

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



**ITEM: 3.18
(ID # 21424)**

MEETING DATE:
Tuesday, March 28, 2023

FROM : HUMAN RESOURCES AND RUHS :

SUBJECT: HUMAN RESOURCES – RUHS: Classification & Compensation Recommendation to adjust the salary of the Medical Registrar and amend Ordinance No. 440 pursuant to Resolution No. 440-9352 submitted herewith, All Districts. [Total Cost \$0, with an ongoing cost of \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to amend the Medical Registrar classification and adjust its salary range.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9352.

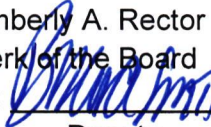
ACTION:Policy


Michael Bowers, Assistant HR Director 3/14/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9352 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: March 28, 2023
xc: H.R., RUHS

Kimberly A. Rector
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	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 22-23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

RUHS has requested Human Resources Classification & Compensation to perform a specification amendment to the Medical Registrar classification. The amendment removes trauma and tumors from the job description. The job duties are updated to reflect the focus on cancer and cancer treatments. The clerical work and record management of trauma & tumors is currently handled by registered nurses, allowing the Medical Registrar to specialize in cancer related work.

A market study was also requested by RUHS, which utilizes the Hospital Association of Southern California (HASC) to benchmark the classification. The resulting market study found the Medical Registrar to be under market by 35.64% at both the minimum and the maximum of the range. As such, we are proposing to adjust the salary of the newly titled Medical Registrar.

Salary Adjustments:

Medical Registrar: It is recommended to adjust the salary plan/grade LIU 358 (\$42,572 - \$61,838) to salary plan/grade LIU 680 (\$66,152 - \$96,089). There are currently 0 incumbents in this classification.

Additional Fiscal Information:

There are currently no incumbents and therefore no cost is incurred.

Impact on Residents and Businesses

Approval of this recommendation will enable RUHS to provide better service to the community by optimizing their registrar classification's job functions and offering competitive rates to future incumbents.

Attachments:

- Resolution No. 440-9352
- Medical Registrar Market Survey

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1. Approve the recommendation to amend the Medical Registrar classification and adjust its salary range.
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ACTION:Policy


Michael Bowers, Assistant HR Director 3/14/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9652 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 10, 2023
xc: H.R., RUHS

Kimberly A. Rector
Clerk of the Board
By: _____
Deputy

1 RESOLUTION NO. 440-9352

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 28, 2023, 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>
13449	Medical Registrar	LIU 358	LIU 680

10 ROLL CALL:

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

14
15 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.

16 KIMBERLY A. RECTOR, Clerk of said Board

17 By:  _____
18 Deputy

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External Market Survey Data

Classification Name:

Riv Co Class Code:

Market Research							Survey Data				
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%	
Los Angeles County						\$0.00	\$0.00				
Orange County						\$0.00	\$0.00				
San Bernardino County						\$0.00	\$0.00				
San Diego County						\$0.00	\$0.00				
Ventura County						\$0.00	\$0.00				
HASC	Cancer/Tumor Registrar-Over 2,000 Employees	311	\$66,152	\$96,088	45.26%	\$81,120.00	\$39.00		\$81,120.00	\$39.00	
	County Mean:		\$66,152	\$96,088	45.26%	\$81,120.00					
	County Median:		\$66,152	\$96,088	45.26%	\$81,120.00					
Riverside County	Medical Registrar	13449	\$42,572	\$61,838	45.26%	\$52,204.98					
	Dollar difference from Mean:		-\$23,580	-\$34,250							
	Percentage difference from mean:		-35.64%	-35.64%							
	Dollar difference from median:		-\$23,580	-\$34,250							
	Percentage difference from median:		-35.64%	-35.64%							

PICs:

Notes:

Medical Registrar is undergoing a spec amendment and will be reclassified as Cancer Registrar.

Run Date:

Date Prepared/Revised: BQ