the RUHS-MC's mission by managing facility alteration and construction projects in the Medical Center and at other RUHS locations. The Division performs work to improve the functionality of hospital spaces and to ensure that proper processes and regulations have been followed.

The Classification and Compensation unit received a request to study the RCRMC Maintenance Project Planner classification as a result of this reorganization. Currently, the classification indicates that an incumbent plans preventative maintenance work, supervises painters and carpenters, and oversees the more routine alteration or construction projects. This classification transitioned into the new Facilities, Design, and Development Division, where the core duties and responsibilities have changed substantially. This position now coordinates all aspects of hospital design, alteration, and construction projects. As the main liaison for all projects, this position is responsible for serving as the technical expert on matters related to facility alterations, construction, and overseeing corresponding budgets. In addition, the position plans, schedules, and oversees inspections from regulatory agencies to ensure proper methods have been used. This expanded role has been critical in meeting the growing needs for facility upgrades and alterations within all of RUHS.

The classification study confirmed that the current classification no longer accurately describes the functions and duties needed for the Division. Therefore, it is recommended that the Board approve a new RUHS Facilities Project Planner classification. Additional market research was conducted which included an internal and external analysis of benchmarks and supports the recommended salary.

**Classification Additions:**

**RUHS Facilities Project Planner:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU/399 (\$65,302.22 - \$94,797.66).

**Impact on Residents and Businesses**

There is no impact on Residents or Businesses.



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**Additional Fiscal Information**

There is no direct cost to creating this classification. However, there is one incumbent in the RCRMC Maintenance Project Planner classification that will be reclassified to RUHS Facilities Project Planner after the class has been created. The annual increase in salary cost for this position is \$20,264 at the top of the range, plus an additional \$6,833 for related benefits and employer costs, for a total annual cost increase of \$27,097. Once vacant, the RCRMC Maintenance and Project Planner will no longer be used.

The Department has stated the cost for the increase will be absorbed through the Department's budget and does not require a budget adjustment.

**ATTACHMENTS**

- A. Resolution No. 440-9164
- B. RUHS Facilities Project Planner Class Specification
- C. Market Survey

  
Douglas Ordóñez Jr.



  
9/21/2020

RESOLUTION NO. 440-9164

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on September 29, 2020, 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:

Job Code	+/-	Class Title	Salary Plan/Grade
74906	+	RUHS Facilities Project Planner	SEU 399

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
 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 R. Harper, Clerk of said Board

By *[Signature]*  
Deputy

/mh  
09/10/2020  
440 Resolutions\MH

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# RUHS FACILITIES PROJECT PLANNER

Class Code:  
74906

COUNTY OF RIVERSIDE  
Established Date: Sep 29, 2020  
Revision Date: Sep 29, 2020

## SALARY RANGE

\$31.40 - \$45.58 Hourly  
\$5,441.85 - \$7,899.81 Monthly  
\$65,302.22 - \$94,797.66 Annually

## CLASS CONCEPT:

Under direction, performs work of a technical nature in connection with planning, designing and cost estimating activities related to Riverside University Health System (RUHS) facility design, construction, and alterations projects; coordinates regulatory agency inspections and visits; and performs other related duties as required.

This class reports to an Executive Director, RUHS and is responsible for all facility design, construction, and alteration projects from identification through design and completion.

## 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 project and work requests, meet with in-house departmental representatives and make on-site inspections to identify project scope and requirements; suggest alternatives.
- Make recommendations on project design, planning, and implementation; assess change requests and determine impact on scope, budget and schedule.
- Collaborate with the Project Management Office to initiate project requests, track progress, and make necessary adjustments to project scope and budget.
- Prepare and submit necessary drawings to regulatory agencies for review and approval; prepare sketches,



plans, and specifications for approved projects; review plans and specifications submitted by contractors for compliance with hospital standards and acceptable engineering practices.

- Identify long-range design and alteration needs of the Hospital, buildings and facilities; conduct on-site inspections of projects in order to ensure compliance with contracts and standards; track progress and report on project status.
- Coordinate regulatory agency inspections and visits; prepare meeting agendas; serve as technical expert on all aspects of the project, including design, compliance requirements, and budget.
- Assign, supervise and review the work of subordinates; participate in the selection and training of new employees; prepare performance evaluations of subordinates; keep maintenance records; prepare reports.

## **RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a bachelor's degree in engineering, architecture, construction, business management, business administration or a closely related field. (Additional qualifying experience may be substituted for the required college education on the basis of one year of experience for 30 semester or 45 quarter units of coursework to a maximum of two years.)

**Experience:** Two years of experience managing or coordinating building construction, maintenance and repair projects, including at least one year estimating and scheduling design and construction work, preferably in a hospital setting with knowledge of Joint Commission standards.

**Knowledge of:** The principles and practices of building construction, maintenance, repair, and construction inspection; Uniform Building Codes, Cal-OSHA building construction regulations, and other pertinent fire, safety, and construction requirements; mechanical and electrical systems of buildings; computerized drawing systems such as CAD.

**Ability to:** Read and interpret maintenance contracts, blueprints, and building specifications; perform mathematical computations dealing with linear, area, and volume measurements in order to estimate the personnel and material costs of maintenance and construction projects; communicate effectively in oral and written form; establish and maintain effective working relationships with architects, engineers, contractors, crafts people, and management personnel.

## **OTHER REQUIREMENTS:**

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

## **PRE-EMPLOYMENT:**

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

## **PROBATIONARY PERIOD:**

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

# External Market Survey Data

## RUHS Facilities Project Planner

Riv Co Class Code: 74906

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	No Comparable Class				
Orange County	No Comparable Class				
San Bernardino County	<a href="#">ARMC Facilities Project Manager</a>	19154	\$69,264	\$95,306	37.60%
San Diego County	No Comparable Class				
Ventura County	No Comparable Class				
Riverside County*	<a href="#">Facilities Project Manager II</a>	76602	\$65,302	\$94,798	
	County Mean:		\$67,283	\$95,052	41.27%
	County Median:		\$67,283	\$95,052	41.27%
<b>Riverside County</b>	<b>RUHS Facilities Project Planner</b>	<b>74906</b>	<b>\$65,302</b>	<b>\$94,798</b>	<b>45.17%</b>
	Dollar difference from Mean:		<b>-\$1,981</b>	<b>-\$254</b>	
	Percentage difference from mean:		<b>-2.94%</b>	<b>-0.27%</b>	
	Dollar difference from median:		<b>-\$1,981</b>	<b>-\$254</b>	
	Percentage difference from median:		<b>-2.94%</b>	<b>-0.27%</b>	

Notes: \* Internal comparable

Run Date: 12/30/2019

Date Prepared/Revised: 9/10/2020

By: Mwinston