

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



**ITEM: 3.15  
(ID # 16783)**

**MEETING DATE:**  
Tuesday, July 27, 2021

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Classification & Compensation Recommendation to establish a new Surgical Clinical Data Reviewer classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9210 submitted herewith, All Districts. [\$24,876, 100% Hospital Enterprise Funds]

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

1. Approve the creation of the new Surgical Clinical Data Reviewer classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9210.

**ACTION:Policy**




Brenda Diederichs, Assistant CEO / Human Resources Director 7/14/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9210 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: July 27, 2021  
xc: HR

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>	\$9,276	\$15,600	\$24,876	\$15,600
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Hospital Enterprise Funds</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: FY 21/22</b>	

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

**BACKGROUND:**

**Summary**

The mission of the Riverside University System- Medical Center (RUHS-MC) is to improve the health and well-being of patients through dedication to exceptional and compassionate care, education, and research. The Medical Center stands as a pillar of excellence in health care and medical education, a designated Stroke Center, Level II Trauma Center, and the only Pediatric Intensive Care Unit in the region.

At the request of the RUHS-MC, the Human Resource’s Classification and Compensation Unit conducted a classification study on two Licensed Vocational Nurse (LVN) positions assigned to the RUHS-MC’s Research and Projects Administration Department. The purpose of the study was to review the duties performed by the incumbent’s and provide a recommendation on the appropriateness of their current classification. The result of the study found that the incumbents were performing analytical research, data collection and abstraction duties and responsibilities specific to the surgical quality assessment/improvement programs. Upon review, it was determined that the incumbents are not working within the scope of their current classification of LVN II. A review of the county’s current classifications yielded that the County of Riverside does not have a classification that appropriately captures the work performed by incumbents. Therefore, it is recommended that the Board approve a new Surgical Clinical Data Reviewer classification in order to reclassify the current incumbents into a more appropriate classification that accurately reflects their role within the organization.

**Classification Additions**

**Surgical Clinical Data Reviewer:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 251 (\$50,502-\$69,305).

**Additional Fiscal Information**

The \$9,276 reflected in the current fiscal year column above, is the additional cost for the remainder of the fiscal year to reclassify the two (2) current incumbents, if the requested job class is approved and created. The \$15,600 reflected in the next fiscal year column above, reflects the additional cost for a full year of the current LVN II incumbents in the new

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classification. The annual cost is expected to be ongoing but is subject to change as the department gains or loses incumbents, and as the incumbents reach the max rate.

**Impact on Residents and Businesses**

Approval of the recommended classification will allow the department to retain skilled staff to provide the necessary support to the Department's Research and Projects Administration Department.

**Attachments:**

- Attachment A - Surgical Clinical Data Reviewer Classification
- Attachment B - Surgical Clinical Data Reviewer Market
- Attachment C - Resolution No. 440-9210

  
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Meghan Hahn, Administrative Analyst      7/19/2021



## SURGICAL CLINICAL DATA REVIEWER

Class Code: 57760

Bargaining Unit: SEIU - Para-Professional

COUNTY OF RIVERSIDE  
Established Date: Jul 28, 2021  
Revision Date: Jul 28, 2021

### **SALARY RANGE**

\$24.28 - \$33.32 Hourly  
\$4,208.53 - \$5,775.47 Monthly  
\$50,502.40 - \$69,305.60 Annually

### **CLASS CONCEPT:**

Under general direction, monitors and assists in the implementation of one or more surgical quality assurance programs for Riverside University Health System (RUHS); identifies program requirements, conducts research, provides data and administrative or specialized technical support; and performs other related duties as required.

The Surgical Clinical Data Reviewer is a journey level classification and reports to an appropriate supervisory or management level classification. This classification is characterized by the responsibility for the compilation, abstraction, review, documentation, and submittal of data related to a quality assurance program and initiatives.

The Surgical Clinical Data Reviewer is distinguished from the Quality Assurance Coordinator classification by the latter's responsibility of conducting complaint interviews and reporting critical impact incidents, developing continuing education programs, and supervising, evaluating, and training subordinate staff.

### **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 research and identify any adjustments relating to program regulatory requirements and make recommendations to increase efficiency or to adhere to program requirements.
- Collect preoperative, operative, and postoperative data through the review and abstracting of multiple sources of information and through the application of program inclusion or exclusion criteria and protocols; input abstracted data into proper databases.
- Identify problem areas associated to patient care by compiling, analyzing, and summarizing information gathered from relevant resources that include but are not limited to a review of patient medical records, charts obtained from outside agencies and historical/archival data.
- Work with staff, external entities, organizations, or patients to obtain data or information related to program requirements.
- Participate in committees and prepare and maintain documents and files to ensure records are accurate and complete.

- Serve as an educational resource regarding program information or data for internal and external stakeholders.

**RECRUITING GUIDELINES:**

**OPTION I**

Education: Graduation from an accredited college or university with a bachelor's degree in business or public administration, public health, social science, statistics, mathematics, data processing or a closely related field.

Experience: One year of experience in a hospital surgery department, surgery clinic, clinical research or medical records performing clinical chart review and data abstraction.

**OPTION II**

Experience: One year of experience as a Licensed Vocational or Practical Nurse (LVN/LPN), Registered Health Information Administrator or Technician (RHIA/RHIT), or Registered Nurse (RN), preferably with previous clinical experience in surgical services.

**ALL OPTIONS**

Knowledge of: Standards and procedures used to measure, assess and control quality of care programs and initiatives; clinical processes including written care plans and principles of documentation; methods and principles of data abstraction; medical terminology and acute care procedures.

Ability to: Monitor and report on quality assurance activities; establish and maintain effective working relationships with physicians, mid-level providers, registered nurses, patients, co-workers, external organizations and entities; prepare clear and concise reports; learn and follow policies and procedures for the assigned setting; maintain documentation and collect, organize and interpret data; communicate effectively with medical and professional staff.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of valid ACS NSQIP Surgical Clinical Reviewer certification is required within 6 months of hire.

**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

## Surgical Clinical Data Reviewer

Riv Co Class Code: 57760

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="#">Quality Management Specialist</a>	21012	\$50,502	\$69,306	37.23%
San Diego County	No comparable class				
Ventura County	No comparable class*				
Sacramento County	No comparable class				
Santa Clara County	No comparable class				
Alameda County	No comparable class				
	County Mean:		\$50,502	\$69,306	37.23%
	County Median:		\$50,502	\$69,306	37.23%
<b>Riverside County</b>	<a href="#">Surgical Clinical Data Reviewer</a>	57760	\$50,502	\$69,306	37.23%
	Dollar difference from Mean:		\$0	\$0	
	Percentage difference from mean:		0.00%	0.00%	
	Dollar difference from median:		\$0	\$0	
	Percentage difference from median:		0.00%	0.00%	

Notes: **Ventura County:** County utilizes Anacapa Surgical to fulfill the Clinical Reviewer duties.

Run Date:

Date Prepared/Revised: 7/8/2021

By: D.Flores

RESOLUTION NO. 440-9210

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 27, 2021, 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>
57760	+	Surgical Clinical Data Reviewer	SEU 251

ROLL CALL:

Ayes: Spiegel, Jeffries, Washington, Perez and Hewitt  
 Nays: None  
 Absent: None  
 Abstained:

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

07.27.2021 3.15