

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



ITEM: 3.12
(ID # 21470)

MEETING DATE:
Tuesday, April 04, 2023

FROM : HUMAN RESOURCES AND RUHS :

SUBJECT: HUMAN RESOURCES - RUHS: Classification & Compensation Recommendation to create the Manager Rehabilitative Services classification and amend Ordinance No. 440 pursuant to Resolution No. 440-9358 submitted herewith, All Districts. [Total Cost \$299,986, with an ongoing cost of \$243,196]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to create the Manager Rehabilitative Services classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9358.

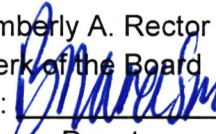
ACTION:Policy


Michael Bowers, Assistant HR Director 3/22/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 4, 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	\$56,791	\$243,196	\$299,986	\$243,196
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Funds			Budget Adjustment: No	
			For Fiscal Year: 22-23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

RUHS requested for the Human Resources Classification & Compensation Division to create a manager level classification in their rehabilitative services series to support the Director of Rehabilitation Services. The new classification's salary range is set 10% below the director to avoid compaction. In addition to the classification's creation, the department would like to request the creation of a single position number (PCN) so the classification can be utilized immediately upon approval.

Classification Addition:

Manager Rehabilitative Services: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 594 (\$108,909 - \$167,721). The new class specification is attached.

Additional Fiscal Information

The cost reflects the budgeting for the requested position. The total cost to fill the position is \$56,791 for the remainder of the fiscal year 22/23 and \$243,196 for fiscal year 23/24. This includes the cost of the benefits roll-up. The cost for the year and the ongoing cost will be absorbed by the Hospital Enterprise Fund.

Impact on Residents and Businesses

The creation of this classification would provide support to the Director of Rehabilitation Services, allowing RUHS to better provide service to the community.

Attachments:

- Resolution No. 440-9358
- Manager Rehabilitative Services Job Specification

1 RESOLUTION NO. 440-9358

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on April 4, 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:
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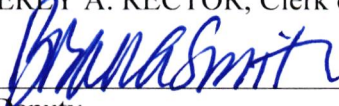
8	Job			Salary
9	<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
	73426	+	Manager Rehabilitative Services	MRP 594

10 ROLL CALL:
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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 the
16 date therein set forth.

17 KIMBERLY A. RECTOR, Clerk of said Board

18 By: 
19 Deputy

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MANAGER REHABILITATIVE SERVICES

Class Code: 73426

COUNTY OF RIVERSIDE
Established Date: Apr 6, 2023
Revision Date: Apr 6, 2023

SALARY RANGE

\$52.36 - \$80.64 Hourly
\$9,075.75 - \$13,976.77 Monthly
\$108,909.00 - \$167,721.19 Annually

CLASS CONCEPT:

Under general direction, manages rehabilitation services at the Riverside University Health System Medical Center (RUHS-MC), Mental Health Inpatient Treatment Facility, Out-Patient Medical Surgical Building, and Robert Presley Detention Center; plans, organizes and directs services and personnel of the rehabilitation services department; performs other related duties as required.

The Manager Rehabilitative Services is the manager level classification in the rehabilitative series and reports to the Director of Rehabilitation Services. The Manager Rehabilitative Services is characterized by the responsibility for managing the daily operations of the Rehabilitative Services Department including occupational therapy, physical therapy and speech pathology. Incumbents 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 classification has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 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)

- Manage daily operations for multiple areas which include physical and occupational therapy and speech pathology, including but not limited to, completing staff performance evaluations, managing scheduling, assisting the Director with correcting performance issues, and issuing disciplinary action as needed; edit and approve staff timekeeping and time off requests; assist the Director with new staffing requests, selection of candidates and orienting new staff.
- Monitor department productivity and volume trends and report staffing needs to the Director; track key performance indicators and report those to the Director.

- Assist the Director in daily support of the caregivers through huddles, meetings and daily operational problem solving as needed; represent the department in appropriate committees.
- Assist the Director in developing operating and capital budgets; monitor compliance with Medicare, Medi-Cal and managed care; monitor compliance with regulatory requirements with regards to patient safety, clinical practice and reimbursement; report any issues to the Director.
- Support and assist the Director in fostering a Just Culture and caring for the caregiver; recognize potential or actual issues with staff morale and engagement and assist the Director in formulating plans to address staff morale and engagement, and attainment of Key Performance Indicators.
- Support the senior therapists as clinical coordinators of education for physical therapy, occupational therapy and speech pathology interns.
- Serve on interdisciplinary hospital committees involved in promoting patient care and safety.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in physical therapy, occupational therapy or a field related to the area of assignment. A master's degree in speech and language pathology from an accredited college or university is preferred.

Experience: Four years as a registered Physical Therapist/Occupational Therapist or Speech Language Pathologist with at least two years of said experience in a supervisory or Senior/Lead capacity of a multi-disciplinary department.

Knowledge of: The principles and practices of management and budgeting; the principles of LEAN methodology; therapeutic techniques; effective communication; the principles of crucial conversation.

Ability to: Manage the work of diverse functional modalities in rehabilitative services; plan, organize and review the work of others; secure cooperation between medical and ancillary staff; interpret, and apply, regulatory requirements and standards; communicate directives clearly and effectively, and support the team in achieving those directives; foster effective working relationships with Executives, employees, employee representatives, and the public representing diverse cultures and backgrounds.

SUPPLEMENTAL INFORMATION:

- Maintain age specific/diagnosis related competencies, technical skills competencies and cultural competencies for self and staff; help to assure and track staff completion of competencies
- Monitor quality assurance of medical record documentation and assist staff in remediation as needed.
- Work independently as a representative of the Department and work directly with the Executive to support the Director or in the absence of the Director.
- Work to improve customer service both internal and external
- Understand the definition and scope of practice for physical therapy, occupational therapy and speech pathology.

OTHER REQUIREMENTS:

License: Possession of a valid license as a Physical Therapist licensed by the Physical Therapy Board of California.

Valid License as an Occupational Therapist or Speech Language Pathologist by the Board of

California.

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.