

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



ITEM: 3.18  
(ID # 13495)

MEETING DATE:  
Tuesday, September 29, 2020

FROM: HUMAN RESOURCES AND RUHS-MC:

SUBJECT: HUMAN RESOURCES & RUHS-MC: Classification and Compensation recommendation to adjust the salary of Supervising Medical Records Technician classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9166 submitted herewith, All Districts. [\$3,726 Total - RUHS-MC Budget 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of Supervising Medical Records Technician;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9166.

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 440-9166 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>	\$ 1,572	\$ 2,154	\$ 3,726	\$ 2,154
<b>NET COUNTY COST</b>	\$	\$	\$	\$
<b>SOURCE OF FUNDS: Department Budget</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 20/21</b>	

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

**BACKGROUND:**

The RUHS Medical Center's mission is to provide quality services to residents of Riverside County. The Health Information Management - Medical Records (HIM-MR) division helps to ensure this mission by maintaining all medical patient records and data securely. This division is required to comply with the Health Insurance Portability and Accountability Act (HIPAA) and is only allowed to release data and medical records to recognized entities with the legal right to review the contents. All files are property of the RUHS Medical Center and division staff are required to exercise considerable discretion when handling patient medical records and need to ensure that confidentiality policies are adhered to daily.

The Classification & Compensation Unit received a request from the RUHS Medical Center to conduct a compaction review between the Supervising Medical Records Technician and Senior Medical records technician classifications. The SEIU Memorandum of Understanding (MOU) defines salary compaction as a supervisory classification's maximum base salary is less than five and one-half percent (5.5%) above the maximum base salary available to the highest-paid subordinate classification.

The results of the review showed that there is compaction between the Supervising Medical Records Technician and the subordinate Senior Medical Records Technician as there is only a 2.62% spread between the classifications at the maximum rate. Additional market research was conducted on the Supervising Medical Records Technician and the results showed that the classification is below the market average by -7.44% at the minimum and 0.18% above the market average at the maximum of the range.

Per the SEIU Tentative Agreement, Article 28, Section 2, supervisory classifications that require salary adjustments due to compaction will be adjusted so that the deficiency of less than 5.5% in the maximum base salary of the supervisory classification. Based upon the review of the market and subordinate classification salary, it is recommend that the salary range of the Supervising Medical Records Technician be adjusted so that the compaction issue is corrected and the salary is brought up to market.

**Salary Adjustment**

**Supervising Medical Records Technician:** It is recommended to adjust the salary plan/grade from SEUS 157 (\$38,823 - \$56,277) to salary plan/grade SEUS 187 (\$41,812 - \$57,898). There

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are two incumbents in this classification. It is recommended that the one (1) incumbent presently at the maximum of the salary range be granted a 2.62% increase on the new salary plan/grade. The incumbent who is not presently at the maximum of the range shall be considered for an increase upon their anniversary date.

**Impact on Residents and Businesses**

The proposed compaction fix will have no impact on Residents or Businesses.

**ATTACHMENTS:**

**Attachment A: Resolution No. 440-9166**

**Attachment B: Compaction Analysis Table**

**Attachment C: Supervising Medical Records Technician Market Survey**

  
Douglas Cordonez Jr.



  
9/21/2020

RESOLUTION NO. 440-9166

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 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
13432	Supervising Medical Records Technician	SEUS 157	SEUS 187

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   
 Deputy

/kc  
 09/15/2020  
 440 Resolutions/KC

Job Classification	Min Salary Hourly	Max Salary Hourly	Min Salary Yearly	Max Salary Yearly	% Difference between Class at Min	% Difference between Class at Max
<b><i>Supervising Medical Records Technician</i></b>	\$18.66	\$27.06	\$38,823	\$56,277	8.25%	<b>2.59%</b>
Senior Medical Records Technician	\$17.24	\$26.37	\$35,863	\$54,858	11.20%	10.00%
Medical Records Technician II	\$15.51	\$23.74	\$32,251	\$49,372	11.57%	10.48%
Medical Records Technician I	\$13.90	\$21.25	\$28,907	\$44,200	-	-

# External Market Survey Data

## Supervising Medical Records Technician

Riv Co Class Code: 13432

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread
Los Angeles County	<u>Medical Records Supervisor II</u>	1390	<u>SEIU</u>	\$47,151	\$61,828	31.13%
Orange County	<i>No comparable classification</i>					
San Bernardino County	<u>Supervising Health Information Management Assistant</u>	8030	<u>MOU</u>	\$36,733	\$50,523	37.54%
San Diego County	<i>No comparable classification</i>					
Ventura County	<i>No comparable classification</i>					
HASC	<i>No comparable classification</i>					
	County Mean:			\$41,942	\$56,176	33.94%
	County Median:			\$41,942	\$56,176	33.94%
<b>Riverside County</b>	<i>Supervising Medical Records Technician</i>	13432	<u>SEIU</u>	\$38,823	\$56,277	44.96%
	Dollar difference from Mean:			<b>-\$3,119</b>	<b>\$102</b>	
	Percentage difference from mean:			<b>-7.44%</b>	<b>0.18%</b>	
	Dollar difference from median:			<b>-\$3,119</b>	<b>\$102</b>	
	Percentage difference from median:			<b>-7.44%</b>	<b>0.18%</b>	

Notes: Orange County: No longer utilize Medical Abstractor classification that used to be comparable to the Medical Records Technician II classification.  
 San Bernardino: Title change of Medical Records Technician series to Health Information Management Assistant series. Confirmed with SB that classification listed is comparable to COR Sup MRT classification.  
 Ventura: Closest comparable classification is Records Technicians series but not a direct comparable. Records Technicians report to a Program Assistant per Ventura HR.  
 San Diego: Does not have a comparable classification to Supervising Medical Records Technician. Their classification of Manager, Health Information Management Services was found to be of higher level and more comparable to Assistant Medical Records Manager.  
 HASC: Provides data on Registered Information Technician, journey level only. No data on supervisory classification.

Run Date: 6/8/2020

Date Prepared/Revised: 6/11/2020

By: DP