

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



ITEM: 3.24
(ID # 21591)

MEETING DATE:

Tuesday, April 18, 2023

FROM : HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM :

SUBJECT: HUMAN RESOURCES DEPARTMENT AND RIVERSIDE UNIVERSITY HEALTH SYSTEM: Classification and Compensation recommendation to establish a new RUHS Compliance Specialist classification; and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9362 submitted herewith, All Districts. [Current Year Cost – \$123,670, Ongoing Cost – \$535,903, Source of Funds – Hospital Enterprise Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new RUHS Compliance Specialist classification.
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9362.

ACTION:Policy


Jennifer Cruikshank, Chief Executive Officer – Health System

4/4/2023


Michael Bowers, Assistant HR Director

4/5/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel 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 18, 2023
xc: H.R., RUHS

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$123,670	\$535,903	\$659,573	\$535,903
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Hospital Enterprise Fund			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside University Health System (RUHS) is to improve the health and well-being of the County's diverse populations through exceptional, state-of-the-art, patient-focused care, education, and research. With the healthcare privacy and information security regulatory landscape becoming increasingly complex, RUHS has identified a need for a more specialized role to assist in developing, implementing, and enforcing policies and procedures that keep RUHS organizational operations in compliance. As such, the RUHS Compliance Specialist classification is being requested to help RUHS ensure compliance with federal and State laws and regulations pertaining to healthcare privacy and information security. The position will be responsible for investigating alleged privacy violations, monitoring established policies and procedures that ensure patient privacy protections, including providing guidance to employees and managers on the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, Health Information Technology for Economic and Clinical Health Act (HITECH), California Confidentiality of Medical Information Act (CMIA), and other State and federal privacy laws as appropriate, and training RUHS staff to promote awareness of compliance to regulatory standards.

An external market survey was conducted for comparable positions to the RUHS Compliance Specialist classification in the surrounding five counties. Los Angeles County and San Diego County do not have comparable-level classifications. Based on the market survey, the market mean indicates an annual salary range of approximately \$66,633 – \$92,462 (**Attachment 2**).

Classification Addition:

RUHS Compliance Specialist: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 354 (\$66,759 – \$92,397). This request is also to add 4 positions for RUHS to recruit and fill. The new classification specification is attached (**Attachment 3**).

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses.

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Additional Fiscal Information

The addition of 4 RUHS Compliance Specialist will cost approximately \$535,903 annually including benefits. The Department has stated the cost for the implementation of the recommendations will be absorbed through the Department's budgets and does not require a budget adjustment.

Attachments:

1. Resolution No. 440-9362
2. RUHS Compliance Specialist market
3. RUHS Compliance Specialist class specification


Alonzo Barrera, Principal Management Analyst 4/6/2023

1 RESOLUTION NO. 440-9362

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on April 18, 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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<u>Job</u>			<u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
77405	+	RUHS Compliance Specialist	SEU 354

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15 BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant
16 County Executive Officer/Human Resources Director is authorized to make the following listed change(s),
17 operative on the date of approval, as follows:

18

<u>Job</u>		<u>Department ID</u>	<u>Class Title</u>
<u>Code</u>	<u>+/-</u>		
77405	+4	4300187523	RUHS Compliance Specialist

19
20 ROLL CALL:

21 Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
22 Nays: None
23 Absent: None

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

26 KIMBERLY A. RECTOR, Clerk of said Board

27 By: 
28 Deputy

External Market Survey Data

SEIU

Riv Co Class Code:

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier
Los Angeles County	<u>No comparable class</u>					\$0.00	\$0.00	
Orange County	<u>Compliance/Privacy Analyst (Admin Mgr I)</u>	8011MA	\$62,629	\$124,467	98.74%	\$93,548.00	\$44.98	e
San Bernardino County	<u>Privacy and Compliance Specialist</u>	19159	\$66,331	\$91,208	37.50%	\$78,769.60	\$37.87	
San Diego County	<u>No comparable class</u>					\$0.00	\$0.00	
Ventura County	<u>Program Administrator</u>	00622	\$66,934	\$93,717	40.01%	\$80,325.37	\$38.62	
County Mean:			\$66,633	\$92,462	38.76%	\$79,547.48		
County Median:			\$66,633	\$92,462	38.76%	\$79,547.48		
Riverside County	Proposed - RUHS Compliance Specialist						0	
Dollar difference from Mean:								
Percentage difference from mean:								
Dollar difference from median:								
Percentage difference from median:								

Notes: Excluded OC since it has soft cap on positions
 Payfactor - compliance specialist JC 1301, 50th \$77,400
 Payfactor validates the County mean

Run Date: 2/27/2023

Date Prepared/Revised: 2/27/2023



RUHS COMPLIANCE SPECIALIST

Class Code: 77405

COUNTY OF RIVERSIDE
Established Date: April 20, 2023
Revision Date: April 20, 2023

SALARY RANGE

\$32.10 - \$44.42 Hourly
\$5,563.25 - \$7,699.75 Monthly
\$66,759.00 - \$92,397.00 Annually

CLASS CONCEPT:

Under direction, assists management by supporting the planning, implementation and maintenance of the Riverside University Health System (RUHS) compliance programs and activities; performs other related duties as required.

The RUHS Compliance Specialist reports to a supervisory or manager level position and is characterized by the responsibility for performing a wide variety of healthcare compliance and privacy related tasks, including conducting privacy investigations, maintaining case files, responding to compliance and privacy questions, representing compliance and privacy in meetings, conducting in person privacy audits, and providing general support to management. This classification provides management with the expertise required to identify, evaluate and make recommendations to resolve a variety of complex organizational and administrative problems, including recommending changes in policies and procedures and developing methods for implementation. The RUHS Compliance Specialist may provide supervision to clerical or technical support staff; however, investigative case work is the primary component of this classification.

The Compliance Specialist is distinguished from the Compliance Program Manager by the latter's responsibility for planning, organizing and managing compliance program activities requiring a full-time, stand-alone compliance division to complete its mission.

The Compliance Specialist is not a natural progression underfill to the RUHS Compliance Program Manager.

REPRESENTATION UNIT: SEIU – Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Perform audits of organizational operations to assess compliance with various laws, regulations, policies, and standards such as those related to healthcare privacy and information security; maintain a system of reporting that provides timely and relevant information of all aspects of compliance issues.
- Participate in an appropriate level of response, develop corrective action plans and conduct compliance investigations while maintaining confidentiality of information reported as appropriate.

- Monitor policies and procedures that establish standards for ensuring patient privacy protections, including providing guidance to individual employees and departments on the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, Health Information Technology for Economic and Clinical Health Act (HITECH), California Confidentiality of Medical Information Act (CMIA), and other state and federal privacy laws as appropriate.
- Document and retain investigation notes and correspondence; establish and maintain a mechanism for tracking and reporting the investigation and resolving complaints.
- Assist with the administration of training for RUHS staff to promote awareness of compliance to regulatory standards.
- Under supervision, provide guidance and assistance to departments on a variety of privacy and compliance auditing, and internal control matters; document findings and prepare reports.
- May direct, train, assign, and evaluate subordinate clerical and technical personnel in the performance of standard tasks.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, public health nursing, finance, accounting, or a closely related field to the assignment.

Experience: Two years of professional experience working in compliance and privacy in a healthcare setting.

Knowledge of: Compliance program requirements, privacy and information security; federal and state privacy laws and regulations such as HIPAA, HITECH and CMIA; principles of administration, organization and management necessary to analyze and evaluate operations, services and programs; basic elements of supervision; concepts of documentation or case management.

Ability to: Collect and evaluate data; draw conclusions and formulate recommendations and project consequences of recommendations; interpret legislative and administrative mandates and regulations; plan, organize and supervise the work of subordinate clerical or technical staff; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively in written and verbal form.

OTHER REQUIREMENTS:

License: 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.