

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



ITEM: 3.12
(ID # 18412)

MEETING DATE:
Tuesday, March 08, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification & Compensation Recommendation to adjust the salary of the Medical Assistant and Certified Medical Assistant classifications; and amend Ordinance No. 440 pursuant to Resolution No. 440-9249, All Districts. [Total Cost \$1,849,330, 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Medical Assistant and Certified Medical Assistant classifications; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9249.

ACTION:Policy



Brenda Diederichs, Assistant CEO / Human Resources Director 2/23/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9249 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: March 8, 2022
xc: HR

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 616,443	\$ 1,232,887	\$ 1,849,330	\$ 1,232,887
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Departmental Budgets			Budget Adjustment:	No
			For Fiscal Year:	20/21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Mission of the RUHS-MC is to Improve the health and well-being of patients and communities through the dedication to exceptional and compassionate care, education, and research. Their operations include a 439-bed Medical Center in addition to 60+ hospital-based primary and specialty care clinics, which have been recognized for the delivery of high-quality care.

RUHS-BH has also developed an exceptional reputation for providing services that involve the latest innovations in clinical practices affecting mental health. They employ a dedicated professional team of approximately 1,000 employees consisting of Psychiatrists, Clinicians, Peer Specialists, and paraprofessionals who serve over 45,000 consumers annually. The combination of innovative services and professional staff is reflected in their high rate of client satisfaction.

In both Departments, Medical Assistants serve an integral role in aiding to the success of the services provided. Medical assistants are generally the first people a patient sees after the receptionist. They support licensed professional medical staff by providing a variety of basic administrative, clerical and medical support services for clients/patients and the public.

The Classification & Compensation Unit received a Classification Study Request to conduct market review on the classifications of Medical Assistant and Certified Medical Assistant. 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 both classifications were below market. Based on the studies findings, it is recommended that both classifications receive salary adjustments to their max rates in order to bring both salaries up to the current market average.

Salary Adjustments:

Medical Assistant: It is recommended to adjust the salary plan/grade from LIU 146 (\$31,200 - \$47,542) to salary plan/grade LIU 147 (\$31,200 - \$52,687).

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Certified Medical Assistant: It is recommended to adjust the salary plan/grade from LIU 118 (\$31,200 - \$47,545) to salary plan/grade LIU 147 (\$31,200 - \$52,687).

Additional Fiscal Information

The recommended salary adjustments to the top of the ranges includes an annual increase of \$5,142 per budgeted position for a total annual cost of \$1,232,887. For the remainder of the current fiscal year, the cost will be approximately \$616,443. Both figures include related benefits and employer cost. Ongoing costs are subject to change as the departments gain or lose incumbents, and as the incumbents reach the max rates.

Both Departments have indicated that they support the proposed recommendations and can absorb the cost associated with the adjustments with no additional net County cost.

Impact on Residents and Businesses

There is no impact to Businesses. Adjusting the salary ranges for the classifications will allow the Departments to hire and retain qualified staff to continue to provide critical medical and mental health services to Riverside County.

ATTACHMENTS

- A. Resolution No. 440-9249
- B. Medical Assistant Market Data

External Market Survey Data

Medical Assistant/ Certified Medical Assistant

Riv Co Class Code: 57776/57775

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	Certified Medical Assistant	5092	\$42,151	\$56,711	34.54%
Orange County	Medical Assistant	4107GE	\$40,997	\$49,504	20.75%
San Bernardino County	Clinic Assistant	3329	\$29,515	\$40,206	36.22%
San Diego County	<i>No comparable class</i>				
Ventura County	Medical Assistant I	711	\$42,857	\$60,000	40.00%
HASC (LA, OC, IE)	Medical Assistant-Clinic	314	\$34,920	\$57,016	63.28%
	County Mean:		\$38,088	\$52,687	38.33%
	County Median:		\$40,997	\$56,711	38.33%
Riverside County	Certified Medical Assistant 57775		\$31,200	\$47,545	52.39%
	Dollar Difference from Mean:		-\$6,888	-\$5,142	
	Percentage difference from mean:		-18.08%	-9.76%	
	Dollar difference from median:		-\$9,797	-\$9,166	
	Percentage difference from median:		-23.90%	-16.16%	
	Medical Assistant 57776		\$31,200	\$47,542	
	Dollar Difference from Mean:		-\$6,888	-\$5,145	
	Percentage difference from mean:		-18.08%	-9.77%	
	Dollar difference from median:		-\$9,797	-\$9,169	
	Percentage difference from median:		-23.90%	-16.17%	

Boydd, April

From: cob@rivco.org
Sent: Monday, March 7, 2022 11:25 AM
To: COB; Jacinta Filiaci
Subject: Board comments web submission

CAUTION: This email originated externally from the Riverside County email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.



First Name: Jacinta
Last Name: Filiaci
Address (Street, City and Zip): 4000 10th Street Riverside CA 92501
Phone: 541-600-0297
Email: jacinta@liuna777.org
Agenda Date: 03/08/2022
Agenda Item # or Public: 3.12
Comment:
State your position below: Support
Comments: LIUNA Staff, which I am, will attend this meeting in person, however, the last time we attempted this and submitted our cards to speak prior to start of meeting resulted in the clerk NOT acknowledging them in a timely fashion and our request was denied because the board voted on the consent agenda before we were given the opportunity to speak. I am submitting this request in the hopes the clerk will be alerted prior to meeting that we wish to speak on this item.

Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use Meeting ID # 864 4411 6015 . Password is 20220308 . You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am am with the phone number you provided in the form so you can be identified during the meeting.

Boydd, April

From: cob@rivco.org
Sent: Monday, March 7, 2022 10:59 AM
To: COB; maria@liuna777.org
Subject: Board comments web submission

CAUTION: This email originated externally from the Riverside County email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.



First Name: Maria
Last Name: Ochoa-Flynn
Address (Street, City and Zip): 632 Bryce Lane
Phone: 9512177828
Email: maria@liuna777.org
Agenda Date: 03/08/2022
Agenda Item # or Public Comment: 3.12
State your position below: Support
Comments: LIUNA and it's members plans on attending in person, however, last time we did not have the chance to speak before BOS voted to approve the entire consent agenda, we do not want that to happen again.

Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use Meeting ID # 864 4411 6015 . Password is 20220308 . You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am am with the phone number you provided in the form so you can be identified during the meeting.

Boydd, April

From: cob@rivco.org
Sent: Monday, March 7, 2022 11:17 AM
To: COB; victor@liuna777.org
Subject: Board comments web submission

CAUTION: This email originated externally from the **Riverside County** email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.



First Name: Victor
Last Name: Gordo
Address (Street, City and Zip): 4000 10th Street
Phone: 626-664-9656
Email: victor@liuna777.org
Agenda Date: 03/08/2022
Agenda Item # or Public Comment: 3.12
State your position below: Support
Comments: LIUNA will attend in person, however, the last time before we could speak the entire consent agenda, including our item was voted on and passed. We definitely want to be speak.

Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use Meeting ID # 864 4411 6015 . Password is 20220308 . You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am am with the phone number you provided in the form so you can be identified during the meeting.

RESOLUTION NO. 440-9249

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 8, 2022, 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>
57775	Certified Medical Assistant	LIU 118	LIU 147
57776	Medical Assistant	LIU 146	LIU 147

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

/kc
02/16/2022
440 Resolutions/KC

MAR 08 2022 3.12

3.7 LUNA - FM - oppose

10:21

3.12 LUNA - Support, look at other classifications

Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Maria Ochoa Flynn

Address: 4000 10th St

City: RIVERSIDE Zip: 92501

Phone #: 951-217-7878

Date: 3-8-2022 Agenda # 3.7 & 3.12

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support Oppose Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

Support Oppose Neutral

I give my 3 minutes to: _____

3.7 oppose

10:25

3.12 support

Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Victor Gordo

Address: 4000 10th St

City: Riverside Zip: 92501

Phone #: 626-664-9656

Date: 3.8.2022 Agenda # 3.12
& 3.7

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support Oppose Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

Support Oppose Neutral

I give my 3 minutes to: _____

3.12 (online) 10/43

Elizabeth Rivera

~~LIUNA
Member~~