

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



ITEM: 3.14  
(ID # 18688)

**MEETING DATE:**  
Tuesday, April 12, 2022

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES and RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Classification and Compensation recommendation to establish a new Public Health Laboratory Director classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9252, All Districts. [Total Cost – \$327,528, 100% Grant Funding/Laboratory Revenue]

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

1. Approve the creation of the Public Health Laboratory Director classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9252.

**ACTION:Policy**

  
Brenda Diederichs, Assistant CEO / Human Resources Director 3/25/2022

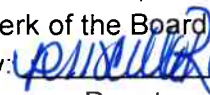
  
Kim Saruwatari, Director of Public Health 3/25/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9252 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: April 12, 2022  
xc: HR, RUHS-PH

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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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>	\$61,411	\$266,117	\$327,528	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Grant Funding/Laboratory Revenue			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 21/22	

**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. RUHS-PH offers 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. The RUHS-PH Laboratory is also responsible for ensuring the health and safety of the community by coordinating laboratory operations with various internal Department programs, services, initiatives, and response to public health emergencies. Furthermore, the laboratory manages all testing and response activities associated with COVID-19, which transcends beyond Riverside County borders.

Historically, RUHS-PH has utilized the general classification of Program Chief II to oversee the laboratory. With the continual expansion of laboratory operations and growth within the community, as well as working towards building professional partnerships and striving to serve as a reference laboratory for other Public Health and Hospital organizations, the Department has requested that the Classification & Compensation (C&C) Unit review the surrounding market in order to evaluate whether a new classification and salary is appropriate.

An external market survey was conducted on the five surrounding counties (San Bernardino, Orange, Los Angeles, San Diego, and Ventura) for comparable positions to the Public Health Laboratory Director job classification. The market results yielded that the Counties of San Bernardino, Los Angeles, San Diego, and Ventura have a Laboratory Director classification dedicated to Public Health, while the County of Orange does not utilize a comparable classification. Based on the market findings and the need to establish a laboratory leadership role to direct the operations of the laboratory, the C&C Unit recommends that a new classification of Public Health Laboratory Director be created with a salary that reflects the current market of \$114,282 - \$183,529 annually (**Attachment 2**).

**Classification Addition**

**Public Health Laboratory Director:** It is recommended to add this classification to the Class

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STATE OF CALIFORNIA**

and Salary Listing at salary plan/grade MRP 626 (\$114,282 - \$183,529). This request is also to add one position for the Department to recruit and fill. The new class specification is attached (**Attachment 3**).

**At-Will Designation:**

**Public Health Laboratory Director:** It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Director of Public Health. There is no financial impact to implement this change.

**Additional Fiscal Information**

The cost to add the position is approximately \$61,411 for FY 21/22, which includes salary and benefits. The cost for the next FY 22/23 will be approximately \$266,117 and includes benefits. The Department has indicated the cost associated with filling this position immediately is included in their exiting budget and will not require a budget adjustment. Furthermore, the Department stated that this position will be fully funded through grant and laboratory revenue, and there will be no associated Net County Costs.

**Impact on Residents and Businesses**

There is no impact on Residents or Businesses. Approval of the proposed Public Health Laboratory Director classification will allow the department to continue to provide the highest level of services and response to the community.

**ATTACHMENTS:**

1. Resolution No. 440-9252
2. Public Health Laboratory Director Market Data
3. Public Health Laboratory Director Job Classification

  
\_\_\_\_\_  
Meghan Hahn, Senior Management Analyst      3/31/2022

RESOLUTION NO. 440-9252

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 12, 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 on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
78766	+	Public Health Laboratory Director	MRP 626

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>
78766	+	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 on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
78766	+1	4200100900	Public Health Laboratory Director

/kc  
02/07/2022  
440 Resolutions\KC

APR 12 2022 3.14

2 **RESOLUTION NO. 440-9252**

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 April 12, 2022.

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: 

15 Deputy

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External Market Survey Data

Classification Name: **Public Health Laboratory Director**  
 Market Research

Riv Co Class Code: TBD

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	PayScale
Los Angeles County	Public Health Laboratories Director	5006	\$135,642	\$210,952	55.52%	\$173,297.04		
Orange County	No comparable classification	n/a	n/a	n/a	n/a	n/a		
San Bernardino County	Public Health Laboratory Director	16407	\$94,744	\$130,645	37.89%	\$112,694.40		
San Diego County	Director, Agency Operations	2267	\$112,154	\$224,058	99.78%	\$168,105.60		
Ventura County	Public Health Lab Director	1430	\$114,589	\$168,462	47.01%	\$141,525.06		

County Mean: \$114,282  
 County Median: \$113,371

60.59%  
 67.33%

Riverside County

Public Health Laboratory Director

TBD

Dollar difference from Mean:  
 Percentage difference from mean:

Dollar difference from median:  
 Percentage difference from median:

Notes:

Run Date: 3/11/2022

Date Prepared/Revised: 3/11/2022

By: B. Lee



**PUBLIC HEALTH  
LABORATORY DIRECTOR**

Class Code: 78766

COUNTY OF RIVERSIDE  
Established Date: Apr 21, 2022  
Revision Date: Apr 21, 2022

**SALARY RANGE**

\$54.94 - \$88.23 Hourly  
\$9,523.51 - \$15,294.07 Monthly  
\$114,282.15 - \$183,528.91 Annually

**CLASS CONCEPT:**

Under direction, plans, organizes, develops and directs the operation of the Riverside University Health System - Public Health (RUHS-PH) Laboratory; manages professional and paraprofessional public health microbiology staff involved in bacteriology, serology, mycology, mycobacteriology, parasitology, and virology studies and testing; establishes long and short-term objectives for the laboratory operations; and performs other related duties as required.

The Public Health Laboratory Director is a single-position management level classification and reports to an appropriate senior level department manager position. This class is characterized by the overall administration, management and coordination of the Public Health Laboratory operations. The incumbent is responsible for providing laboratory support to various clinical, medical and environmental programs, establishing program objectives, and reviewing and implementing policy and procedural changes as necessary.

The Public Health Laboratory Director is distinguished from the Director, Clinical Laboratory in that the former supports programs to prevent and control communicable disease and environmental pollution as it relates to the community.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601 E (8) of the County Management Resolution and will serve at the pleasure of the Director of Public Health.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 (C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

**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)

- Assist in planning, organizing and directing of the operations, administration and implementation of the Public Health Laboratory objectives, policies, and procedures; ensure effective and efficient services and compliance with established laws, standards, rules, and regulations.

- Develop, implement and assess long-range and short-term goals; make recommendations concerning staffing, organization, budget, and workflow; monitor and control expenditures.
- Work cooperatively with outside agencies; coordinate the Public Health Laboratory operations and services with the operations of other local and state Public Health and Personal Health programs; establish and maintain a sound working relationship with federal and state agencies pertaining to the diagnosis, control, and prevention of communicable diseases and other illnesses of public health concern; ensure conformance with all applicable statutes and administrative directives.
- Plan, organize, direct, and evaluate the work of laboratory staff within all laboratory sections, including Bacteriology/Parasitology, Mycobacteriology, Virology, and Immunology.
- Plan and implement policies and procedures to ensure compliance with local, state and federal regulations; ensure all laboratory testing meets all state and federally mandated requirements.
- Direct the development and preparation of grant/contract applications and progress reports.
- Utilize appropriate media or forums to communicate the need for surrounding laboratory agencies to provide state required laboratory testing; direct programs to train licensed personnel in the performance of state required tests.
- Consult with outside physician offices to identify laboratory tests considered necessary in order to meet their needs; evaluate new testing requests and determine necessity and feasibility of implementing and incorporating new procedures into the RUHS-PH laboratory system; advise physicians on new, improved, or alternative testing procedures.
- Establish and determine operational priorities based on departmental goals and objectives; review and evaluate reports illustrating volume and test frequency by laboratory location in order to determine adequate staffing levels; adjust staffing levels by location as necessary.
- Evaluate new technologies and methodologies and oversee the implementation to allow for continued growth and development of the Public Health Laboratory.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a Doctorate degree in chemical, physical, biological, clinical laboratory science, or a closely related field; OR Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) degree from an accredited medical or osteopathy school.

Experience: Four years of relevant public health laboratory work experience in a Clinical Laboratory Improvement Amendments (CLIA) certified (certified by a federal Health and Human Services Agency) or accredited by a CLIA deemed organization as a highly complex clinical or public health laboratory. Two years of the required experience must include supervisory experience directing subordinate microbiologists on the technical and administrative activities of a clinical or public health laboratory.

Knowledge of: The principles and practices of public health and health administration; federal CLIA laboratory standards and regulatory requirements; State of California Public Health Laboratory standards and regulatory requirements; laboratory management principles and practices, including laboratory quality management initiatives; laboratory equipment and information systems operations; principles, practices, methods and current developments in the fields of bacteriology, serology, mycology, mycobacteriology, parasitology, and virology as applied in a public health laboratory; basic organizational principles and procedures in the field of public health as it relates to public health laboratory objectives and goals; basic organizational principles and procedures in the field of public health, maternal, child and adolescent health, or disease control and public health statistics; sociological and economic characteristics of the community; community resources available for assistance in



Department programs; public relations methods, including familiarity with local media communications, that will be of assistance in carrying out the Department function; correct English usage and grammar; functions and service of local, state, voluntary and federal health agencies; knowledge of cultural and ethnic values, and a familiarity with customs and traditions of county populations; the principles of epidemiology, communicable disease outbreak control, treatment, and follow-up procedures; health and safety codes as they relate to public health services; and basic administrative and management principles.

Ability to: Manage, coordinate, and direct the activities of the Department; analyze situations accurately and take effective action; prepare and control budgets; apply pertinent laws, regulations and County and departmental policies as they relate to public health programs; establish and maintain effective working relationships with staff, other departments, outside agencies, and the general public; supervise and coordinate the work of public health microbiology professional and paraprofessional staff; prepare and assist others in preparing specialized public health education programs; speak and write effectively, including preparation of clear and concise reports; develop and maintain good relationships with a wide range of social and ethnic groups; organize, conduct, and actively participate in meetings and training sessions.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License may be required.

Board certification by a federal CUA approved program, including the American Board of Bioanalysis (ABB) Public Health Microbiology certification or the American Board of Medical Microbiology (ABMM) certification.

California Public Health Microbiologist (PHM) certification.

**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.