

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



ITEM: 3.19
(ID # 24507)

MEETING DATE:
Tuesday, April 09, 2024

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 Diet Aide classification, and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9417 submitted herewith, All Districts. [Current Year Cost – \$0, Ongoing Cost – \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Diet Aide classification;
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9417.

ACTION:Policy

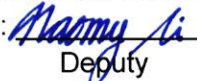

Jennifer Cruikshank, Chief Executive Officer – Health System 3/15/2024


Sarah Franco, Assistant County Executive Officer 4/3/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, 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 9, 2024
xc: H.R., RUHS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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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: Hospital Enterprise Fund			Budget Adjustment:	No
			For Fiscal Year:	23/24

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside University Health System (RUHS) comprises of RUHS Medical Center, RUHS Public Health, RUHS Behavioral Health, and RUHS Community Health Centers. Their mission is to improve the health and well-being of all County residents and visitors in the communities through exceptional and compassionate care, education, and research.

Currently, RUHS has a need for a new Diet Aide classification to provide support services to their Clinical Nutrition Division. This new classification will be predominantly responsible for explaining the meal service process to patients, assisting patients with food selections and preferences, as well as verifying that patient menu and food selections comply with diet prescription.

A review of the 2023 Allied for Health Non-Management Compensation Report by the Hospital Association of Southern California (HASC) showed a Diet Aide classification that aligns with the proposed job duties and responsibilities to assist patients with their food selections and preferences. The HASC survey showed the average pay range for the Diet Aide classification is approximately \$38,047 to \$53,265 annually (**Attachment 2**).

Classification Addition:

Diet Aide: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 251 (\$38,646 - \$54,409) (**Attachment 3**).

Impact on Residents and Businesses

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

Additional Fiscal Information

There is no cost associated with the creation of a new Diet Aide classification at this time.

3 Attachments:

1. Resolution No. 440-9417
2. Diet Aide HASC 2023 Market
3. Diet Aide Class Specification

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Alonzo Barrera, Principal Management Analyst 4/3/2024

RESOLUTION NO. 440-9417

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 9, 2024, 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 at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
78310	+	Diet Aide	LIU 251

ROLL CALL:


Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

Nays: None

Absent: None

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.

KIMBERLY A. RECTOR, Clerk of said Board

By: 
Deputy

External Market Survey Data

Diet Aide

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	e		
Orange County						\$0.00	\$0.00	e		
San Bernardino County						\$0.00	\$0.00	e		
San Diego County						\$0.00	\$0.00	e		
Ventura County						\$0.00	\$0.00	e		
HASC	Diet Aide	0405	\$38,047	\$53,265	40.00%	\$45,656.00	\$21.95		\$45,656.00	\$21.95
	County Mean:		\$38,047	\$53,265	40.00%	\$45,656.00				
	County Median:		\$38,047	\$53,265	40.00%	\$45,656.00				
Riverside County					40.00%	0				
			Dollar difference from Mean:							
			Percentage difference from mean:							
			Dollar difference from median:							
			Percentage difference from median:							

PICs:	
Notes:	2023 HASC >2000 FTE

Run Date: 10/24/2023

Date Prepared/Revised: **MP**



DIET AIDE

Class Code: 78310

COUNTY OF RIVERSIDE
Established Date: Apr 4, 2024
Revision Date: Apr 4, 2024

SALARY RANGE

\$18.58 - \$26.16 Hourly
\$3,220.50 - \$4,534.08 Monthly
\$38,646.00 - \$54,409.00 Annually

CLASS CONCEPT:

Under direction, provides the assistance needed to ensure patients receive diets as ordered and that patients' preferences and allergies are honored and compliant; performs other related duties as required.

The Diet Aide works under the supervision of the Supervising Dietitian in the Food and Nutritional Services Department of the Riverside University Health System - Medical Center (RUHS-MC).

This class is responsible for visiting patients daily, providing menus, reviewing the prescribed diet order, and explaining the meal service process. Incumbents work directly with patients to obtain food preferences, verify food allergies or intolerances, and obtain menu selections for meals. Incumbents also ensure food items provided meet the prescribed therapeutic diet order restrictions. The Diet Aide may be assigned diet office responsibilities such as processing food requests orders, printing meal tickets/reports, and answering unit phone calls for meal service. Incumbents may deliver food items/meal tray to the unit as appropriate.

The Diet Aide is distinguished from the Dietetic Technician in that the latter either provides supervision of patient meal delivery and or performs the more skilled duties that include nutritional screening and patient diet instruction which require more experience and certification.

REPRESENTATION UNIT: LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Assist patients with menu selections and modify selections in an accurate manner based on the patient's therapeutic diet patterns/restrictions.
- Verify patient's menu and food selections comply with diet prescription.
- Provide tallies, nourishments, and tray tickets on a timely basis for production requirements.
- Assemble and check meal trays during tray line for accuracy and quality operating standards.

- Inventory and deliver stock to unit kitchens.
- Maintain a clean and organized work area, which includes maintaining a stock of necessary forms and supplies or requesting items as needed for purchasing in a timely manner.
- Work or assist with food service worker tasks as necessary or as requested by supervisor.

RECRUITING GUIDELINES:

Education: Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate is required.

Experience: Six months experience with therapeutic diets, and hospital patient tray line.

Knowledge of: Therapeutic diets; food service safety and sanitation standards.

Ability to: Read and follow written and oral instructions; communicate positively, effectively, and professionally with others; work calmly and respond courteously when under pressure; collaborate and accept directions; operate food service equipment; operate computer hardware and software systems.

OTHER REQUIREMENTS:

Certificate: Food Service Handler's Permit as issued by the County of Riverside Department of Environmental Health or ServSafe Certification.

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.