

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



ITEM: 3.25
(ID # 21638)

MEETING DATE:
Tuesday, April 18, 2023

FROM : HUMAN RESOURCES AND RUHS :

SUBJECT: HUMAN RESOURCES & RUHS: Classification & Compensation Recommendation to create the Assistant Director of Cardiopulmonary Services and amend various RUHS director level classifications to be At-Will and amend Ordinance No. 440 pursuant to Resolution No. 440-9363 submitted herewith, All Districts. [Total cost \$279,035, with an ongoing cost of \$226,716, 100% department funded]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Assistant Director Cardiopulmonary Services classification.
2. Approve the various Director level classifications to be designated At-Will.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9363.

ACTION:Policy


Michael Bowers, Assistant HR Director

4/6/2023

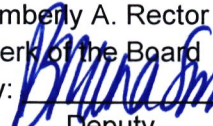

Jennifer Cruikshank, Chief Executive Officer - Health System

4/10/2023

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

**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	\$52,319	\$226,716	\$279,035	\$226,716
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Funded			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health Services (RUHS) has requested the creation of an Assistant Director of Cardiopulmonary Services to support the Director of Cardiopulmonary Services and to act as director in their absence. This is a management level classification that is to assist with overall management and coordination of operations within the Cardiopulmonary Services department by planning and managing all respiratory therapy in-service training programs.

RUHS has also requested that several Director level classifications be amended to be At-Will positions. Incumbents will be requested to sign a letter of agreement after the board approves the amendments in order to finalize the changes.

Classification Addition:

Assistant Director of Cardiopulmonary Services: The recommended salary plan/grade MRP 613 (\$111,025 - \$156,355). The Department requests a single position to be created with this classification.

Classifications to be Designated At-Will:

The classifications listed below will be amended with the following language within the Class Concept of the job spec: *"This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Board of Supervisors."*

- Director of Diagnostic Imaging Services
- Director of Hospital Food & Nutrition Services
- Director of Rehabilitation Services
- Pharmacy Director

Additional Financial Information

The cost is estimated based on the new position being requested for the Assistant Director of Cardiopulmonary Services being filled shortly after approval.

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STATE OF CALIFORNIA

Impact on Residents and Businesses

Approval of this recommendation will have no direct impact to residents or businesses.

Attachments:

Attachment A: 440-9363

Attachment B: Assistant Director of Cardiopulmonary Services Job Spec and Market Survey

A handwritten signature in black ink, appearing to read "Alonzo Barrera". The signature is written in a cursive style with a large, sweeping initial "A".

Alonzo Barrera, Principal Management Analyst 4/11/2023

RESOLUTION NO. 440-9363

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 18, 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>
98749	+	Assistant Director of Cardiopulmonary Services	MRP 613

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

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
98749	+1	4300177200	Assistant Director of Cardiopulmonary Services

1 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director
2 of Human Resources is authorized to add the following classification(s) to Appendix II, operative the
3 beginning of the pay period following approval, as follows:

4 Job		
5 Code	+/-	Class Title
6 98797	+	Director of Diagnostic Imaging Services
7 78350	+	Director of Hospital Food and Nutrition Services
8 73425	+	Director of Rehabilitation Services
9 73615	+	Pharmacy Director

9 ROLL CALL:

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

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

15 KIMBERLY A. RECTOR, Clerk of said Board

16 By:  _____
17 Deputy

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ASSISTANT DIRECTOR OF CARDIOPULMONARY SERVICES

Class Code: 98749

COUNTY OF RIVERSIDE
Established Date: Mar 23, 2023
Revision Date: Mar 23, 2023

SALARY RANGE

\$53.38 - \$75.17 Hourly
\$9,252.08 - \$13,027.92 Monthly
\$111,025 - \$156,355 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, and directs the respiratory therapy services at Riverside University Health System-Medical Center (RUHS-MC); plans, organizes, manages, and assists in the coordination of the respiratory therapy training and in-service programs; acts for the Director of Cardiopulmonary Services during absences or as directed; and performs other related duties as required.

The Assistant Director of Cardiopulmonary Services is a management level classification and reports to an appropriate executive management level position. Incumbents serve as an assistant to the Director of Cardiopulmonary Services and assists in the overall management and coordination of operations within the Cardiopulmonary Services department at RUHS. This class is responsible for planning and managing all respiratory therapy in-service training programs and assisting the Director of Cardiopulmonary Services in the overall coordination thereof.

The Assistant Director of Cardiopulmonary Services is distinguished from the Director of Cardiopulmonary Services in that the latter is responsible for planning, organizing, and directing all respiratory in-service training programs at RUHS-MC.

This class 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)

- Direct through subordinate supervisors the work of technical and non-technical personnel engaged in providing respiratory care services.
- Assist in the management and coordination of all respiratory therapy in-service training programs;

plan and supervise respiratory therapy in-service training programs for respiratory and ancillary medical personnel and participating college students.

- Interpret and communicate respiratory and organizational philosophy and objectives, department policies and procedures and apply recognized standards of respiratory practice; conduct regular conferences with other Healthcare professionals to discuss policies and procedures and evaluate personnel and department needs.
- Assist in the development of uniform policies and procedures to assure the overall quality of respiratory therapy services in the hospital.
- Confer with Supervising Respiratory Care Practitioners regarding problems and progress on their assigned shift and provide administrative and technical guidance as necessary.
- Assist in preparing administrative reports on budget, space, and other needs.
- Prepare and maintain records of Respiratory Therapy Department procedures, equipment maintenance, training programs, quality control, and other pertinent data as required by Joint Commission and various regulatory agencies.
- Participate in the interview and selection process of staff within assigned program area; evaluate subordinate employees; administer progressive disciplinary action when needed.
- Participate in meetings and conferences; act for the Director of Cardiopulmonary Services during absences or as directed.
- Assist in investigating complaints regarding patient care and respiratory personnel in respiratory services.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in respiratory, business administration, or a closely related field. (Additional qualifying experience may substitute for up to two years of the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

Experience: Three years of experience as a registered respiratory therapist at an accredited acute care hospital, which must have included two years of

full supervisory capacity over the full range of respiratory therapy services for critical care, ambulatory, and other inpatients in a hospital setting.

Knowledge of: Modern respiratory therapy principles and techniques used in the treatment of various respiratory ailments; medications, gases, and equipment used in respiratory therapy; principles and methods of supervision and training.

Ability to: Plan, organize, and supervise respiratory therapy services in a hospital; develop instructional materials; communicate effectively; evaluate staffing, budget, and equipment requirements; interpret Joint Commission guidelines; analyze and write departmental policies and procedures to comply with Joint Commission requirements; write clearly and organize work materials.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License.

Assessment: Minimally qualified candidates will be required to pass a computerized assessment in order to be considered for this classification.

Skill: Sufficient skill in typing to complete 40 net words per minute.

For those positions designated by the Department of Transportation (DOT) as safety-sensitive, applicants are required to complete a DOT mandated alcohol and drug-screening records check. Reference checks from former DOT regulated employers are also required. (A positive test or refusal to test during the past two years will disqualify an applicant from consideration for County employment). Applicants for safety-sensitive positions must submit an K-4 Department of Motor Vehicles (DMV) driving history before hire.

Employees in safety-sensitive positions are subject to DOT alcohol/drug testing on a random basis or for reasonable suspicion.

SUPPLEMENTAL INFORMATION:

License: Possession of a current, valid license as a Respiratory Care Practitioner (RCP) issued by the Respiratory Care Examining Committee (RCEC), California State Board of Medical Quality Assurance, and current registration as a Respiratory Therapist with the National Board for Respiratory Care.

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.

External Market Survey Data

Classification Name: Asst Director of Cardiopulmonary Services

Riv Co Class Code:

Market Research **Survey Data**

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC 50% Annual	HASC 50%
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
HASC	Head of Cardiopulmonary Services (IE survey cut)		\$111,025	\$156,355	40.83%	\$133,690.00	\$64.27		\$133,690.00	

County Mean: \$111,025 \$156,355 40.83% \$133,690.00
 County Median: \$111,025 \$156,355 40.83% \$133,690.00

Riverside County

40.83% 0

Dollar difference from Mean:
 Percentage difference from mean:
 Dollar difference from median:
 Percentage difference from median:

PICs:	
Notes:	Director of Cardiopulmonary Services range is \$113,812.82 - \$172,519.98 so we used the IE survey cut to avoid compaction.

Run Date:

Date Prepared/Revised: