

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



ITEM: 3.25  
(ID # 20509)

**MEETING DATE:**

Tuesday, December 13, 2022

**FROM :** HUMAN RESOURCES AND RUHS - PH :

**SUBJECT:** HUMAN RESOURCES & RUHS - PUBLIC HEALTH: Classification & Compensation Recommendation to create a new Public Health Microbiologist III and Per Diem class and adjust the salary of the Supervising Public Health Microbiologist; and amend Ordinance No. 440 pursuant to Resolution No. 440-9308 submitted herewith, All Districts. [\$0]

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

1. Approve the recommendation to create a new PH Microbiologist III class;
2. Approve the recommendation to create a new PH Microbiologist III - Per Diem class;
3. Adjust the Salary range of the Supervising PH Microbiologist class; and,
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9308.

**ACTION:Policy**

  
Kim Saruwatari, Director of Public Health 11/16/2022

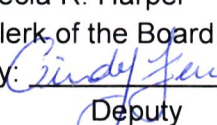
  
Michael Bowers, Assistant HR Director 11/22/2022

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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 440-9308 is adopted as recommended.

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

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<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: 100% Department Grant Funds</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 22/23</b>	

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

**BACKGROUND:**

**Summary**

Riverside University Health System Public Health (RUHS-PH) is currently experiencing difficulties with recruiting and retention of their microbiologists. The Public health Laboratory has had no offers for employment as a microbiologist accepted since December 2021. RUHS-PH requested that Human Resources (HR) review the salaries of the Public Health Microbiologist class series to determine their competitiveness in the surrounding market, as well as to compare the County's class series against similar series used by the surrounding counties to ensure Riverside provides the same promotional opportunities.

A market review of the five surrounding counties found the Public Health Microbiologist I to be above market, 18.29% at the min and 33.81% at the max, Public Health Microbiologist II to be below market by (3.15%) at the min and below market by (0.17%) at the max, and Supervising Public Health Microbiologist to be below market by (1.21%) at the min and below market by (5.06%) at the max (**Attachments II - IV**).

All five surrounding counties employ an advance-journey/lead-level Public Health Microbiologist class. Lack of an advanced-journey/lead-level position places RUHS-PH at a considerable disadvantage in both retaining incumbents and recruiting qualified staff. Human Resources recommends establishing a Public Health Microbiologist III and Public Health Microbiologist III - Per Diem class and aligning the salary of the Supervising Public Health Microbiologist to the established market mean.

**Classification Additions:**

**Public Health Microbiologist III:** It is recommended to add this classification to the Class and Salary Listing using salary plan/grade SEU 499 (\$75,816 - \$101,560) (**Attachment V, VI**).

**Public Health Microbiologist III - Per Diem:** It is recommended to add this classification to the Class and Salary Listing using the salary plan/grade SEPD 112 (\$101,560) (**Attachment VII**).

**Salary Adjustments:**

**Supervising Public Health Microbiologist:** It is recommended to adjust the salary plan/grade from SEUS 721 (\$81,546 - \$103,599) to salary plan/grade SEUS 740 (\$82,844 - \$108,685). There are currently (2) incumbents in this classification. It is recommended that neither incumbent receive a salary increase upon Board of Supervisors approval and are allowed to

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naturally progress through the salary range and continue to receive increases on their anniversary date.


**Impact on Residents and Businesses**

There is no impact on Residents or Businesses.

**ATTACHMENTS:**

- I. Resolution No. 440-9308
- II. Public Health Microbiologist I Market Data
- III. Public Health Microbiologist II Market Data
- IV. Supervising Public Health Microbiologist Market Data
- V. Public Health Microbiologist III Market Data
- VI. Public Health Microbiologist III Job Description
- VII. Public Health Microbiologist III - Per Diem Job Description

  
Douglas Ordóñez Jr. 11/21/2022

  
Meghan Hahn, Principal Management Analyst 11/23/2022

RESOLUTION NO. 440-9308

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>
78749	+	Public Health Microbiologist III	SEU 499
78748	+	Public Health Microbiologist III – Per Diem	SEPD 112

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:

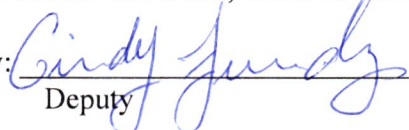
<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
78755	Supervising Public Health Microbiologist	SEUS 721	SEUS 740

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:   
Deputy

# External Market Survey Data

## Public Health Microbiologist I

Riv Co Class Code: 78745

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread	Salary w/Projected Inc.
Los Angeles County	Public Health Microbiologist Trainee	4998		\$36,087	\$36,087	0.00%	
San Bernardino County	Public Health Microbiologist I	16368		\$54,288	\$72,779	34.06%	
Orange	Public Health Microbiologist Trainee	3845		\$40,040	\$53,997	34.86%	
San Diego County	Junior Public Health Microbiologist	4320		\$55,453	\$68,099	22.80%	
Ventura County	Microbiologist I	1220		\$61,030	\$85,360	39.87%	
	County Mean:			\$49,380	\$63,264	28.12%	
	County Median:			\$54,288	\$68,099	25.44%	
<b>Riverside County</b>	Public Health Microbiologist I	78745		\$58,409	\$84,657	44.94%	
	Dollar difference from Mean:			\$9,029	\$21,393		
	Percentage difference from mean:			18.29%	33.81%		
	Dollar difference from median:			\$4,121	\$16,558		
	Percentage difference from median:			7.59%	24.31%		

Notes: Riverside:

Run Date: 8/31/2022

Date Prepared/Revised: 8/31/2022

By: DP

# External Market Survey Data

## Public Health Microbiologist II

Riv Co Class Code: 78750

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread	Salary w/Projected Inc.
Los Angeles County	<u>Public Health Microbiologist I</u>	4999		\$82,080	\$104,772	27.65%	
San Bernardino County	<u>Public Health Microbiologist II</u>	16369		\$59,883	\$88,608	47.97%	
Orange	<u>Public Health Microbiologist I</u>	3882		\$78,936	\$90,438	14.57%	
San Diego County	<u>Public Health Microbiologist</u>	4346		\$74,006	\$90,896	22.82%	
Ventura County	<u>Microbiologist II</u>	1668		\$65,347	\$91,748	40.40%	
	County Mean:			\$72,050	\$93,292	29.48%	
	County Median:			\$74,006	\$90,896	22.82%	
<b>Riverside County</b>	Public Health Microbiologist II	78750		\$69,784	\$93,136	33.46%	
	Dollar difference from Mean:			<b>-\$2,266</b>	<b>-\$156</b>		
	Percentage difference from mean:			<b>-3.15%</b>	<b>-0.17%</b>		
	Dollar difference from median:			<b>-\$4,222</b>	<b>\$2,240</b>		
	Percentage difference from median:			<b>-5.70%</b>	<b>2.46%</b>		

Notes: Riverside:

Run Date: 8/31/2022

Date Prepared/Revised: 8/31/2022

By: DP

# External Market Survey Data

## Supervising Public Health Microbiologist

Riv Co Class Code: 78755

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread	Salary w/Projected Inc.
Los Angeles County	<u>Public Health Microbiology Supervisor I</u>	5001		\$87,303	\$117,649	34.76%	
San Bernardino County	<u>Supervising Public Health Microbiologist</u>	16384		\$72,779	\$100,214	37.70%	
Orange	<u>Supervising Public Health Microbiologist</u>	3890		\$81,120	\$109,325	34.77%	
San Diego County	<u>Supervising Public Health Microbiologist</u>	4348		\$88,962	\$109,283	22.84%	
Ventura County	<i>No comparable class</i>						
	County Mean:			\$82,541	\$109,118	32.20%	
	County Median:			\$84,212	\$109,304	29.80%	
<b>Riverside County</b>	Supervising Public Health Microbiologist	78755		\$81,546	\$103,599	27.04%	
	Dollar difference from Mean:			<b>-\$995</b>	<b>-\$5,519</b>		
	Percentage difference from mean:			<b>-1.21%</b>	<b>-5.06%</b>		
	Dollar difference from median:			<b>-\$2,666</b>	<b>-\$5,705</b>		
	Percentage difference from median:			<b>-3.17%</b>	<b>-5.22%</b>		

Notes: Riverside:

Run Date: 9/1/2022

Date Prepared/Revised: 9/1/2022

By: DP

# External Market Survey Data

## Public Health Microbiologist III

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Union	Min Salary	Max Salary	Spread	Salary w/Projected Inc.
Los Angeles County	<u>Public Health Microbiologist II</u>	5000		\$82,080	\$110,616	34.77%	
San Bernardino County	<u>Public Health Microbiologist III</u>	16371		\$66,061	\$97,781	48.02%	
Orange	<u>Public Health Microbiologist II</u>	3886		\$72,779	\$98,072	34.75%	
San Diego County	<u>Senior Public Health Microbiologist</u>	4353		\$89,315	\$99,611	11.53%	
Ventura County	<u>Microbiologist III</u>	1398		\$69,347	\$97,262	40.25%	
	County Mean:			\$75,916	\$100,668	32.60%	
	County Median:			\$72,779	\$98,072	34.75%	
<b>Riverside County</b>	Public Health Microbiologist II	78750		\$69,784	\$93,136	33.46%	
	Dollar difference from Mean:			-\$6,132	-\$7,532		
	Percentage difference from mean:			-8.08%	-7.48%		
	Dollar difference from median:			-\$2,995	-\$4,936		
	Percentage difference from median:			-4.12%	-5.03%		

Notes: Riverside:

Run Date: 9/1/2022

Date Prepared/Revised: 9/1/2022

By: DP





## PUBLIC HEALTH MICROBIOLOGIST III

Class Code: 78749

COUNTY OF RIVERSIDE  
Established Date: XXX XX, 2022  
Revision Date: XXX XX, 2022

### **SALARY RANGE**

\$36.45 - \$48.83 Hourly  
\$6,318.00 - \$8,463.29 Monthly  
\$75,816.00 - \$101,559.54 Annually

### **CLASS CONCEPT:**

Under direction, performs the most advanced microbiological, chemical, and similar biological tests in a public health laboratory for detecting, identifying, and controlling microbial disease agents and other impurities; performs other related duties as required.

The Public Health Microbiologist III is the advanced journey and lead level classification and reports to an appropriate supervisor or manager level position. Public Health Microbiologist III is assigned lead responsibilities for providing technical direction to microbiologists in areas such as virology, immunology, bacteriology, parasitology, mycobacteriology, or mycology. Incumbents of this class are distinguished from the lower level class of Public Health Microbiologist II in that incumbents in the former class are assigned to perform the most complex and lead-defined microbiological and related biochemical and biological examinations.

The Public Health Microbiologist III is not a natural progression underfill for the Supervising Public Health Microbiologist.

Advancement to the next level is obtained by competitive selection through an open recruitment.

**REPRESENTATION UNIT:** SEIU - Professional

### **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Provide lead technical supervision over laboratory staff, assist with training and orientation of new employees and trainees; help coordinate the work of support staff to address workload needs.
- Design validation procedures and implement validation protocols for new laboratory tests; facilitate the collection, compilation, and interpretation of validation data.
- Perform complex technical procedures for detecting, isolating, and identifying infectious disease agents, including emerging pathogens.
- Perform screening and additional tests on blood specimens to detect sexually transmitted diseases, HIV, hepatitis viruses, and other infectious diseases.

- Perform special studies or experiments to compare with conventional methods in order to improve or adopt new procedures.
- Monitor ongoing quality control and quality assurance programs; promote the implementation of Continuous Quality Improvement standards as developed by Riverside Public Health; perform quality control checks and maintain quality control charts and inventory control as required.
- Operate and maintain a variety of laboratory equipment; troubleshoot operating problems and adjust equipment.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a bachelor's degree in medical, biological sciences, or microbiology related field. (A bachelor's degree in a biological, chemical, physical, or laboratory science may be considered equivalent if 24 semester units or 36 quarter units included microbiology, cellular or molecular biology, chemistry, biochemistry, genetics, physics, microtechnique, instrumentation, epidemiology, or other related course.)

Experience: Two years working in a high complexity Clinical Laboratory Improvement Amendment (CLIA) compliant laboratory performing microbiology or immunology testing as a certified public health microbiologist or clinical laboratory scientist (including Clinical Microbiologist Scientist license.) (A master's or doctorate degree from an accredited college or university in microbiology, immunology, serology, bacteriology, virology, or public health with a specialization in laboratory science may substitute for one year of the required experience.)

Knowledge of: Bacteriological, serological, mycological, parasitological, virological, and other microbiological principles; techniques, equipment, and terminology used in laboratory diagnosis of disease and abnormal conditions; causes and mode of transmission of communicable disease proper health and safety precautions and procedures for protection of all persons in the laboratory; laws, regulations, and standards pertaining to public health and clinical laboratories; current trends and concepts in public health microbiology; principles of technical supervision and training.

Ability to: Develop and perform complex public health laboratory tests and examinations; provide technical supervision and train other laboratory personnel; maintain proper laboratory health and safety precautions and procedures; interpret the laws, regulations, and standards pertaining to public health, clinical laboratories, and related facilities; analyze problems, generate and evaluate alternatives, and devise workable solutions; prepare clear and concise reports and maintain records; establish and maintain effective working relationships with departmental staff, other agencies, and the public.

**OTHER REQUIREMENTS:**

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

Certificate: Possession of a current, valid Public Health Microbiologist's Certificate issued by the State of California Department of Public Health.

**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.



**PUBLIC HEALTH MICROBIOLOGIST  
III – PER DIEM**

Class Code: 78748

COUNTY OF RIVERSIDE  
Established Date: XXX XX, 2022  
Revision Date: XXX XX, 2022

**SALARY RANGE**

\$48.83 Hourly  
\$8,463.29 Monthly  
\$101,559.54 Annually

**CLASS CONCEPT:**

Under direction, performs the most advanced microbiological, chemical, and similar biological tests in a public health laboratory for detecting, identifying, and controlling microbial disease agents and other impurities; performs other related duties as required.

The Public Health Microbiologist III – Per Diem is the advanced journey and lead level classification and reports to an appropriate supervisor or manager level position. Public Health Microbiologist III – Per Diem is assigned lead responsibilities for providing technical direction to microbiologists in areas such as virology, immunology, bacteriology, parasitology, mycobacteriology, or mycology. Incumbents of this class are distinguished from the lower level class of Public Health Microbiologist II – Per Diem in that incumbents in the former class are assigned to perform the most complex and lead-defined microbiological and related biochemical and biological examinations.

Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments may be on a flexible work hour schedule. Per Diem positions will perform the duties specified in the Public Health Microbiologist III in a Per Diem capacity.

**REPRESENTATION UNIT:** SEIU – Per Diem

**EXAMPLES OF ESSENTIAL DUTIES:**

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

- Provide lead technical supervision over laboratory staff, assist with training and orientation of new employees and trainees; help coordinate the work of support staff to address workload needs.
- Design validation procedures and implement validation protocols for new laboratory tests; facilitate the collection, compilation, and interpretation of validation data.
- Perform complex technical procedures for detecting, isolating, and identifying infectious disease agents, including emerging pathogens.
- Perform screening and additional tests on blood specimens to detect sexually transmitted diseases, HIV, hepatitis viruses, and other infectious diseases.

- Perform special studies or experiments to compare with conventional methods in order to improve or adopt new procedures.
- Monitor ongoing quality control and quality assurance programs; promote the implementation of Continuous Quality Improvement standards as developed by Riverside Public Health; perform quality control checks and maintain quality control charts and inventory control as required.
- Operate and maintain a variety of laboratory equipment; troubleshoot operating problems and adjust equipment.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a bachelor's degree in medical, biological sciences, or microbiology related field. (A bachelor's degree in a biological, chemical, physical, or laboratory science may be considered equivalent if 24 semester units or 36 quarter units included microbiology, cellular or molecular biology, chemistry, biochemistry, genetics, physics, microtechnique, instrumentation, epidemiology, or other related course.)

Experience: Two years working in a high complexity Clinical Laboratory Improvement Amendment (CLIA) compliant laboratory performing microbiology or immunology testing as a certified public health microbiologist or clinical laboratory scientist (including Clinical Microbiologist Scientist license.) (A master's or doctorate degree from an accredited college or university in microbiology, immunology, serology, bacteriology, virology, or public health with a specialization in laboratory science may substitute for one year of the required experience.)

Knowledge of: Bacteriological, serological, mycological, parasitological, virological, and other microbiological principles; techniques, equipment, and terminology used in laboratory diagnosis of disease and abnormal conditions; causes and mode of transmission of communicable disease proper health and safety precautions and procedures for protection of all persons in the laboratory; laws, regulations, and standards pertaining to public health and clinical laboratories; current trends and concepts in public health microbiology; principles of technical supervision and training.

Ability to: Develop and perform complex public health laboratory tests and examinations; provide technical supervision and train other laboratory personnel; maintain proper laboratory health and safety precautions and procedures; interpret the laws, regulations, and standards pertaining to public health, clinical laboratories, and related facilities; analyze problems, generate and evaluate alternatives, and devise workable solutions; prepare clear and concise reports and maintain records; establish and maintain effective working relationships with departmental staff, other agencies, and the public.

**OTHER REQUIREMENTS:**

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

Certificate: Possession of a current, valid Public Health Microbiologist's Certificate issued by the State of California Department of Public Health.

**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.