

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



ITEM: 3.22  
(ID # 20682)

MEETING DATE:

Tuesday, December 13, 2022

FROM : HUMAN RESOURCES AND RUHS :

SUBJECT: Human Resources & RIVERSIDE UNIVERSITY HEALTH SYSTEM: Classification and Compensation recommendation to create a new Manager, Clinical Laboratory classification, and adjust the salary of the Director, Clinical Laboratory classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9318, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Manager, Clinical Laboratory classification;
2. Approve the salary adjustment to the Director, Clinical Laboratory classification; and,
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9318.

ACTION:Policy

  
Jennifer Cruikshank, Chief Executive Officer - Health System 11/22/2022

  
Michael Bowers, Assistant HR Director 12/1/2022

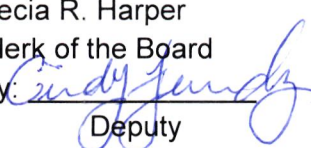
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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9318 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, and Hewitt  
Nays: None  
Absent: Perez  
Date: December 13, 2022  
xc: HR, RUHS

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>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 22/23</b>	

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

**BACKGROUND:**

**Summary**

The Riverside University Health System (RUHS) includes a 439-bed Medical Center in Moreno Valley, Community Health Centers (CHC), Correctional Health Systems (CHS), several primary and specialty clinics throughout Riverside County, and the Departments of Behavioral Health and Public Health. RUHS is comprised of approximately 6,000 team members, and has been the foundation of health care, community wellness, and medical education in Riverside for more than 100 years.

With the continued growth of RUHS and their respective laboratory's goal of developing into an Academic Reference Laboratory, the Department has identified a need for a more coordinated effort of laboratory managerial roles to oversee the growing staff and scope of testing. As such, the *Manager, Clinical Laboratory* classification is being requested to help guide the expansion of the respective units within the laboratory and develop an education program where RUHS can help mentor and train the next generation of Clinical Laboratory Specialist (CLS) personnel. The position will also provide support to the *Director, Clinical Laboratory* in managing and coordinating the medical and pathology laboratories, recognizing results or problems that require intervention from the pathologists, and ensuring competency of all subordinate supervisors and laboratory/pathology personnel.

A market review was conducted on the *Manager, Clinical Laboratory* classification using the 2022 Hospital Association of Southern California (HASC) Management Compensation Report. Based on the market findings, the Classification and Compensation (Class and Comp) Division recommends establishing the *Manager, Clinical Laboratory's* salary at \$115,445 - \$167,395/year (**Attachment 2**).

Furthermore, RUHS requested that the Class and Comp Division review the salary of the *Director, Clinical Laboratory* job classification. Since August 2020, the County of Riverside has been unsuccessful in filling the *Director, Clinical Laboratory* position despite utilizing County recruitment resources and an executive recruiting firm. Additionally, with the creation of a new *Manager, Clinical Laboratory* classification, it is recommended to increase the *Director, Clinical Laboratory's* minimum base salary by approximately 4.33% and maximum base salary by approximate 2.74%. This salary increase will create an 11% spread between the minimum and maximum base salaries of the *Manager, Clinical Laboratory* classification and *Director, Clinical Laboratory*, and ensure proper salary growth between these classifications (see Figure 1

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below).

Figure 1:

<b>Classification</b>	<b>Min</b>	<b>Max</b>
Director, Clinical Laboratory	\$128,144	\$185,809
(% difference)	11.00%	11.00%
Manager, Clinical Laboratory	\$115,445	\$167,395

**Classification Addition:**

**Manager, Clinical Laboratory:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 631 (\$115,445 - \$167,395/year). The new class specification is attached (**Attachment 3**).

**Salary Adjustment:**

**Director, Clinical Laboratory:** It is recommended to adjust the salary plan/grade from MRP 653 (\$122,831 - \$180,849/year) to MRP 662 (\$128,144 - \$185,809/year).

**Impact on Residents and Businesses**

There is no impact on Residents or Businesses. Approval of the proposed *Manager, Clinical Laboratory* classification will result in a more coordinated effort of laboratory management roles to oversee the growing staff and scope of testing.

**Additional Fiscal Information**

The creation of a *Manager, Clinical Laboratory* job classification will have no immediate upfront costs to the Department. RUHS will add this position(s) to their budget via a Classification Transaction Request at a later date. However, the cost to add one *Manager, Clinical Laboratory* is approximately \$130,697 for FY 22/23, which includes salary and benefits; the cost for the new FY 23/24 will be approximately \$242,723, which includes salary and benefits.

Adjustment of the *Director, Clinical Laboratory* salary range will have no immediate upfront costs to the Department since this position currently remains vacant (pending the position being filled through an open recruitment). However, the difference in costs between the previous maximum salary and the new maximum salary is approximately \$4,960, plus an approximate \$2,232 in benefits, for a total of \$7,192.

The Department has indicated that any future costs will be absorbed through the Department's budget and will not require a budget adjustment.

**ATTACHMENTS**

1. Resolution No. 440-9318
2. External Market Review for the Manager, Clinical Laboratory
3. Manager, Clinical Laboratory Class Specification

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*Meghan Hahn*  
Meghan Hahn, Principal Management Analyst 12/1/2022

RESOLUTION NO. 440-9318

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 13, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources 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>
98711	+	Manager, Clinical Laboratory	MRP 631

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of Human Resources 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>
98714	Director, Clinical Laboratory	MRP 653	MRP 662

ROLL CALL:

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

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: Cindy Jandy  
Deputy

# Attachment 1

**(INSERT completed Resolution No. 440-XXX)**

# Attachment 2



# External Market Survey Data

Classification Name: *Manager, Clinical Laboratory*

Riv Co Class Code: n/a

## Market Research

## Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier	HASC
Los Angeles County	<u>N/A</u>	n/a	n/a	n/a	n/a	n/a		
Orange County	<u>N/A</u>	n/a	n/a	n/a	n/a	n/a		
San Bernardino County	<u>N/A</u>	n/a	n/a	n/a	n/a	n/a		
San Diego County	<u>N/A</u>	n/a	n/a	n/a	n/a	n/a		
Ventura County	<u>N/A</u>	n/a	n/a	n/a	n/a	n/a		
2021 HASC	<u>Laboratory Manager</u>	n/a	\$115,444.90	\$167,395.10	45.00%	\$141,420.00		\$141,420.00
	County Mean:		\$115,444.90	\$167,395.10	45.00%			
	County Median:		\$115,444.90	\$167,395.10	45.00%			
Riverside County	Manager, Clinical Laboratory	n/a	n/a	n/a	45.00%			
	Dollar difference from Mean:		#VALUE!	#VALUE!				
	Percentage difference from mean:		#VALUE!	#VALUE!				
	Dollar difference from median:		#VALUE!	#VALUE!				
	Percentage difference from median:		#VALUE!	#VALUE!				

Notes: \*The 2022 Hospital Association of Southern California (HASC) Management Compensation Report salary for the Manager, Clinical Laboratory is based on the Laboratory Manager, Inland Empire, 50th Percentile salary and placed in the HASC field.

Run Date: 11/10/2022

Date Prepared/Revised: 11/10/2022

By: B. Lee

# Attachment 3



COUNTY OF RIVERSIDE  
Established Date: December 15, 2022  
Revision Date: December 15, 2022

**MANAGER, CLINICAL  
LABORATORY**  
Management Resolution - Management

Class Code:  
98711

**SALARY RANGE**

\$55.50 - \$80.47 Hourly  
\$9,620.40 - \$13,949.59 Monthly  
\$115,444.90 - \$167,395.10 Annually

**CLASS CONCEPT:**

Under general direction, plans, organizes and manages the laboratory operations of the Riverside University Health System-Medical Center's (RUHS-MC) Clinical Laboratory, Community Health Centers (CHC) and Correctional Health Services (CHS); advises the Director, Clinical Laboratory of a wide range of Department-related activities and initiatives; provides oversight for division activities and services; acts for the Director during absences or as assigned; performs other related duties as required.

The Manager, Clinical Laboratory is a management level classification and reports directly to the Director, Clinical Laboratory. This classification is characterized by the daily responsibility of managing, through subordinate staff, the Department's functional divisions, which include the Clinical Laboratory and Laboratory services within RUHS-MC, CHC and CHS. Responsibilities include supporting the Director, Clinical Laboratory in managing and coordinating the medical and pathology laboratories, recognizing results or problems that require intervention from the Pathologists and ensuring competency of all subordinate supervisors and laboratory/pathology personnel. Additional responsibilities include assisting the Director in managing the department's professional partnerships and academic affiliation agreements. The incumbent is expected to perform the full scope of assignments with a significant degree of independence in attaining program objectives within broad policy guidelines established by the medical staff and administration.

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)

- Plan, assign, supervise, and evaluate the work of all technical and non-technical laboratory personnel within the MC, CHC and CHS, ensuring compliance with all local, state and federal regulations, as well as oversee the day-to-day activities of the laboratories.
- Assist staff in meeting workload demands and any necessary minor adjustments or repairs on instruments and equipment; evaluate staffing levels to ensure maximum productivity as workload fluctuates.
- Perform the most complex analytical tests and/or procedures, recognize deviation from expected results and take appropriate action to maintain accuracy and precision
- Assist in developing and ensuring documentation of Quality Assurance/Quality Control program compliance with regulatory standards.
- Evaluate problems related to collection and processing of specimens for analysis, including answering questions about specific factors that can influence test results
- Oversee the preparation and maintenance of records, reports and correspondences; assist in preparing departmental budget including personnel, operational and capital equipment costs.
- Develop and recommend policies and procedures; develop written procedures to clarify or describe standard practices; coordinate the publication and dissemination of procedures.
- Assist in determining the need, suitability and cost of instruments, equipment, clinical testing, and supplies.
- Evaluate new techniques and procedures in terms of space and personal requirement, method comparison, cost analysis, and the establishment of reference intervals
- Develop and manage the Clinical Laboratory's student training program; manage existing affiliation agreements and build academic partnerships to attain new relationships and agreements with educational organizations.
- Oversee the maintenance of the laboratory information system software and/or database.
- Monitor equipment service contracts and compliance with laboratory safety policies.
- Collaborate with other departments, community hospitals, medical staff, and Pathologists as appropriate, in patient care and performance improvement activities; communicate appropriately and clearly to physicians, staff and administration.
- Promote standardization and optimization throughout the laboratory system.

## **RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a bachelor's degree in medical technology, biological or physical science, or a closely related field to the assignment.

Experience: Two years of performing a wide range of clinical laboratory testing using standardized procedures, one year of which must have been in a supervisory role within a medical laboratory.

Knowledge of: Chemistry, bacteriology, serology, hematology, and parasitology; principles, techniques, equipment, and terminology used in the laboratory diagnosis of disease and abnormal condition; common causes of disease and the methods of transmission and control of communicable diseases; principles of effective supervision.

Ability to: Perform the more difficult laboratory tests and analyses; supervise and train laboratory personnel; analyze situations accurately and take effective action; prepare reports; maintain cooperative working relationships with staff and others.

## **OTHER REQUIREMENTS:**

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

Possession of a valid license as a Clinical Laboratory Scientist (CLS) issued by the State of California Department of Health Services.

## **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.