

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



ITEM: 3.37
(ID # 20603)

MEETING DATE:
Tuesday, November 29, 2022

FROM : HUMAN RESOURCES AND Riverside University Health System :

SUBJECT: HUMAN RESOURCES: Classification & Compensation Recommendation to adjust the salaries of the Clinical Nurse Specialist, Emergency Department Technician, Nursing Assistant, and Nursing Assistant-Per Diem; and amend Ordinance No. 440 pursuant to Resolution No. 440-9311 submitted herewith, All Districts. [Total Cost \$5,274,148, with an ongoing cost of \$3,264,948, 100% RUHS Enterprise Fund 40050]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salaries of the Clinical Nurse Specialist, Emergency Department Technician, Nursing Assistant, and Nursing Assistant-Per Diem.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9311

ACTION:Policy


Michael Bowers, Assistant HR Director

11/14/2022


Jennifer Cruikshank, Chief Executive Officer - Health System

11/14/2022

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 440-9311 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: November 29, 2022
xc: HR, RUHS

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 | \$2,009,200 | \$3,264,948 | \$5,274,148 | \$3,264,948 |
| NET COUNTY COST | \$0 | \$0 | \$0 | \$0 |
| SOURCE OF FUNDS: | | | Budget Adjustment: No | |
| | | | For Fiscal Year: 22/23 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System (RUHS) continues to experience significant challenges with recruitment and retention within their Nursing Assistant, Clinical Nurse Specialist and Emergency Department Technician classifications. The current environment has forced RUHS to rely heavily on registry/temporary agencies to maintain a staffing level that allows them to continue to provide critical support to our facilities. The difficulty in recruiting for these roles is further compounded by private and public organizations paying similar rates while employing applicants under less strenuous working conditions. We utilized the Hospital Association of Southern California (HASC) to benchmark these roles and align their pay rates to better reflect the working conditions and environment of a large facility such as RUHS's Medical Center.

The Human Resources Classification and Compensation Unit received a request from RUHS to review the salary ranges of the Nursing Assistant, the Clinical Nurse Specialist, and the Emergency Department Technician classifications in response to continued challenges with recruitment and turnover. Each incumbent will receive an increase equivalent to the increase of the min. The following adjustments are recommended to ensure our pay is competitive in the local market for the skills and experience associated with Medical Centers like that of RUHS:

Clinical Nurse Specialist: It is recommended to adjust the salary plan/grade SEN 369 (\$116,005 - \$146,740) to salary plan/grade SEN 425 (\$141,590 - \$179,104). There are currently 2 incumbents in this classification.

Nursing Assistant: It is recommended to adjust the salary plan/grade LIU 132 (\$34,230 - \$42,057) to salary plan/grade LIU 301 (\$39,448 - \$51,282). There are currently 134 incumbents in this classification.

Nursing Assistant - PD: It is recommended to adjust the salary plan/grade EXE 112 (\$37,835) to salary plan/grade EXE 112 (\$51,282). There are currently 145 incumbents in this classification.

Emergency Department Technician: It is recommended to adjust the salary plan/grade LIU 184 (\$34,230 - \$48,493) to salary plan/grade LIU 336 (\$41,420 - \$58,974). There are currently 7 incumbents in this classification.

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

Additional Fiscal Information:

To immediately bolster retention and preserve internal equity, RUHS requested that all incumbents be given a pay rate increase equal to the increase to the minimum salary of their classification. If this increase would bring the incumbent above the maximum salary, they would only be brought up to the maximum salary. The requested pay rate increase maintains internal equity between junior and senior staff and will also help prevent newly hired applicants from coming in at rates inequitable with more experienced staff. All incumbents will maintain their current anniversary dates with these increases.

The total cost to adjust incumbent pay rates with the salary range increase is \$809,331 for the remainder of the fiscal year 22/23 and \$1,315,162 for fiscal year 23/24. This includes the cost of the benefits rollup.

Per Diem classifications are being adjusted from their current rates to the new maximum rate of the salary range. The total cost to adjust incumbent pay rates with the salary range increase is \$1,199,869 for the remainder of the fiscal year 21/22 and \$1,949,786 for fiscal year 23/24.

Impact on Residents and Businesses

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

Attachments:

- Resolution No. 440-9311



Meghan Hahn, Principal Management Analyst 11/17/2022

1 RESOLUTION NO. 440-9311

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on November 29, 2022, that pursuant to Section 8(c) of Ordinance No. 440, the
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,
6 operative at the beginning of the pay period following the date of approval, as follows:
7

| 8 <u>Job</u> | <u>Class Title</u> | <u>From Salary</u> | <u>To Salary</u> |
|---------------|---------------------------------|--------------------|-------------------|
| 9 <u>Code</u> | | <u>Plan/Grade</u> | <u>Plan/Grade</u> |
| 73922 | Clinical Nurse Specialist | SEN 369 | SEN 425 |
| 10 57777 | Emergency Department Technician | LIU 184 | LIU 336 |
| 11 57781 | Nursing Assistant | LIU 132 | LIU 301 |
| 12 57784 | Nursing Assistant - Per Diem | EXE 112 | EXE 112 |
| 13 | | (\$37,835) | (\$51,282) |

14 ROLL CALL:

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

17
18 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.

19 KECIA R. HARPER, Clerk of said Board

20
21 By: 
Deputy

22
23 11.29.2022 3.37

24
25
26
27 /kc

11/14/2022

28 440 Resolutions\KC

Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2



SENIOR EMERGENCY SERVICES COORDINATOR

Class Code:
37862

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE
Established Date: December 1, 2022
Revision Date: December 1, 2022

SALARY RANGE

\$33.03 - \$45.84 Hourly
\$5,725.55 - \$7,946.81 Monthly
\$68,706.66 - \$95,361.82 Annually

CLASS CONCEPT:

Under general supervision, plans, develops, and coordinates multi-hazard emergency response and recovery activities in support of Riverside County's emergency management operations, plans and programs, state and federal emergency response programs, and multi-agency and multi-jurisdictional emergency response service agreements; provides specialized training and work direction to other analysts; and performs other related duties as required.

The Senior Emergency Services Coordinator is the advanced journey level classification in the Emergency Services Coordinator series and reports to an appropriate supervisory or manager level position. Incumbents perform a variety of complex functions related to emergency services planning and development, resource identification, interagency response coordination, incident assessment, and public education, and typically serve in a lead capacity. Position in this class are distinguished from the lower level class of Emergency Services Coordinator by the level of technical specialization and level of responsibility over these technical areas.

The Senior Emergency Services Coordinator class is distinguished from the Emergency Management Program Supervisor in that the latter provides full supervisory oversight.

REPRESENTATION UNIT:

SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, develop, and coordinate response to multi-hazard emergency or disaster conditions involving earthquakes, major fire/wildfires, hazardous materials, nuclear incidents, imminent/actual flooding, imminent/actual dam failures, and transportation networks.
- Develop, implement, and maintain County emergency management plans in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management Systems (NIMS); review and evaluate local, state, and federal laws and regulations as they relate to disaster and emergency response program elements.
- Research, analyze, develop, and coordinate emergency preparedness procedures, response and recover plans and resources for all County unincorporated areas, individual cities on a contract basis or assigned division of responsibility; confer with various public, private and nonprofit agencies and officials to identify human and material resource needs and to formulate plans for resource mobilization during an emergency, including considerations for special accommodations (e.g., English language proficiency, individuals with disabilities, children, and the elderly, etc.)
- Plan, maintain, and coordinate the activation of Emergency Operations Center facilities, equipment and associated functional annexes in accordance with state and federal requirements; coordinate and provide support to fire and hazardous materials response teams; provide technical supervision over emergency response volunteers.
- Design and conduct emergency management exercises; provide instruction and guidance at emergency management exercise and assist event participants; evaluate effectiveness and efficiency of exercise and event responses; conduct tests of telecommunications, radiological, and other emergency operations equipment.
- Develop and conduct in-service programs for emergency response personnel; present public education demonstrations in areas of expertise and/or certification; compile, develop, and prepare instructional materials for emergency response training and public education and coordinate ongoing public education programs; receive training in specialized technical fields.
- Interprets and maintains up-to-date data and knowledge of federal, state and local laws and regulations related to emergency management.
- Compile documentation necessary to prepare detailed reports for applications to state and federal emergency management agencies for reimbursement and financial assistance needed to recover from declared disasters.
- Assist in providing information and recommendations in the development, administration and monitoring of the emergency services budget; oversee expenditures and maintain emergency services inventory control; coordinate fixed asset design, purchase and installation in support of emergency management services and programs.
- Prepare after-action reports and provide necessary documentation required at the conclusion of exercises and actual emergencies.

- Assist in the preparation of emergency and disaster management related grant applications and related requests for proposals and contracts.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with major coursework in emergency management, public or business administration, environmental sciences, communications, urban studies, or a related field to the assignment. (Additional qualifying experience may be substituted for the required education on a basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

Experience: Three years of professional emergency management experience, at least two years of which are at the journey level equivalent to the County of Riverside Emergency Services Coordinator, which included primary responsibility for program coordination, project management or planning, analyzing, and recommending solutions for emergency and disaster preparedness, response and recovery.

Knowledge of: Logistics and operations planning techniques to coordinate and evaluate methods of service delivery of emergency personnel and materials; principles of planning, developing, and coordinating emergency management services; techniques of emergency response and recovery; interrelationships, responsibilities, goals, and functions of local, state, and federal government in planning and implementing emergency management services; emergency communications and computer systems/applications; training techniques for development of emergency service personnel and public speaking; geographic and demographic characteristics of Southern California;

Ability to: Coordinate and administer complex and technical emergency programs; direct and lead others; anticipate, analyze, and evaluate potential disaster problems; understand and apply local, state, and federal rules, regulations, and directives governing disaster/emergency preparedness; establish and maintain effective working relationships with a variety of agencies, organizations, and individuals; elicit the cooperation and support of County and city personnel and volunteers; prepare and edit comprehensive reports and plans involving detail and coordination; communicate effectively in verbal and written form.

OTHER REQUIREMENTS:

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

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

Clinical Nurse Specialist

Riv Co Class Code: 73922

Market Research

Survey Data

| Jurisdiction | Title | Job Code | Min Salary | Max Salary | Spread | Midpoint | HASC | |
|-----------------------|--|----------|------------------|------------------|--------|--------------|--------|--------------|
| Los Angeles County | | | | | | | | |
| Orange County | | | | | | | | |
| San Bernardino County | | | | | | | | |
| San Diego County | | | | | | | | |
| HASC | <i>Clinical Nurse Specialist - Greater Southern California</i> | 1010 | \$141,590 | \$179,104 | 26.49% | \$160,347.20 | | \$160,347.20 |
| | County Mean: | | \$141,590 | \$179,104 | 26.49% | | | |
| | County Median: | | \$141,590 | \$179,104 | 26.49% | | | |
| Riverside County | <i>Clinical Nurse Specialist</i> | 73922 | \$116,005 | \$146,740 | 26.49% | 22.06% | 22.06% | |
| | Dollar difference from Mean: | | -\$25,585 | -\$32,364 | | | | |
| | Percentage difference from mean: | | -18.07% | -18.07% | | | | |
| | Dollar difference from median: | | -\$25,585 | -\$32,364 | | | | |
| | Percentage difference from median: | | -18.07% | -18.07% | | | | |

Notes:

Run Date:

Date Prepared/Revised: MF 2022

External Market Survey Data

Classification Name: *Nursing Assistant*

Riv Co Class Code: 57781

Market Research

Survey Data

| Jurisdiction | Title | Job Code | Min Salary | Max Salary | Spread | Midpoint | HASC | |
|-----------------------|--|----------|-----------------|-----------------|--------|-------------|------|-------------|
| Los Angeles County | | | | | | | | |
| Orange County | | | | | | | | |
| San Bernardino County | | | | | | | | |
| San Diego County | | | | | | | | |
| HASC | <i>Nursing Assistant - 50th Perc Over 2000 Employees</i> | 1003 | \$39,447.65 | \$51,281.95 | 30.00% | \$45,364.80 | | \$45,364.80 |
| | County Mean: | | \$39,447.65 | \$51,281.95 | 30.00% | | | |
| | County Median: | | \$39,448 | \$51,282 | 30.00% | | | |
| Riverside County | <i>Nursing Assistant</i> | 57781 | \$34,230 | \$42,057 | 30.00% | | | |
| | <i>ED Tech</i> | 57777 | \$34,230 | \$48,493 | 41.67% | | | |
| | | | \$16.46 | \$20.22 | | | | |
| | Dollar difference from Mean: | | -\$5,218 | -\$9,225 | | | | |
| | Percentage difference from mean: | | -13% | -17.99% | | | | |
| | Dollar difference from median: | | -\$5,218 | -\$9,225 | | | | |
| | Percentage difference from median: | | -13.23% | -17.99% | | | | |

| New Salary Range | | |
|------------------|-------------|-------------|
| NA | \$39,447.65 | \$51,281.95 |
| ED TECH | \$41,420.03 | \$58,974.24 |

Notes: ED Tech proposed range will be \$39,447.65 - \$59,129.24 (\$18.97 - \$28.43)

Run Date:

Date Prepared/Revised: MF 2022

1 RESOLUTION NO. 440-9311

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on November 29, 2022, that pursuant to Section 8(c) of Ordinance No. 440, the
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,
6 operative at the beginning of the pay period following the date of approval, as follows:
7

| 8 <u>Job</u> | | <u>From Salary</u> | <u>To Salary</u> |
|---------------|---------------------------------|-----------------------|-----------------------|
| 9 <u>Code</u> | <u>Class Title</u> | <u>Plan/Grade</u> | <u>Plan/Grade</u> |
| 10 73922 | Clinical Nurse Specialist | SEN 369 | SEN 425 |
| 11 57777 | Emergency Department Technician | LIU 184 | LIU 336 |
| 12 57781 | Nursing Assistant | LIU 132 | LIU 301 |
| 13 57784 | Nursing Assistant - Per Diem | EXE 112 (\$37,835) | EXE 112 (\$51,282) |