

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



ITEM: 3.8  
(ID # 20638)

**MEETING DATE:**

Tuesday, March 07, 2023

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

**SUBJECT:** HUMAN RESOURCES & RUHS - PUBLIC HEALTH: Classification & Compensation Recommendation to create two new Communicable Diseases Specialist (CDS) class levels, adjust the salary of the CDS and Senior CDS classes; and amend Ordinance No. 440 pursuant to Resolution No. 440-9319 submitted herewith, All Districts. [Total Cost \$53,968, with an ongoing cost of \$41,183, 90% Grant Funded, 10% Department Funded]

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

1. Adjust the salary range of the Communicable Diseases Specialist class;
2. Adjust the salary range of the Senior Communicable Diseases Specialist class;
3. Approve the recommendation to create a new Communicable Diseases Specialist I class;
4. Approve the recommendation to create a new Supervising Communicable Diseases Specialist class; and,
5. Amend Ordinance No. 440 pursuant to Resolution No. 440-9319.

**ACTION:**Policy

  
Kim Saruwatari, Director of Public Health

2/2/2023

  
Michael Bowers, Assistant HR Director

2/2/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9319 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: March 7, 2023  
xc: HR, RUHS-PH, COBAb

Kimberly Rector  
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>	\$ 12,785	\$ 41,183	\$ 53,968	\$ 41,183
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 90% Grant Funded 10% Department 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) requested that Human Resources study the Communicable Diseases Specialist (CDS) class series to locate and address any structural weaknesses or shortcomings that act as barriers to current and future recruiting initiatives. There are currently three classes within the CDS series: Assistant CDS, CDS, and Senior CDS. The Assistant CDS serves in a technical support role to the two professional CDS classes and does not function as an entry-level class to CDS. The series also lacks a supervisory level, and RUHS-PH is concerned that the current structure and salaries are affecting recruiting and retention. Over the last two years, RUHS-PH has been unable to maintain its CDS staffing levels. On average, RUHS-PH hires one applicant for every two staff lost to attrition. The need for more staff is driving down the unit's productivity, adversely affecting RUHS-PH's ability to carry out its core mission especially given the recent pandemics and evolution of the work unit.

A review of comparable CDS class series in the surrounding market found that over half of the counties surveyed utilize a more robust class structure than Riverside's (**Attachment II**). Los Angeles, Orange, and San Bernardino counties use an entry-level CDS, which allows them to bring in less experienced applicants and grow them through promotional opportunities up to the desired level. Expanding Riverside's CDS series by creating an entry-level class will immediately increase the qualified applicant pool and bolster recruiting efforts. Adding a supervisory-level class to the CDS series will improve retention by providing additional internal promotional opportunities.

An external market review reveals that the CDS is 15.03% below market at the minimum salary and 5.14% below market at the maximum salary (**Attachment III**). There was insufficient market data at the Senior CDS level, so salary is proposed to be set in relation to the journey level and desired progression. Market data at the entry and supervisory level CDS (**Attachment IV, V**) was also collected and used to establish competitive salaries for the proposed entry and supervisory levels.

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Human Resources recommends establishing an entry-level CDS I and a supervisory level Supervising CDS to align Riverside's structure with the preponderance of surrounding counties to enhance its competitiveness in the market. Human Resources recommends that the current CDS and Senior CDS be brought up to market and retitled to CDS II and CDS III upon Board approval.

**Classification Additions:**

**Communicable Diseases Specialist I:** It is recommended to add this classification to the Class and Salary Listing using salary plan/grade LIU 411 (\$45,926 - \$61,838) (**Attachment VI**).

**Supervising Communicable Diseases Specialist:** It is recommended to add this classification to the Class and Salary Listing using the salary plan/grade SEUS 509 (\$66,400 - \$87,114) (**Attachment VII**).

**Salary Adjustments:**

**Communicable Diseases Specialist:** It is recommended to adjust the salary plan/grade from LIU 454 (\$48,324 - \$70,164) to salary plan/grade LIU 577 (\$56,874 - \$73,969). There are currently (24) incumbents in this classification. It is recommended that the (12) incumbents that do not meet the minimum qualifications of the CDS class be reclassified to Communicable Diseases Specialist Is and maintain their current anniversary date.

**Senior Communicable Diseases Specialist:** It is recommended to adjust the salary plan/grade from SEUS 392 (\$59,104 - \$73,207) to salary plan/grade SEUS 254 (\$60,002 - \$79,556). There is currently (1) incumbent in this classification.

**Impact on Residents and Businesses**

The recommended increases to the existing CDS classes and the expansion of the series will bolster recruiting efforts and incentivize staff to seek internal promotional opportunities. This enables RUHS-PH to improve staffing levels and better serve the community.

**Additional Fiscal Information**

RUHS-PH recommends bringing those incumbents who remain in the CDS class and are retitled to CDS IIs, be brought up to the new minimum pay rate of the class. All incumbents receiving a pay rate increase will maintain their current anniversary date. It is recommended that all pay rate increases become effective at the start of the pay period following Board approval.

The total cost to adjust incumbent pay rates is \$12,785 for the remainder of fiscal year 22/23 and \$41,183 for fiscal year 23/24. This includes the cost of salary and benefits.

**ATTACHMENTS:**

- I. Resolution No. 440-9319
- II. County CDS Series Review
- III. Communicable Diseases Specialist Market Data

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- IV. Communicable Diseases Specialist I Market Data**
- V. Supervising Communicable Diseases Specialist Market Data**
- VI. Communicable Diseases Specialist I Job Description**
- VII. Supervising Communicable Diseases Specialist Job Description**

  
Steven Atkeson

2/2/2023

  
Alonzo Barrera, Principal Management Analyst

2/16/2023

RESOLUTION NO. 440-9319

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 7, 2023, 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>
73971	+	Communicable Diseases Specialist I	LIU 411
73983	+	Supervising Communicable Diseases Specialist	SEUS 509

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>
73961	Communicable Diseases Specialist	LIU 454	LIU 577
73956	Senior Communicable Diseases Specialist	SEUS 392	SEU 245

## ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez

Nays: None

Absent: None

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.

KIMBERLY A. RECTOR, Clerk of said Board

By: 

Deputy

03.07.2023 3.8

Los Angeles County				
Title	Job Code	Min Salary	Max Salary	Spread
Public Health Investigation Manager	5648	\$81,880	\$110,347	34.77%
Supervising Public Health Investigator	5646	\$73,465	\$98,999	34.76%
Public Health Investigator	5645	\$66,402	\$84,757	n/a
Public Health Investigator Trainee	5644	\$50,878	\$55,194	8.48%
Orange County				
Title	Job Code	Min Salary	Max Salary	Spread
Senior Public Health Investigator	4703	\$58,573	\$78,936	n/a
Public Health Investigator	4701	\$55,494	\$74,818	34.82%
Public Health Investigator Trainee	4700	\$45,926	\$61,838	34.65%
San Bernardino County				
Title	Job Code	Min Salary	Max Salary	Spread
Supervising Communicable Disease Investigator	3364	\$53,976	\$74,110	37.30%
Communicable Disease Investigator II	3361	\$48,942	\$67,246	n/a
Communicable Disease Investigator I	3360	\$45,510	\$62,504	37.34%
San Diego County				
Title	Job Code	Min Salary	Max Salary	Spread
Supervising Communicable Disease Investigator	5794	\$71,760	\$88,234	22.96%
Senior Communicable Disease Investigator	5763	\$64,688	\$79,456	22.83%
Communicable Disease Investigator	5735	\$60,091	\$73,798	22.81%
Ventura County				
Title	Job Code	Min Salary	Max Salary	Spread
No Comparables Classes				

# External Market Survey Data

## Communicable Disease Specialist

Riv Co Class Code: 73956

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Public Health Investigator</u>	5645	\$66,402	\$84,757	27.64%
Orange County	<u>Public Health Investigator</u>	4701GE	\$55,494	\$74,818	34.82%
San Bernardino County	<u>Communicable Disease Investigator I</u>	03360	\$45,510	\$62,504	37.34%
San Diego County	<u>Communicable Disease Investigator</u>	005735	\$60,091	\$73,798	22.81%
Ventura County	<i>No Comparable Class</i>				
	County Mean:		\$56,874	\$73,969	30.06%
	County Median:		\$57,793	\$74,308	28.58%
Riverside County	<u>Communicable Disease Specialist</u>	73956	\$48,324	\$70,164	45.19%
	Dollar difference from Mean:		-\$8,550	-\$3,805	
	Percentage difference from mean:		-15.03%	-5.14%	
	Dollar difference from median:		-\$9,469	-\$4,144	
	Percentage difference from median:		-16.38%	-5.58%	

Notes:

Run Date: 12/30/2021

Date Prepared/Revised: 12/20/2022

By: DP

# External Market Survey Data

## Communicable Diseases Specialist I/Trainee

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	No Comparable Class				
Orange County	Public Health Investigator Trainee	4700GE	\$45,926	\$61,838	34.65%
San Bernardino County	No Comparable Class				
San Diego County	No Comparable Class				
Ventura County	No Comparable Class				
	County Mean:		\$45,926	\$61,838	34.65%
	County Median:		\$45,926	\$61,838	34.65%
Riverside County	Communicable Disease Specialist I	XXXXX			
	Dollar difference from Mean:				
	Percentage difference from mean:				
	Dollar difference from median:				
	Percentage difference from median:				

Notes:

Run Date: 12/30/2021

Date Prepared/Revised: 12/20/2022

By: Dpaharik

# External Market Survey Data

## Supervising Communicable Diseases Specialist

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	<u>Supervising Public Health Investigator</u>	5646	\$73,465	\$98,999	34.76%
Orange County	<i>No Comparable Class</i>				
San Bernardino County	<u>Supervising Communicable Disease Investigator</u>	03364	\$53,976	\$74,110	37.30%
San Diego County	<u>Supervising Communicable Disease Investigator</u>	005794	\$71,760	\$88,234	22.96%
Ventura County	<i>No Comparable Class</i>				
	County Mean:		\$66,400	\$87,114	31.20%
	County Median:		\$71,760	\$88,234	22.96%
Riverside County	Supervising Communicable Diseases Specialist	XXXXX			
	Dollar difference from Mean:				
	Percentage difference from mean:				
	Dollar difference from median:				
	Percentage difference from median:				

Notes:

Run Date: 12/30/2021

Date Prepared/Revised: 12/20/2022

By: Dpaharik



## COMMUNICABLE DISEASES SPECIALIST I

Class Code: 73971

COUNTY OF RIVERSIDE  
Established Date: XXX XX, 2023  
Revision Date: XXX XX, 2023

### **SALARY RANGE**

\$22.08 - \$29.73 Hourly  
\$3,827.17 - \$5,153.17 Monthly  
\$45,926.00 - \$61,838.00 Annually

### **CLASS CONCEPT:**

Under close supervision, performs a variety of clinical and community support tasks related to the education and testing of persons at risk of contracting communicable diseases; and performs other related duties as required.

The Communicable Diseases Specialist I is the entry level classification in the Communicable Diseases Specialist series and reports to an appropriate supervisory or manager level position. Incumbents work under close supervision and train to interview and counsel communicable disease clients and client contacts, gather information from clients, investigate cases of communicable disease for treatment, prevention and control purposes, conduct presentations, and provide education information.

The Communicable Diseases Specialist I is a natural progression underfill for the Communicable Diseases Specialist II. Incumbents are eligible to promote to the Communicable Diseases Specialist II upon successful completion of their probationary period, which would include a satisfactory performance evaluation and any additional qualification requirements.

**REPRESENTATION UNIT:** LIUNA – Inspections & Technical

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

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

- Conduct screening interviews with clients to ascertain personal history and possible sources of infection.
- Assess client needs and arrange for or recommend examination, treatment, or immunization.
- Advise patients in the pre- and post-test phases, provide test results and information regarding the interpretation of test results.
- Conduct follow-up interviews and provide counseling to ensure treatment programs are being followed.

- Investigate reported cases of communicable diseases and other public health related issues to determine location of know contacts and trace persons who may be sources of acute communicable diseases.
- Conduct community outreach and public service activities including educational programs on public health and community resources and respond to inquiries from the public.
- Prepare and organize information and educational materials and conduct presentations to individuals, schools, and community groups.
- Assist in research studies, and review data and literature for report preparation on communicable disease issues.
- May be required to collect specimens, draw blood, and/or place and measure tuberculosis skin tests after appropriate training and/or certification.

**RECRUITING GUIDELINES:**

**OPTION I**

Education: Graduation from an accredited college or university with a bachelor's degree in Biology, Counseling, Nursing, Psychology, Public Health, or a closely related field to the assignment. (Experience working in a public health or medical setting may be substituted for the required education based on one year of full-time experience equaling 30 semester or 45 quarter units.)

**OPTION II**

License: Possession of a valid license to practice as a Registered Nurse in the State of California.

**OPTION III**

License: Possession of a valid license to practice as a Licensed Vocational Nurse in the State of California.

**AND**

Experience: Two years of experience as a Licensed Vocational Nurse.

Knowledge of: Basic health practices related to the control of communicable diseases; interviewing, counseling, and investigating methods techniques; case management methods and techniques; general medical terminology and clinic operations; basic principles and practices of public health education and health promotion; report writing principles including rules of correct grammar, punctuation, and sentence structure; basic computer skills and word processing applications.

Ability to: Learn and apply laws, rules, and regulations relative to communicable diseases control; conduct interviews and obtain facts of a highly sensitive personal nature from clients; learn to conduct investigations to enforce/obtain compliance with legal standards; learn to perform diagnostic testing for communicable diseases; maintain confidential information in accordance with County and legal regulations; record and maintain accurate, systematic, and confidential records; develop and conduct related health education and promotion presentations for small or large groups; prepare clear and concise reports and correspondence; organize work schedule and set priorities; work independently and in a team oriented environment; learn and effectively utilize public and private public health resources, providers, and agencies; communicate effectively, both orally and in writing, with people of various educational, socio-economic and cultural background; establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public.

**OTHER REQUIREMENTS:**

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

A current CPR card is required at time of appointment and must be maintained throughout employment in this class.

Within one year of employment, some positions require satisfactory completion of, and thereafter, maintenance of, a State of California Phlebotomy or equivalent license that allows phlebotomy such as Registered Nurse (RN) or Licensed Vocational Nurse (LVN) license with special certification for Intravenous (IV) Therapy and Blood Withdraw.

Within one year of employment, some positions require satisfactory completion of, and thereafter, maintenance of, required training related to assignment, which may include but is not limited to tuberculin skin testing, Passport to Partner Services, Basic Counseling Skills Training, California HIV Test Counselor certification, Fundamentals of Street Safety, Training/Operations for Safety Around Field Encounters, and/or Advanced Sexually Transmitted Disease Intervention, or their equivalent.

Annual Fit Testing for N95 respirator and CPR is required and provided for by the County.

**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.



## **SUPERVISING COMMUNICABLE DISEASES SPECIALIST**

Class Code: 73983

COUNTY OF RIVERSIDE  
Established Date: XXX XX, 2023  
Revision Date: XXX XX, 2023

### **SALARY RANGE**

\$31.92 - \$41.88 Hourly  
\$5,533.33 - \$7,259.50 Monthly  
\$66,400.00 - \$87,114.00 Annually

### **CLASS CONCEPT:**

Under general supervision, performs a variety of clinical and community support tasks related to the education and testing of persons at risk of contracting communicable diseases; performs the most difficult and sensitive clinical and community support tasks associated with communicable disease cases; and performs other related duties as required.

The Supervising Communicable Diseases Specialist is the supervising level classification in the Communicable Diseases Specialist series and reports to an appropriate supervisory or manager level position. Incumbents are responsible for interviewing, selecting, training, assigning, directing, monitoring, evaluating, promoting, and disciplining staff when necessary.

The Supervising Communicable Diseases Specialist is distinguished from the advanced-journey level classification of Communicable Diseases Specialist III in that the latter performs the full range of supervisory duties.

**REPRESENTATION UNIT:** SEIU – Supervisory

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

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

- Supervise and direct staff in the investigation of communicable diseases .
- Develop and direct investigative processes, including preparation of required data and written reports, policies and procedures, and submission to appropriate authority.
- Select, train, and evaluate staff.
- Establish and maintain cooperative relations with governmental and community agencies involved in communicable diseases control.
- Assist in preparation of evidence and may represent the Public Health Officer in court cases involving violations of communicable disease laws.

- Assign cases to investigators; review, approve, and record completed cases and forwards to the appropriate authority.
- Notify superiors of trends, issues, and problems to address, recommend, or independently resolve issues in a timely manner.
- Direct the preparation, organization, and presentation of information and educational materials to individuals, schools, and community groups.
- Perform phlebotomy for blood testing, rapid human immunodeficiency virus/hepatitis C virus (HIV/HCV) testing, and other sexually-transmitted infection testing; assist clients with self-collected specimens, provides pre- and post-testing counseling, and make referrals to medical providers.

**RECRUITING GUIDELINES:**

**OPTION I**

Education: Graduation from an accredited college or university with a bachelor's degree in Biology, Counseling, Nursing, Psychology, Public Health, or a closely related field to the assignment. (Experience working in a public health or medical setting may be substituted for the required education based on one year of full-time experience equaling 30 semester or 45 quarter units.)

AND

Experience: Three years of experience performing communicable diseases investigation and control or one year of experience as a Communicable Diseases Specialist III or comparable classification.

**OPTION II**

License: Possession of a valid license to practice as a Registered Nurse in the State of California.

AND

Experience: Three years of experience as a Registered Nurse.

**OPTION III**

License: Possession of a valid license to practice as a Licensed Vocational Nurse in the State of California.

AND

Experience: Five years of experience as a Licensed Vocational Nurse.

Knowledge of: Practices, policies, and procedures necessary to supervise employees, including interviewing, selecting, training, assigning, directing, monitoring, evaluating, promoting, and disciplining subordinate staff; methods of transmission, diagnosis, and treatment of communicable diseases; interviewing, counseling, and investigating methods and techniques; laws, rules, and regulations relative to communicable disease control; diagnostic tests for communicable diseases; medical terminology and clinic operations; community resources and government funded public health programs; principles and practices of public health education and health promotion; basic computer skills and word processing applications.

Ability to: Supervise, train, organize, and review the work of staff; effectively motivate, instruct, direct,

evaluate, and discipline subordinate staff; display effective organizational and time management principles and techniques; plan, organize, direct, and evaluate the day to day activities of assigned program; apply laws, rules, and regulations relative to communicable disease control; conduct interviews and obtain facts of a highly sensitive personal nature from clients; conduct investigations to enforce/obtain compliance with legal standards; perform diagnostic testing for communicable diseases; maintain confidential information in accordance with County and legal regulations; record and maintain accurate, systematic, and confidential records; prepare clear and concise reports and correspondence; communicate effectively, both orally and in writing, with people of various educational, socio-economic and cultural backgrounds; operate a computer; establish and maintain effective working relationships at all organizational level, as well as with other agencies and the public; demonstrate and maintain a high degree of initiative, maturity, integrity, accountability, and good judgement.

**OTHER REQUIREMENTS:**

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

A current CPR card is required at time of appointment and must be maintained throughout employment in this class.

Within one year of employment, some positions require satisfactory completion of, and thereafter, maintenance of, a State of California Phlebotomy or equivalent license that allows phlebotomy such as Registered Nurse (RN) or Licensed Vocational Nurse (LVN) license with special certification for Intravenous (IV) Therapy and Blood Withdraw.

Within one year of employment, some positions require satisfactory completion of, and thereafter, maintenance of, required training related to assignment, which may include but is not limited to tuberculin skin testing, Passport to Partner Services, Basic Counseling Skills Training, California HIV Test Counselor certification, Fundamentals of Street Safety, Training/Operations for Safety Around Field Encounters, and/or Advanced Sexually Transmitted Disease Intervention, or their equivalent.

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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.