

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



ITEM: 3.10
(ID # 13551)

MEETING DATE:

Tuesday, October 06, 2020

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES and RIVERSIDE UNIVERSITY HEALTH SYSTEM -
PUBLIC HEALTH : Classification & Compensation Recommendation to re-
establish a new Public Health Laboratory Director classification; and amend
Ordinance No. 440 pursuant to Resolution No. 440-9167 submitted herewith, All
Districts. [\$389,024 Total - Grant Funding/ Laboratory Revenue]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Public Health Laboratory classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9167.

ACTION: Policy

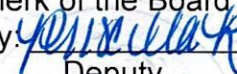


Brenda Diederichs, Assistant CEO / Human Resources Director 9/26/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by
unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: October 06, 2020
xc: HR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 167,024	\$ 222,000	\$ 389,024	\$ 222,000
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Grant Funding/ Lab Revenue			Budget Adjustment:	No
			For Fiscal Year:	20/21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside University Health System- Public Health (RUHS-PH) Department is to promote and protect the health of all County residents and visitors in service of the well-being of the community. They offer a wide range of services and programs, with staff consisting of 700 doctors, nurses, health educators, nutritionists, communicable disease and community program specialists, managers and fiscal and support staff. The RUHS-PH Laboratory is an integral part in ensuring the mission of the Department in that, it is responsible for all bacteriology, serology, mycology, mycobacteriology, parasitology, and virology studies and testing. In addition, the Laboratory has primary responsibility to ensure the health and safety of the community, by coordinating laboratory operations with various internal Department programs, services, initiatives and response to public health emergencies. Most notably, the Public Health Laboratory has been responsible for managing all testing and response activities associated with COVID 19, which transcends beyond Riverside County borders, as it has impacted the entire nation. As a result, the RUHS-PH Department has already expanded its laboratory operations significantly, with plans of continued growth within the community, as well as working towards building professional partnerships and striving to serve as a reference lab for other Public Health and Hospital organizations.

The Classification & Compensation Division received a Classification Study Request to conduct a market review on the Public Health Laboratory Director classification. Historically, RUHS-PH has utilized the general classification of Program Chief II in order to fill this role. With the current incumbent vacating and the expansion of this operation, the Department requested that the Classification & Compensation Division review the surrounding market in order to evaluate whether a new classification and salary was appropriate.

Market research was conducted on the five surrounding jurisdictions of Los Angeles, Orange, San Bernardino, San Diego, and Ventura Counties. The market results yielded that nearly all jurisdictions currently have a Laboratory Director classification dedicated to Public Health, with a salary beyond the current Program Chief II. Based on the market findings, the Class and Comp Division recommended that a new classification of Public Health Laboratory Director be created with a salary that reflects the current market. Upon conducting further research, it was identified that there was an existing classification of Director of Public Health Laboratory that was

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inactivated in April of 2017. Based on the internal research and market findings, it is recommended that this classification be re-established, with appropriate adjustments and amendments made to the salary, job title and job description that accurately reflect the current state of the RUHS-PH Laboratory. Additionally, the Department requests to designate this class At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and will serve at the pleasure of the Director of Public Health.

Classification Reactivation/Addition:

Public Health Laboratory Director: It is recommended to re-establish this classification and adjust the salary plan/grade from MRP 513 (\$75,613 - \$121,829) to salary plan/grade MRP 619 (\$103,696 - \$167,292). This request is also to add (1) one position to the Department's list of approved positions for fiscal year 2020/21 in order to recruit and fill immediately.

Additional Fiscal Information

The \$167,024 reflected in the current fiscal year cost column illustrates the approximate cost of salary/benefits for the remainder of the current fiscal year. The \$222,000 reflected in the next fiscal year column illustrates the approximate cost for a full year of salary/benefits of the new classification.

The Department has indicated the cost associated with filling this position immediately is included in their exiting budget, therefore no budget adjustment is needed. The Department has also provided information that the position will be fully funded through grant and laboratory revenue, therefore there is no associated Net County Cost.

Impact on Residents and Businesses

Re-establishing the Public Health Laboratory Director classification will allow the RUHS-PH Department to continue to provide the highest level of services and response to the community.

ATTACHMENTS

- A. Resolution No. 440-9167
- B. Public Health Laboratory Director Market Data
- C. Public Health Laboratory Director Classification

RESOLUTION NO. 440-9167

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 6, 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
78765	+	Public Health Laboratory Director	MRP 619

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>
78765	+	Public Health Laboratory Director

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to make the following listed change(s), operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
78765	+ 1	4200100900	Public Health Laboratory Director

2 **RESOLUTION NO. 440-9167**

3 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF**
4 **RIVERSIDE AMENDING ORDINANCE NO. 440**

5 ADOPTED by Riverside County Board of Supervisors on October 6, 2020.

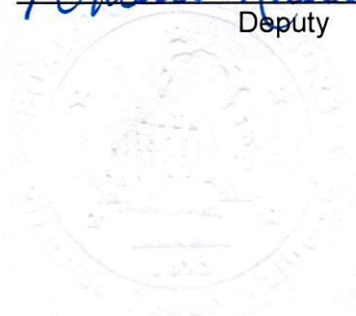
6 **ROLL CALL:**

7 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
8 Nays: None
9 Absent: None

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12 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.

13 KECIA R. HARPER, Clerk of said Board

14 By: *Priscilla Passo*
15 Deputy



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