

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



ITEM: 3.34
(ID # 18101)

MEETING DATE:
Tuesday, January 25, 2022

FROM : HUMAN RESOURCES AND Public Health :

SUBJECT: HUMAN RESOURCES: Classification & Compensation Recommendation to establish a new Senior Epidemiologist classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9238 submitted herewith, All Districts [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to create the Senior Epidemiologist Classification for the Department of Public Health; and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9238.

ACTION:Policy



Brenda Diederichs, Assistant CEO / Human Resources Director 1/12/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9238 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 25, 2022
xc: HR, Public Health

Kecia R. Harper
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:			Budget Adjustment: No	
			For Fiscal Year: 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Epidemiology division works on a multitude of specialized research studies to design and carry out epidemiologic evaluation, research, legislative and administrative studies for planning and coordinating program activities and policy changes. The division consists of five Epidemiology Analysts, a Deputy Branch Chief, and an Epidemiology Branch Chief, four Research Specialist II, three Research Specialist I, and a single Infection Preventionist I classification. Due to the recent increase demand and public interest surrounding the current SARS-COV-2 (COVID-19) pandemic, the team has withstood some strain due to the linear organizational structure that employs the technical expertise of its epidemiologist's in directing and coordinating activities for large scale programs and projects. The department would like to add a level of structure to the team to assist with future plans for development and to better allocate projects to cope with the increased demand of the Epidemiologists. Therefore, it is recommended that the Board approve the creation of the Senior Epidemiologist classification.

Classification Additions

Senior Epidemiologist: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 494 (\$81,515 - \$104,842) Once the classification is established, the department will begin the hiring process to fill the position.

Additional Fiscal Information

While there is no immediate cost to create the Senior Epidemiologist class specification, each position that is budgeted by departments will cost up to approximately \$145,000 in salary and benefits. The Department has indicated the cost associated with filling this position will be estimated on the max of the proposed range when the position is created and will be included in their exiting budget, therefore no budget adjustment is needed.

Impact on Residents and Businesses

Approval of this recommendation will have no direct impact to residents or businesses.

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Attachments:

- Attachment A - Senior Epidemiologist Classification
- Attachment B - Epidemiologist Analyst Market Survey
- Attachment C - Resolution No. 440-9238



Meghan Hahn, Senior Management Analyst 1/13/2022



SENIOR EPIDEMIOLOGIST

Class Code: 00000

Bargaining Unit: Management Resolution -
Management

COUNTY OF RIVERSIDE
Established Date: Nov 11, 2021
Revision Date: Nov 11, 2021

SALARY RANGE

\$39.18 - \$50.40 Hourly
\$6,792.92 - \$8,736.84 Monthly
\$81,515.00 - \$104,842.00 Annually

CLASS CONCEPT:

Under general direction, to provide advanced level of technical expertise in Public Health epidemiological research and serves as a lead epidemiologist; to design and carry out specialized epidemiologic and research studies; to research and develop position papers; to act as liaison between the Public Health Branches and various committees, agencies, and boards; to develop and coordinate health evaluation activities; and to perform other duties as required.

This class reports to the Public Health Epidemiology and Program Evaluation Chief, Epidemiology Deputy Branch Chief; and is responsible for designing and carrying out epidemiologic evaluation, research, planning, legislative and administrative studies, for coordinating, planning and program activities. This class provides project oversight and leadership to staff on specialized epidemiologic and research studies. Incumbents also act as liaison between the Public Health Branches and various committees, agencies, and boards. This class does not have day-to-day line responsibility over departmental divisions, but it does make recommendations, which have an impact on program operations. Responsibilities are performed with a minimum of instruction and guidance and require the utilization of initiative and independent judgment in evaluation and problem solving.

The Senior Epidemiologist differs from the journey level class Epidemiologist by the complexity and difficulty of assignments and the responsibility of acting in a lead capacity over a program area.

The Epidemiologist is not a natural progression underfill for the Senior Epidemiologist class. Advancement to the Senior Epidemiologist is obtained by competitive selection through an open recruitment. Further, failure to achieve a satisfactory performance evaluation at the end of their performance period will result in incumbents being returned to their former County classification or new hires being probationary released.

REPRESENTATION UNIT: Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Designs and carries out research studies and program evaluation plans on functions and

services provided by the Public Health Department; represents the Public Health Program Chief, Epidemiology and Program Evaluation Branch at meetings within the Department and on various committees, agencies, boards and the media.

- Conducts, designs, analyzes, and prepares reports on epidemiology surveys by reviewing and analyzing available data, design applications for new data collection; assess risk of possible communicable disease hazards or epidemics; interpret data and make recommendations for procedure or departmental policy based upon assessments.
- Develops, plans, coordinates and implements evaluation of departmental health care activities for comprehensive strategic public health planning;
- Conducts surveillance of diseases and other health conditions; designs, conducts, analyzes, and reports on disease levels or risk levels in the community.
- Lead in the design, implementation, and operation of data systems for the monitoring of disease and other health conditions status and trends.
- Act as technical lead over a large Epidemiology and Program Evaluation program area. Provides guidance to Epidemiologists, Research Specialists I/II, and other data staff on study, research, and evaluation design.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Master's degree in Public Health with emphasis in Epidemiology, Bio-Statistics, Administration, or closely related field.

Experience: Minimum five years of experience in a epidemiology analyst, epidemiologist, or closely related position, which included analyzing public health data, such as communicable disease, bio-terrorism, or maternal, child and adolescent health issues, conducting and evaluating outcome studies, investigative data collection and evaluation of diseases and general health conditions. (A Ph.D. or Doctor of Public Health, in epidemiology from an accredited college or university may substitute for one year of the required experience.)

Knowledge of: The principles and methods of epidemiology, program assessment, and public health practice; designing, conducting, and interpreting epidemiologic or demographic data, mastery of computer tools for statistical and epidemiologic analysis; evaluation method of new grant generation proposals.

Ability to: Design, conduct, and analyze epidemiologic studies; evaluate and interpret data, identify patterns of disease processes and make recommendations; communicate and work effectively with public health personnel, health professionals, representatives of other agencies, and the public; and prepare clear and concise reports. Ability to serve as the lead in large-scale projects, effectively communicate, and provide direction to other staff.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License.

Assessment: Minimally qualified candidates will be required to pass a computerized assessment in order to be considered for this classification.

Skill: Sufficient skill in typing to complete 40 net words per minute.

For those positions designated by the Department of Transportation (DOT) as safety-sensitive,

applicants are required to complete a DOT mandated alcohol and drug-screening records check. Reference checks from former DOT regulated employers are also required. (A positive test or refusal to test during the past two years will disqualify an applicant from consideration for County employment). Applicants for safety-sensitive positions must submit an K-4 Department of Motor Vehicles (DMV) driving history before hire.

Employees in safety-sensitive positions are subject to DOT alcohol/drug testing on a random basis or for reasonable suspicion.

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

Classification Name:

Riv Co Class Code:

Market Research						Survey Data		
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	PayScale
Los Angeles County	<u>Epidemiology Analyst</u>	1757	\$62,287	\$83,926	34.74%	\$73,106.28		
Orange County	<u>Epidemiologist</u>	8366HP	\$70,325	\$94,765	34.75%	\$82,544.80		
San Bernardino County	<u>Public Health Epidemiology</u>	16362	\$60,445	\$85,176	40.92%	\$72,810.40		
San Diego County	<u>Epidemiologist I</u>	4172	\$76,918	\$94,557	22.93%	\$85,737.60		
Ventura County								
	County Mean:		\$67,494	\$89,606	32.76%			
	County Median:		\$66,306	\$89,866	35.53%			
Riverside County	<u>Epidemiology Analyst</u>	74115	\$69,155	\$89,410	43.75%	84282.95		
						0		
	Dollar difference from Mean:		\$1,662	\$9,805				
	Percentage difference from mean:		2.46%	10.94%				
	Dollar difference from median:		\$2,850	\$9,544				
	Percentage difference from median:		4.30%	10.82%				

Notes: *OC has Sr.
*SD has a I/IVSr

Run Date:

Date Prepared/Revised: MF

REVISED

RESOLUTION NO. 440-9238

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 25, 2022, 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>
74017	+	Senior Epidemiologist	<u>MCO 652</u>

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
Revised
02/02/2022

Item 3.34
01/25/2022

/kc
01/10/2022
440 Resolutions\KC

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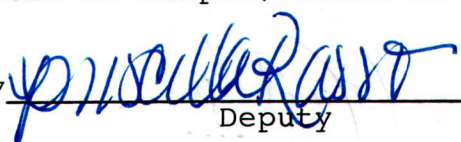
<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74017	+	Senior Epidemiologist	SEU 494

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