

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



ITEM: 3.18
(ID # 22895)

MEETING DATE:

Tuesday, September 12, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES & RUHS-Medical Center: Classification & Compensation recommendation to adjust the salary of the Assistant Medical Records Manager and amend Ordinance No. 440 pursuant to Resolution No. 440-9396 submitted herewith, All Districts. [Total cost of \$0; with an ongoing cost of \$0.]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of the Assistant Medical Records Manager classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9396.

ACTION:Policy

Michael Bowers

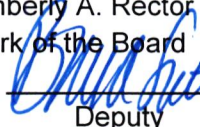
Michael Bowers, HR Director

8/25/2023

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, Perez, Washington, and Gutierrez
Nays: None
Absent: None
Date: September 12, 2023
xc: H.R.

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	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System - Medical Center (RUHS-MC) requested Human Resources - Classification and Compensation (Class and Comp) to review the salary of the *Assistant Medical Records Manager* job class due to concerns that the current salary creates compaction with the subordinate, *Supervising Medical Records Coder* job class. Class and Comp verified the reporting structure and current salaries of the job classes above and determined that there was compaction as the *Assistant Medical Record Manager's* minimum base salary and maximum base salary is below the *Supervising Medical Records Coder* (see Figure 1).

Figure 1:

Job Classification	Current Salary		Proposed Salary	
	Min	Max	Min	Max
Assistant Medical Records Manager	\$60,007	\$94,973	\$69,624	\$103,693
(% difference)	-9.07%	-3.37%	5.50%	5.50%
Supervising Medical Records Coder	\$65,994	\$98,287	\$65,994	\$98,287

As such, it is recommended that the *Assistant Medical Records Manager's* salary range be adjusted from \$60,007 - \$94,973/year to \$69,624 - \$103,693 to ensure a 5.5% difference to both the minimum and maximum base salary from the subordinate *Supervising Medical Records Coder* job class, which resolves the current compaction between these two job classes.

Salary Adjustments:

Assistant Medical Records Manager: It is recommended to adjust the salary plan/grade MRP 146 (\$60,007 - \$94,973) to salary plan/grade MRP 195 (\$69,624 - \$103,693).

Additional Fiscal Information:

There are no immediate upfront costs as the sole incumbent is currently earning above the new minimum rate. The department has approved the recommended salary adjustment and no budget adjust is required.

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Impact on Residents and Businesses

Approval of this recommendation will fix the compaction that exists between these two job classes, and enable RUHS-MC to offer competitive rates to attract and retain staff, and provide better service to the community.

Attachments:

1. Resolution No. 440-9396

1 RESOLUTION NO. 440-9396

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on September 12, 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>Class Title</u>	<u>From Salary</u>	<u>To Salary</u>
9 <u>Code</u>		<u>Plan/Grade</u>	<u>Plan/Grade</u>
10 13486	Assistant Medical Records Manager	MRP 146	MRP 195

11 ROLL CALL:

12 Ayes: Jeffries, Washington, Spiegel, 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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