

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



ITEM: 3.36  
(ID # 20943)

MEETING DATE:

Tuesday, January 24, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES AND RUHS: Classification and Compensation recommendation to create a new Supervising Clinical Laboratory Scientist classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9333, All Districts. [\$320,043, with an ongoing cost of \$221,733, 100% Department Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Supervising Clinical Laboratory Scientist classification; and
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9333.

ACTION: Policy

*Michael Bowers*

Michael Bowers, Assistant HR Director

1/4/2023

*Jennifer Cruikshank*

Jennifer Cruikshank, Chief Executive Officer - Health System

1/4/2023

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9333 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez  
 Nays: None  
 Absent: None  
 Date: January 24, 2023  
 xc: HR, RUHS

Kimberly Rector  
Clerk of the Board

By: *Munabhat*  
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>	\$ 98,310	\$ 221,733	\$ 320,043	\$ 221,733
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 100% Department Funds</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 supervisory roles to oversee the growing staff and scope of testing. As such, the Supervising Clinical Laboratory Scientist (CLS) is being requested to provide full staff supervision over professional and technical staff assigned to a functional unit within RUHS' laboratory operations. Incumbents in this classification will also be responsible for conducting the most complex and difficult laboratory procedures, including data collection, preparation and presentation of reports, and resolution of issues/problems within the laboratory.

A market review was conducted on the *Supervising CLS* 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 *Supervising CLS*' salary at \$105,461 - \$152,919/year (**Attachment 2**).

**Classification Addition:**

**Supervising Clinical Laboratory Scientist:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEUS 888 (\$105,461 - \$152,919/year). The new class specification is attached (**Attachment 3**).

**Impact on Residents and Businesses**

There is no impact on Residents or Businesses. Approval of the proposed *Supervising CLS* classification will result in a more coordinated effort of laboratory supervisory roles to oversee the growing staff and scope of testing.

**Additional Fiscal Information**

The creation of a *Supervising CLS* job classification will have no immediate upfront costs to the

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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 Supervising CLS is approximately \$93,810 for FY 22/23, which includes salary and benefits; the cost for the new FY 23/24 will be approximately \$221,733, which includes salary and benefits.

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. 440-9333
2. External Market Review for the Supervising Clinical Laboratory Scientist
3. Supervising Clinical Laboratory Scientist Class Specification

  
\_\_\_\_\_  
Meghan Hahn, Principal Management Analyst 1/12/2023

1 RESOLUTION NO. 440-9333

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on January 24, 2023, that pursuant to Section 3(a)(iv) 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 the beginning of the pay period following approval, as follows:

7

8 <u>Job</u>			<u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
9 98709	+	Supervising Clinical Laboratory Scientist	SEUS 888

10

11 ROLL CALL:

12 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
13 Nays: None  
14 Absent: None

15 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on  
16 the date therein set forth.

17 KIMBERLY A. RECTOR, Clerk of said Board

18 By:   
19 Deputy

20 01.24.2023 3.36

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01/03/2023

28 440 Resolutions\KC

# Attachment 1

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

# Attachment 2

# External Market Survey Data

**Classification Name: Supervising Clinical Laboratory Scientist**

**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	N/A	n/a	n/a	n/a	n/a	n/a		
Orange County	N/A	n/a	n/a	n/a	n/a	n/a		
San Bernardino County	N/A	n/a	n/a	n/a	n/a	n/a		
San Diego County	N/A	n/a	n/a	n/a	n/a	n/a		
Ventura County	N/A	n/a	n/a	n/a	n/a	n/a		
2022 HASC	Laboratory Supervisor	n/a	\$105,461.22	\$152,918.78	45.00%	\$129,190.00		\$129,190.00
	County Mean:		\$105,461.22	\$152,918.78	45.00%			
	County Median:		\$105,461.22	\$152,918.78	45.00%			
<b>Riverside County</b>	Supervising Clinical Laboratory Scientist	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 Laboratory Supervisor is based on the Council Area: Inland Empire, 50th Percentile salary and placed in the HASC field.

Run Date: 10/11/2022

Date Prepared/Revised: 11/10/2022

By: B. Lee



# Attachment 3



COUNTY OF RIVERSIDE  
Established Date: January 26, 2023  
Revision Date: January 26, 2023

## **SUPERVISING CLINICAL LABORATORY SCIENTIST**

Bargaining Unit: SEIU - Supervisory

Class Code:  
98709

### **SALARY RANGE**

\$50.70 - \$73.51 Hourly  
\$8,788.43 - \$12,743.23 Monthly  
\$105,461.22 - \$152,918.78 Annually

### **CLASS CONCEPT:**

Under direction, plans, organizes, coordinates, and supervises the work of subordinate clinical laboratory staff; oversee day-to-day laboratory operations, including data collection, special projects, preparation and presentation of reports, review of test results, resolution of issues, problems, and/or complaints; and performs other related duties as required.

The Supervising Clinical Laboratory Scientist is the full supervisory level classification in the Clinical Laboratory Scientist series and reports to the Assistant Director, Clinical Laboratory. This class is assigned to laboratories within the Riverside University Health System – Medical Center (RUHS - MC) and requires extensive knowledge of laboratory procedures and equipment. Incumbents in this class typically have responsibility for a functional unit within RUHS-MC laboratory operations requiring complete supervisory control over professional and technical staff assigned to the unit, while conducting the most complex and difficult laboratory procedures.

This classification differs from the Senior Clinical Laboratory Scientist and Clinical Laboratory Scientist – Quality Control by the responsibility of full staff supervision and the expectation to exercise a higher degree of independent judgement.

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

### **REPRESENTATION UNIT:**

SEIU - Supervisory

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

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

- Inspect laboratory operations on all shifts to assure continuing conformance to established quality and safety standards; take immediate action to correct any deficiencies which may be noted.
- Oversee the Laboratory Proficiency Testing Program to keep in conformance with established quality and accrediting standards.

- Evaluate and update laboratory procedures and methodologies.
- Function as a resource for subordinate laboratory personnel; consult with and guide staff in the selection of alternative solutions to varied administrative and technical problems including personnel issues.
- Evaluate the performance of subordinate laboratory employees to ensure adherence to quality standards, deadlines, and proper procedures.
- Serve as the laboratory's representative or liaison with other hospital / ambulatory care facility disciplines or staff service departments when coordinated effort is required to ensure the effective management of patient care.
- Confer with staff physicians regarding the frequency of and need for test procedures not currently performed in-house; collect and analyze data on available alternatives and comparative cost factors; develop recommendations for management.
- Assist the management in the development, modification, and implementation of policies and procedures, and ensure compliance with standards and regulations of accrediting and government agencies.
- Assist management in the preparation of the annual budget for a multi-unit, multi-shift laboratory; recommend new or additional personnel and equipment; evaluate the recommendations of subordinate laboratory personnel; gather statistical data; write justifications to support requests.

## **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:

OPTION I: One year of experience equivalent to a County of Riverside Senior Clinical Laboratory Scientist or Clinical Laboratory Scientist – Quality Control, which included acting in the lead capacity over staff performing technical laboratory testing and analysis in a clinical laboratory.

OPTION II: Five years of experience equivalent to a County of Riverside Clinical Laboratory Scientist II classification involving the performance of a wide range of clinical laboratory testing using standardized procedures to determine incidence of disease or abnormal conditions.

## **OTHER REQUIREMENTS:**

License: Clinical Laboratory Scientist License issued by the California State Department of Health Services.

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

Knowledge of: Principles, techniques, equipment, and terminology necessary for the performance of all assigned duties including federal, state, and local regulatory requirements; Quality Control

and Quality Assurance; common causes of disease and the methods of transmission and control of communicable diseases; proper safety precautions and procedures.

Ability to: Plan, schedule, assign, and review the work of others; Skillfully operate technical laboratory equipment; Perform specialized and difficult laboratory tests; analyze situations accurately and take effective action; Maintain records and make reports; Establish and maintain effective working relationships with RUHS-MC staff; use computer programs (i.e., Windows, Excel, Word, clinical laboratory QC tools, and other spreadsheets). Communicate effectively with co-workers, other employees, and patients.

## **OTHER REQUIREMENTS:**

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

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

## **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.