

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



ITEM: 3.12  
(ID # 25356)

MEETING DATE:  
Tuesday, July 02, 2024

**FROM :** HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM -  
MEDICAL CENTER

**SUBJECT:** HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM –  
MEDICAL CENTER: Classification and Compensation recommendation to adjust the salaries of  
the Institutional Nurse job class series; and amend Ordinance No. 440 Pursuant to Resolution  
No. 440-9431, All Districts. [Current Year Cost – \$0, Ongoing Cost - \$0 – 100% Departmental  
Budgets]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the salary adjustments to the Institutional Nurse job class series.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9431.

**ACTION:**Policy

*Jennifer Cruikshank*  
Jennifer Cruikshank, Chief Executive Officer – Health System

6/18/2024

*Tami Douglas-Schatz*  
Tami Douglas-Schatz, Director of Human Resources

6/19/2024

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**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: July 2, 2024  
xc: H.R., RUHS-MC

Kimberly A. Rector  
Clerk of the Board

By: *Nancy Li*  
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Departmental Budget			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 23/24	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Riverside University Health System (RUHS) – Medical Center (MC) is experiencing salary inequities when *Registered Nurse (RN) – MC/CHC's* and *Institutional Nurses (IN)* transition between the MC and Correctional Health Systems (CHS), as well as difficulty ensuring that new hire salaries are equitable (based on experience) with current incumbent pay. Upon thorough review of the identified salary grades, the Human Resources Classification and Compensation (Class and Comp) Division recommends salary adjustments that are designed to maintain salary equity between *RN's* and *IN's*.

It is recommended to adjust the salary range of the *IN* job class to \$100,398 - \$160,741/year (see *Figure 1*). Furthermore, due to the proposed salary adjustment to the *IN* job class, it is also recommended to bring the minimum salaries of the *Senior IN* and *Supervising IN* job class to their current Start Rate, and establish a 5.5% salary difference at the maximum base salary between the *IN* job class series. The proposed realignment of the *IN* series salaries paired with revisions to the class specifications, will resolve two temporary start rates, ensure proper progression through the *IN* series, and resolve the underlying issue that was allowing internal equity to fall out of sync between the *IN* and *RN* series (see *Figure 1*).

Figure 1: Proposed Institutional Nurse Series Salary Realignment

Job Classification	Current Salary		Proposed Salary	
	Minimum	Maximum	Minimum	Maximum
Supervising Institutional Nurse	\$121,929	\$168,171	\$128,026*	\$178,909
(% difference)	9.72%	4.50%	9.72%	5.50%
Senior Institutional Nurse	\$111,128	\$160,932	\$116,684*	\$169,582
(% difference)	8.68%	4.29%	16.22%	5.50%
Institutional Nurse	\$102,257	\$154,317	\$100,398	\$160,741

\*Denotes current temporary Start Rate

**Salary Adjustments:**

**Institutional Nurse:** It is recommended to adjust the salary plan/grade SEN 326 (\$102,257 - \$154,317/year) to salary plan/grade SEN 322 (\$100,398 - \$160,741/year).

**Senior Institutional Nurse:** It is recommended to adjust the salary plan/grade SEN 352 (\$111,128 - \$160,932) to salary plan/grade SEN 366 (\$116,684 - \$169,582/year).

**Supervising Institutional Nurse:** It is recommended to adjust the salary plan/grade SEN 365 (\$121,929 - \$168,171/year) to salary plan/grade SEN 371 (\$128,026 - \$178,909/year).

**Impact on Residents and Businesses**

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

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**Additional Fiscal Information**

There are no upfront costs associated with this request.

The department has approved the recommended salary adjustments. A budget adjustment is not required.

**ATTACHMENTS**

1. Resolution No. 440-9431

  
Jacqueline Ruiz, Principal Analyst

6/18/2024

  
Alonzo Barrera, Principal Management Analyst

6/19/2024

RESOLUTION NO. 440-9431

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 2, 2024, that pursuant to Section 8(c) 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>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
73955	Institutional Nurse	SEN 326	SEN 322
73969	Senior Institutional Nurse	SEN 352	SEN 366
73963	Supervising Institutional Nurse	SEN 365	SEN 371

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: *Maamy Li*  
Deputy

/kc  
06/17/2024  
440 Resolutions\KC