

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



ITEM: 3.41
(ID # 30233)

MEETING DATE:
Tuesday, April 28, 2026

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

SUBJECT: HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM:
Classification and Compensation recommendation to establish various new RUHS-MC job
classifications; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9529, All
Districts. [Total Cost \$2,608,140 with an ongoing cost of \$2,233,793, 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new job classifications of Assistant Infection Control Manager, Graduate Medical Education Program Manager, RUHS-MC Chief Nursing/Patient Care Officer, Associate Chief Nursing/Patient Care Officer, and Chief RUHS Compliance and County Privacy Officer.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9529.

ACTION:Policy

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

4/13/2026

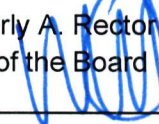
Jennifer Cruikshank
Jennifer Cruikshank, Chief Executive Officer - Health System

4/13/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 28, 2026
xc: HR, RUHS-MC

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	\$374,347	\$2,233,793	\$2,608,140	\$2,233,793
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside University Health System - Medical Center's (RUHS-MC) mission is to improve the health and well-being of patients and communities through exceptional care, education, and research. RUHS-MC is a 439-bed medical center with more than 60 hospital based primary and specialty clinics. RUHS-MC includes the Infection Control Program, which prevents and manages infectious diseases, ensures patient safety, and maintains compliance with state and federal health requirements. Additionally, RUHS-MC has the Graduate Medical Education (GME) Program that strengthens RUHS's educational mission by training new physicians through accredited residency programs. RUHS-MC requested for the Human Resources Department - Classification & Compensation (Class & Comp) to establish new classifications for the Infection Control, GME program, and executive leadership levels within the medical center. The infection control and GME programs have grown significantly in terms of scope, complexity and regulatory requirements. The new executive level classifications are needed to strengthen oversight of clinical operations and regulatory compliance.

Infection Control & GME Programs

Class and Comp reviewed the County's current job classifications and RUHS-MC's organizational structure and found that no existing management level classifications adequately align with the functional needs of these program areas. For infection control, the services have expanded throughout the medical center to where there is a need for an assistant level to assist with the management of the program. Similarly, the GME program lacks a managerial level class to help with the oversight of the program. As a result, it is recommended that an Assistant Infection Control Manager and a Graduate Medical Education Program Manager classification be established. These classifications will provide essential day-to-day operational support and provide managerial oversight within their respective programs. Currently, the Infection Control Manager classification oversees system-wide infection prevention efforts, including regulatory compliance, surveillance, outbreak investigations, staff education, and reporting to agencies such as the CDC, Joint Commission, and the California Department of Public Health. Adding an assistant management-level position will allow the Infection Control Manager to focus on overall program leadership, ensure compliance, and help oversee the direct day-to-day operations for infection control staff. For the GME Program, the Director of Medical Staff Services is responsible for directing administrative service functions and supervising medical center administrative staff. Adding the GME Program Manager classification will strengthen operational oversight and allow the Director of Medical Staff Services to concentrate on strategic leadership. The GME Program Manager will oversee day-to-day management and related medical staff functions, supervise GME Coordinators and support staff, and ensure timely, compliant credentialing, privileging, and educational processes. This structure allows the Director of

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

Medical Staff Services to focus on strategic leadership.

The recommended salary range for the Assistant Infection Control Manager is \$128,002 - \$191,517. This was established by looking at the current infection control classification structure as well as market. The Hospital Association of Southern California (HASC) market did provide salary for the Assistant Infection Control Manager at \$151,191-\$237,549. After discussing with the department, this salary was higher than the department wanted, and it would force the Infection Control Manager salary to increase. Therefore, the proposed salary range was established by ensuring an approximate 10% salary difference at the maximum of the salary range between the next lower level, Infection Preventionist III job classification and an approximate 10.36% salary difference at the maximum of the salary range from the Infection Control Manager (\$134,522 - \$211,359). Based on the proposed reporting structure, establishing the assistant manager level will not create any compaction within the classification series.

The recommended salary range for the GME Program Manager is \$109,872 - \$153,008 and is based on the HASC market mean (**Attachment 7**). No compaction exists within the proposed structure, with an approximate 8.21% difference at the maximum of the salary range between the GME Program Manager and Director of Medical Staff Services (\$118,893 - \$165, 572).

Executive Level

After evaluation of RUHS-MC's organizational structure and a review of the HASC market survey, it is recommended to create three new executive level classifications: The RUHS-MC Chief Nursing/Patient Care Officer, the Associate Chief Nursing/Patient Care Officer, and the Chief RUHS Compliance and County Privacy Officer. These classifications will ensure high quality, patient centered care, while maintaining regulatory and privacy compliance.

The RUHS-MC Chief Nursing/Patient Care Officer will oversee nursing and clinical support services, which includes responsibility for patient care, strategic planning, regulatory compliance, and system wide operational performance. This classification will serve as a key member of the executive team by ensuring alignment of clinical operations with RUHS-MC's mission and goals. The recommended salary range for this new classification is \$309,432 - \$464,148 and is based on HASC market data (**Attachment 7**).

The Associate Chief Nursing/Patient Care Officer will support the Chief Nursing/Patient Care Officer in overseeing all nursing and clinical support services. This new role will provide leadership to directors and managers, assist in strategic planning, and ensure executive oversight in the absence of the Chief Nursing/Patient Care Officer. This classification will strengthen RUHS-MC's ability to respond to evolving operational demands while sustaining high quality patient care. The recommended salary range for this new classification is \$191,538 - \$306,462 and is based on HASC market data (**Attachment 7**).

The Chief RUHS Compliance and County Privacy Officer will provide executive leadership for regulatory compliance programs and oversee Countywide patient privacy policies, standards, and procedures. This new classification will monitor and ensure adherence to federal and state regulations, lead systemwide compliance and monitoring, and oversee compliance audits. The Chief Compliance RUHS and County Privacy Officer will enable RUHS-MC to continue to develop a culture of accountability, transparency, and regulatory alignment. The recommended salary range for this new classification is \$224,582 - \$366,518 and is based on HASC market data (**Attachment 7**).

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

2026 Cost of Living Adjustment

A 4% Cost of living adjustment (COLA) for all Management Resolution job classifications will be effective April 30, 2026, coinciding with the proposed effective date of the new job classifications, following Board approval. In anticipation of this adjustment, the salary ranges displayed in the attachments and in the Classification Creation section below already include the 4% COLA applied to the minimum and maximum rate of each new job classification.

Classification Creations

Assistant Infection Control Manager: It is recommended to add this classification to the Class and Salary Listing using salary plan/grade MRP 638 (\$133,122 - \$199,178/year). The new class specification is attached (**Attachment 2**). RUHS-MC is requesting to create one PCN concurrent with the creation of this classification to begin immediate recruitment.

Graduate Medical Education Program Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 519 (\$114,267 - \$159,129/year). The new class specification is attached (**Attachment 3**). RUHS-MC is requesting to create one PCN concurrent with the creation of this classification to begin immediate recruitment.

RUHS-MC Chief Nursing/Patient Care Officer: It is recommended to add this classification to the Class and Salary Listing using salary plan/grade XMB 550 (\$321,809 - \$482,714/year). The new class specification is attached (**Attachment 4**). RUHS-MC is requesting to create one PCN concurrent with the creation of this classification to begin immediate recruitment.

Associate Chief Nursing/Patient Care Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 691 (\$199,200 - \$318,720/year). The new class specification is attached (**Attachment 5**). RUHS-MC is requesting to create one PCN concurrent with the creation of this classification to begin immediate recruitment.

Chief RUHS Compliance and County Privacy Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMB 476 (\$233,565 - \$381,179/year). The new class specification is attached (**Attachment 6**). RUHS-MC is requesting to create one PCN concurrent with the creation of this classification to begin immediate recruitment.

Additional Fiscal Information

The estimated cost with benefits to fill the new classifications is listed below. RUHS-MC has indicated that the cost associated with adding and filling these positions is included in their existing budget and will not require a budget adjustment.

Assistant Infection Control Manager: approximately \$48,400 for the remainder of FY 25/26, and \$288,809 for FY 26/27.

Graduate Medical Education Program Manager: approximately \$38,668 for the remainder of FY 25/26, and \$230,738 for FY 26/27.

RUHS-MC Chief Nursing/Patient Care Officer: approximately \$117,297 for the remainder of FY 25/26, and \$699,936 for FY 26/27.

Associate Chief Nursing/Patient Care Officer: approximately \$77,448 for the remainder of FY 25/26, and \$462,144 for FY 26/27.

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

Chief RUHS Compliance and County Privacy Officer: approximately \$92,534 for the remainder of FY 25/26, and \$552,166 for FY 26/27.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Approving the creation of these new classifications will strengthen program oversight, support regulatory compliance, and help RUHS-MC manage growing operational demands. Enhanced program leadership improves patient safety and overall service quality within RUHS-MC.

ATTACHMENTS

1. Resolution No. 440-9529;
2. Assistant Infection Control Manager Job Description;
3. Graduate Medical Education Program Manager Job Description;
4. RUHS - MC Chief Nursing/Patient Care Officer Job Description;
5. Associate Chief Nursing/Patient Care Officer Job Description;
6. Chief RUHS Compliance and County Privacy Officer Job Description; and
7. HASC Market.

RESOLUTION NO. 440-9529

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 28, 2026, 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>
78753	+	Assistant Infection Control Manager	MRP 638
73758	+	Associate Chief Nursing/Patient Care Officer	MRP 691
76396	+	Chief RUHS Compliance & County Privacy Officer	XMB 476
74312	+	Graduate Medical Education Program Manager	MRP 519
73757	+	RUHS-MC Chief Nursing/Patient Care Officer	XMB 550

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

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
73758	+	Associate Chief Nursing/Patient Care Officer
76396	+	Chief RUHS Compliance & County Privacy Officer
73757	+	RUHS-MC Chief Nursing/Patient Care Officer

1 BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Director
2 of Human Resources is authorized to make the following listed changes, operative at the beginning of the
3 pay period following the date of approval, as follows:

4	5	6	7	8	9	10
	<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>		
	78753	+1	4300100000	Assistant Infection Control Manager		
	73758	+1	4300100000	Associate Chief Nursing/Patient Officer		
	76396	+1	4300100000	Chief RUHS Compliance & County Privacy Officer		
	74312	+1	4300100000	Graduate Medical Education Program Manager		
	73757	+1	4300100000	RUHS-MC Chief Nursing/Patient Care Officer		

11 ROLL CALL:

12
13 Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez

14 Nays: None

15 Absent: None

16 Abstain: None

17
18
19 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on
20 the date therein set forth.

21 KIMBERLY A. RECTOR, Clerk of said Board

22
23 By:  _____
Deputy

24
25
26
27 /kc
04/09/2026
28 440 Resolutions\KC



ASSISTANT INFECTION CONTROL MANAGER

Class Code: 78753

COUNTY OF RIVERSIDE
Established Date: Apr 30, 2026
Revision Date: Apr 30, 2026

SALARY RANGE

\$64.00 - \$95.76 Hourly
\$11,093.47 - \$16,598.14 Monthly
\$133,121.61 - \$199,177.67 Annually

CLASS CONCEPT:

Under general direction, assists in planning, organizing and managing the day-to-day operations of the Riverside University Health System (RUHS) Infection Control Program; performs other related duties as required.

The Assistant Infection Control Manager is a management-level classification and reports to the Infection Control Manager. Incumbents are responsible for operational oversight, staff supervision and program implementation to ensure compliance with infection prevention standards and regulatory requirements.

The Assistant Infection Control Manager is distinguished from the Infection Control Manager in that the latter provides overall leadership, develops strategic policies, and serves as the primary liaison with executive leadership and regulatory agencies, whereas the Assistant Infection Control Manager manages daily activities, supervises staff and supports program execution.

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 (may include but not limited to):

- Supervise, mentor and coordinate the work of infection prevention staff, ensuring compliance with established protocols.
- Assist in developing, updating and implementing infection prevention programs and policies and procedures to reduce hospital-acquired infections.
- Monitor infection control surveillance systems; coordinate infection surveillance activities and ensure timely reporting; compile and analyze data for reporting to the Infection Control Manager.

- Conduct audits and inspections to ensure compliance with CDC, OSHA, Joint Commission, and state regulations.
- Provide training and education to staff on infection prevention practices and regulatory updates.
- Collaborate with department managers to implement corrective actions and maintain a safe healthcare environment.
- Assist in investigating infection outbreaks and preparing reports with recommendations for prevention.
- Support budget preparation and resource allocation for infection prevention and control initiatives.
- Interview, hire, train, supervise, and evaluate the performance of subordinate staff; assign workloads and monitor performance.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in nursing, epidemiology or a closely related field to the assignment. (A master's degree from an accredited college or university in epidemiology or nursing is preferred.)

Experience: Four years of supervisory experience in a hospital or healthcare agency, which included administration of infection prevention and control programs.

Knowledge of: Accreditation and licensure standards for acute care facilities; Joint Commission standards, Centers for Disease Control and Prevention recommendations, and federal, state and local requirements related to infection prevention and control; effective infection prevention surveillance methods and systems; principles of effective management and supervision.

Ability to: Comprehend, interpret and apply various laws, regulations, guidelines, and recommendations related to hospital infection prevention and control; prepare and produce annual budget and staffing plans; plan, direct, coordinate, and manage the work of subordinate staff; analyze infection prevention and control surveillance data/information; evaluate and maintain effective working relationships; prepare clear and concise written and oral reports.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Certification in Infection Control (CIC) issued by the Certification Board of Infection Control and Epidemiology, OR a current valid license to practice as a Registered Nurse in the State of California.

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.



GRADUATE MEDICAL EDUCATION PROGRAM MANAGER

Class Code: 74312

COUNTY OF RIVERSIDE
Established Date: Apr 30, 2026
Revision Date: Apr 30, 2026

SALARY RANGE

\$54.94 - \$76.50 Hourly
\$9,522.22 - \$13,260.72 Monthly
\$114,266.58 - \$159,128.62 Annually

CLASS CONCEPT:

Under general direction, manages the operational and administrative service functions of the Graduate Medical Education (GME) programs within the Riverside University Health System (RUHS); performs other related duties as required.

The Graduate Medical Education Program Manager is a management-level classification and reports to the Director of Medical Staff Services. Incumbents are responsible for managing and overseeing the daily operations of GME programs, including the supervision of GME Coordinators and related staff. The Graduate Medical Education Program Manager ensures through subordinate staff, the timely and compliant execution of credentialing, privileging and provider enrollment processes, while maintaining adherence to all program requirements and regulatory standards. This classification is accountable for efficient program administration and the coordination of activities that support the overall success of graduate medical education initiatives.

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 (may include but not limited to):

- Plan, organize, manage, and supervise the daily operations of GME programs and staff.
- Interview, hire, train, supervise, and evaluate the performance of subordinate staff; assign workloads and monitor performance; represent the department on grievances and disciplinary matters.
- Coordinate GME staff activities and act as a liaison between the medical staff and RUHS administration.
- Oversee the credentialing and privileging activities for resident physicians and fellows and assist with managing the provider enrollment process; ensure timeliness and accuracy of the medical staff credentialing, privileging and provider enrollment processes.

- Ensure compliance with the Accreditation Council for Graduate Medical Education (ACGME) requirements and state regulations; maintain accreditation readiness.
- Assist with the departmental budget; monitor expenditures; prepare and maintain documentation for accreditation site visits and annual program reviews.
- Maintain and manage computerized information systems related to collecting and storing program data; generate required reports and documentation.
- Coordinate credentialing support for resident physicians and fellows in collaboration with medical staff leadership and clinical departments; oversee onboarding, scheduling and evaluation processes for resident physicians and fellows; ensure onboarding and reappointment processes for trainees are completed accurately and in compliance with ACGME standards.
- Assist with committee support by preparing agendas, recording actions and tracking implementation of recommendations for GME-related committees (e.g., Medical Executive Committee), ensuring timely follow-up and documentation.
- Maintain and update GME policies and procedures to ensure compliance with ACGME requirements, institutional bylaws and applicable state and federal regulations; collaborate with leadership on revisions as needed.
- Monitor and evaluate GME program operations, analyze trends and recommend process improvements; ensure departmental productivity standards, goals and objectives are met.

RECRUITING GUIDELINES:

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

Experience: Two years in an administrative or staff capacity, which must have included a minimum of one year supervising professional and technical staff in medical staff or research center services.

Knowledge of: The principles, methods and techniques of medical staff services administration and organization; functions, regulations and requirements of residency programs and medical staff operations, Accreditation Council for Graduate Medical Education (ACGME) requirements, American Association of Medical Colleges (AAMC) Graduate Medical Education services, AAMC Electronic Residency Application Service, and FREIDA residency matching electronic system; Joint Commission, state and federal regulatory organizations, and National Committee for Quality Assurance regulations and standards related to medical staff services; procedures and standards for the credentialing and privileging of physicians and allied health professionals for hospitals or health systems.

Ability to: Plan, organize and direct the work of medical staff services; analyze and evaluate operational programs, projects and procedures; Medical Executive Committee by-laws and rules with particular emphasis on compliance with federal and state hospital accreditation regulations; plan, organize, coordinate, and supervise processes and procedures; establish and maintain effective working relationships with staff, physicians, managers, and the general public; write concise and accurate Requests for Proposals/Quotes, reports and correspondence.

OTHER REQUIREMENTS:

License/Certification: Certified Professional in Medical Services Management, Certified Provider Credentialing Specialist or Clinical Research Certification (ACRP or SOCRA) is preferred. Certification requirements depend on work assignment.

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.



RUHS-MC CHIEF NURSING/PATIENT CARE OFFICER

Class Code: 73757

COUNTY OF RIVERSIDE
Established Date: Apr 30, 2026
Revision Date: Apr 30, 2026

SALARY RANGE

\$154.72 - \$232.07 Hourly
\$26,817.44 - \$40,226.16 Monthly
\$321,809.28 - \$482,713.92 Annually

CLASS CONCEPT:

Under administrative direction, provides executive leadership and strategic oversight of patient care services across the Riverside University Health System-Medical Center (RUHS-MC), including Nursing and Clinical Support Services; responsible for ensuring high-quality, patient-centered care delivery, operational efficiency and regulatory compliance across all assigned departments; plays a critical role in developing and implementing policies, procedures and objectives that align with RUHS-MC's mission and strategic goals; performs other related duties as required.

The RUHS-MC Chief Nursing/Patient Care Officer is a single-position executive level classification that reports to the RUHS-MC Chief Executive Officer and serves as a key member of the RUHS-MC executive leadership team. The incumbent collaborates with other senior leaders to evaluate service delivery, assess departmental performance, contribute to strategic planning, and provide expert consultation on clinical and operational matters. The administrator of nursing services has authority, responsibility and accountability for nursing services within the facility.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the RUHS-MC Chief Executive Officer.

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 (may include but not limited to):

- Provide executive leadership and direction for Nursing Services and clinical support departments including Radiology, Food and Nutrition, Pharmacy, Rehabilitation, and Laboratory Services.
- Develop and implement strategic plans, goals and objectives to improve patient care delivery and operational performance.

- Establish and maintain policies, procedures and standards of care that ensure compliance with federal, state and local regulations, as well as accreditation requirements.
- Evaluate departmental performance, including quality metrics, patient satisfaction and financial outcomes; recommend and implement improvements.
- Collaborate with executive leadership to develop and monitor budgets, staffing plans and resource allocation for assigned departments.
- Serve as a consultant and advisor to department directors and managers on clinical operations, regulatory compliance and performance improvement initiatives.
- Review and evaluate proposals for new services, programs or technologies; assess feasibility, impact and alignment with organizational priorities.
- Foster a culture of excellence, accountability and continuous improvement in patient care services.
- Represent RUHS-MC in meetings with regulatory agencies, community partners and professional organizations.
- Promote interdisciplinary collaboration and communication across departments to enhance patient outcomes and staff engagement.
- Participate in executive-level decision-making and contribute to system-wide strategic planning and policy development.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a master's degree, preferably in nursing, healthcare administration, public health, business administration, or a closely related field.

Experience: Three years of healthcare experience in an accredited acute care hospital or health system, which must have included a minimum of six years in a managerial or administrative capacity.

Knowledge of: Principles and practices of executive healthcare leadership and administration; operations and standards of care across nursing and ancillary services; regulatory and accreditation requirements including those of The Joint Commission, the Centers for Medicare & Medicaid Services (CMS) and the California Department of Public Health (CDPH); healthcare delivery systems and hospital operations; budget development and fiscal management; healthcare quality improvement and performance evaluation methods; principles of effective supervision and personnel management; applicable federal and state healthcare laws and regulations; strategic planning and organizational development in a large, complex healthcare environment.

Ability to: Plan, organize and direct a comprehensive patient care services program across multiple departments; evaluate and improve operational performance and patient care outcomes; analyze complex administrative and clinical issues and develop effective solutions; interpret and apply healthcare laws, regulations and standards; communicate clearly and effectively, both orally and in writing; establish and maintain effective working relationships with executive leadership, department heads, clinical staff, and external partners; lead and inspire multidisciplinary teams; manage large-scale initiatives and change efforts in a dynamic healthcare setting.

OTHER REQUIREMENTS:

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

Possession of a current license to practice as a Registered Nurse in the State of California.

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.



ASSOCIATE CHIEF NURSING/PATIENT CARE OFFICER

Class Code: 73758

COUNTY OF RIVERSIDE
Established Date: Apr 30, 2026
Revision Date: Apr 30, 2026

SALARY RANGE

\$95.77 - \$153.23 Hourly
\$16,600.00 - \$26,560.00 Monthly
\$199,200.00 - \$318,720.00 Annually

CLASS CONCEPT:

Under general direction, supports the RUHS-MC Chief Nursing/Patient Care Officer in the executive oversight of patient care services across Riverside University Health System-Medical Center (RUHS-MC), including Nursing and Clinical Support Services; assists in the development and implementation of policies, procedures and strategic initiatives to ensure high-quality, patient-centered care and operational excellence; performs other related duties as required.

The Associate Chief Nursing/Patient Care Officer is a single-position classification that reports to the RUHS-MC Chief Nursing/Patient Care Officer and serves as a member of the RUHS-MC executive leadership team. The Associate Chief Nursing/Patient Care Officer acts on behalf of the RUHS-MC Chief Nursing/Patient Care Officer as assigned and provides leadership to department directors and managers to support performance improvement, regulatory compliance and alignment with organizational goals.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the RUHS-MC Chief Executive Officer.

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 (may include but not limited to):

- Assist the RUHS-MC Chief Nursing/Patient Care Officer in the executive oversight of Nursing Services and clinical support departments including Radiology, Food and Nutrition, Pharmacy, Rehabilitation, and Laboratory Services.
- Participate in the development and implementation of strategic plans, operational goals and performance improvement initiatives.

- Collaborate with department leaders to ensure compliance with regulatory standards and accreditation requirements.
- Monitor departmental performance metrics and assist in identifying opportunities for improvement.
- Provide guidance and support to department directors and managers on clinical operations, staffing and resource utilization.
- Represent the RUHS-MC Chief Nursing/Patient Care Officer in meetings, committees and external engagements as assigned.
- Contribute to the development of policies, procedures and care delivery models that promote quality, safety and efficiency.
- Assist in the review of budget proposals, staffing plans and service expansion requests.
- Foster a culture of collaboration, accountability and continuous improvement across patient care services.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a master's degree in nursing, healthcare administration, public health, business administration, or a closely related field.

Experience: Three years of healthcare experience in an accredited acute care hospital or health system, which must have included a minimum of four years in a managerial or administrative capacity.

Knowledge of: Principles and practices of healthcare administration and patient care operations; nursing and ancillary service delivery models; regulatory and accreditation standards including those of The Joint Commission, the Centers for Medicare & Medicaid Services (CMS) and the California Department of Public Health (CDPH); healthcare quality improvement and performance monitoring; budget and resource management in a clinical setting; applicable healthcare laws and regulations; principles of effective supervision and team leadership.

Ability to: Support the implementation of strategic and operational initiatives across patient care departments; analyze and improve clinical and administrative processes; interpret and apply healthcare regulations and standards; communicate effectively with clinical and administrative leaders; foster collaboration and accountability across departments; manage projects and initiatives in a dynamic healthcare environment.

OTHER REQUIREMENTS:

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

Possession of a current license to practice as a Registered Nurse in the State of California.

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.



CHIEF RUHS COMPLIANCE and COUNTY PRIVACY OFFICER

Class Code: 76396

COUNTY OF RIVERSIDE
Established Date: Apr 30, 2026
Revision Date: Apr 30, 2026

SALARY RANGE

\$112.29 - \$183.26 Hourly
\$19,463.78 - \$31,764.89 Monthly
\$233,565.35 - \$381,178.65 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, coordinates, and directs the regulatory compliance programs at Riverside University Health System (RUHS); ensures Countywide adherence to policies and procedures related to privacy and security of patient health information, and compliance to federal and state regulations regarding management of protected health information; performs other related duties as required.

The Chief RUHS Compliance and County Privacy Officer is a single-position classification that receives overall policy guidance from the County Executive Office with regards to privacy compliance, and from the Assistant County Executive Officer-Health System (ACEO-HS) for regulatory compliance related to healthcare. The Chief RUHS Compliance and County Privacy Officer reports to the RUHS-MC Chief Executive Officer or designee for healthcare compliance and to an appropriate senior executive at the County Executive Office for overall County privacy compliance. The Chief RUHS Compliance and County Privacy Officer is characterized by the responsibility for ensuring compliance with Corporate Compliance and Privacy County policies and procedures, federal and state regulations related to safeguarding information privacy and access to patient health information. Under the administrative direction of the RUHS-MC Chief Executive Officer, the incumbent evaluates and monitors RUHS-MC regulatory, privacy and security corporate compliance activities through direct, effective interactions and communication with all levels of management and supervisory classes.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Medical Center Chief Operating Officer.

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 (may include but not limited to):

RUHS COMPLIANCE OFFICER:

- Oversee and coordinate the implementation of regulatory, privacy and security compliance programs within RUHS-MC, Care Clinics, Public Health, Behavioral Health, and Correctional Health Services as well as B-23 RivCo One entities; develop and implement policies, standards and procedures to ensure compliance with applicable federal and state laws and regulations.
- Direct activities for RUHS-wide audits established to investigate and monitor compliance with federal and state laws, regulations and standards; ensure timely dissemination of audit findings and appropriate corrective actions and sanctions; review inquiries regarding reports of non-compliance and direct staff in areas needing corrective actions; direct the preparation of regulatory filings and reports to regulatory agencies.
- Provide timely and accurate reports/information to the Health System CEO and to members of the RUHS executive management team about compliance issues and corrective actions; provide consultation to RUHS-MC, Behavioral Health and Public Health management, as well as B-23 RivCo One entities as necessary with regard to state and federal compliance issues.
- Promote a comprehensive approach to establish a culture of accountability and compliance throughout the County; collaborate with other function groups to develop controls and metrics that foster a culture of compliance and accountability throughout RUHS.
- Responsible for all corporate compliance/CDPH/OIG Privacy surveys and assist with regulatory (i.e., Joint Commission, State Licensing Review and (CMS) Validation surveys); review and monitor reports of new compliance developments through the industry.
- Provide regular updates to the Health System CEO, RUHS-MC Chief Executive Officer or designee and RUHS department heads.
- Advise and guide department managers in interpreting and enforcing medical center policies, rules, regulations, and procedures related to regulatory, privacy and security compliance; assist in determining appropriate disciplinary or corrective action in response to a compliance issue.
- Keep abreast of federal and state healthcare laws and regulations; ensure that the organization is updated with changes in Compliance and Privacy regulations and standards.
- Attend, participate in, and conduct staff meetings, committee meetings and conferences; attend professional meetings to represent the organization, as directed.

COUNTY PRIVACY OFFICER:

- Oversee all ongoing activities related to the development, implementation, maintenance of, and adherence to the County's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the County's information privacy practices through RivCo One and Policy B25??.
- Provide development guidance and assist in the identification, implementation and maintenance of the County's information privacy policies and procedures in coordination with the County's administration and legal counsel.
- Serve in a leadership role for the HIPAA Compliance Council and RivCo One Executive Steering Committee's activities; collaborate with County Management to establish a Countywide Privacy Oversight Committee.
- Direct and oversee initial and periodic information privacy and security risk assessment functions in coordination with the RUHS CISO/CIO and RCIT CISO.

- Collaborate with legal counsel, key department managers and committees to ensure the County has and maintains appropriate privacy and confidentiality consent, authorization forms and information notices and materials reflecting current organization and legal practices and requirements.
- Direct, implement and ensure delivery of initial and privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.
- Participate in the development, implementation and ongoing compliance monitoring of all vendors and business associate agreements to ensure all privacy concerns, requirements and responsibilities are addressed.
- Develop and implement policies and procedures to track access to protected health information within the purview of the County and as required by law, allowing qualified individuals to review or receive a report on such activity; develop and administer a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the County's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
- Establish and maintain cooperative relationships with the HIM Directors and other applicable departments within the County in overseeing patient rights to inspect, amend and restrict access to protected health information when appropriate.
- Ensure compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the County's workforce, extended workforce and for all business associates, in cooperation with Human Resources, the information security officer, administration, and legal counsel as applicable.
- Initiate, facilitate and promote activities to foster information privacy awareness within the County and related entities.
- Review all system-related information security plans throughout the County's network to ensure alignment between security and privacy practices; act as a liaison to the information systems department.
- Work with all County personnel involved with any aspect of release of protected health information to ensure full coordination and cooperation under the County's policies and procedures and legal requirements.
- Maintain current knowledge of applicable federal and state privacy laws and accreditation standards to ensure organizational adaptation and compliance.
- Serve as privacy consultant to the County for all departments and appropriate entities with the Office of Civil Rights, other legal entities and organization officers in any compliance reviews or investigations.
- Collaborate with the Office of Civil Rights, Health and Human Services, the Office of Inspector General (OIG) and other legal entities, and organization officers in any compliance reviews or investigations; work with various County agencies, legal counsel and other related parties to represent the organization's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation or standard.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably in nursing, nursing administration, business, healthcare or public health administration, or a closely

related field. (Possession of a master's degree in healthcare, hospital, nursing, or public health administration, or in a relevant field is preferred.)

Experience: Five years of regulatory compliance administration at an accredited acute care medical center and/or integrated health system, which must have included three years of management experience directing an organization's compliance and privacy program. (Possession of a master's degree in nursing, medical center, or healthcare administration may substitute for one year of the required non-management experience.)

Knowledge of: The principles of healthcare compliance program administration and organization, business, and personnel administration; methods and procedures of healthcare delivery; principles and techniques of effective supervision and staff utilization; development, applications and uses of medical center or healthcare compliance records, reports and statistics; principles of in-service training for healthcare personnel; current trends in healthcare legislation and compliance and its impact on the organization; Joint Commission, federal and state regulatory standards (e.g., HIPAA, Medicare, Medi-Cal, HITECH, Stark Law, False Claims Act, Anti-Kickback Statute, CMS Deficit Reduction Act, OIG Fraud, Waste and Abuse) regarding security, privacy and/or healthcare practices in an acute care medical center.

Ability to: Plan, organize, coordinate, develop, and direct the regulatory compliance program for an acute care medical center or large health system; research and respond to regulatory compliance issues; establish and maintain effective relations with staff from other departments and agencies, and other individuals and groups; prepare clear and comprehensive written reports; evaluate the quality and effectiveness of the regulatory, privacy and security compliance program and improve areas requiring attention; develop and deliver regulatory related training programs; analyze organization, administrative and personnel problems and effectuate sound solutions; comprehend, interpret and apply laws, rules, regulations, and procedures affecting organizational regulatory compliance; demonstrate effective oral communication and/or presentation skills.

OTHER REQUIREMENTS:

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

Certification in Health Care Privacy Compliance (CHC or CHPC)

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 I

Classification Name: Graduate Medical Education Program Manager

Riv Co Class Code: 73866

Market Research							Survey Data			
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	HASC Annual	HASC Hourly
HASC	New	GME Program Manager	\$109,872	\$153,008	39.26%	\$131,440	\$63.19		\$131,440.00	\$63.19

County Mean:	\$109,872	\$153,008	39.26%	\$131,440	\$63.19
County Median:	\$109,872	\$153,008	39.26%	\$131,440	\$63.19

Riverside County	73866	Director of Medical Staff Services	\$118,893	\$165,572	39.26%	\$142,233	\$68.38			
------------------	-------	--	-----------	-----------	--------	-----------	---------	--	--	--

Dollar difference from mean:	\$9,022	\$12,564
Percentage difference from mean:	8.21%	8.21%
Percentage adjustment to equal the mean:	-7.59%	-7.59%

Dollar difference from median:	\$9,022	\$12,564
Percentage difference from median:	8.21%	8.21%
Percentage adjustment to equal the median:	-7.59%	-7.59%

PICs:

Notes: The current proposed salary range is based off of HASC (2000 EE) for the GME Program Manager (HASC- Medical Staff Services Manafer)

Prepared by: Tcarlos

Date Prepared:

Date Revised:

External Market Survey I

Classification Name: Infection Control Manager

Riv Co Class Code: 2230

Market Research							Survey Data			
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	HASC Annual	HASC Hourly
HASC	3230	Infection Control Manager	\$151,191	\$237,549	57.12%	\$194,370	\$93.45		\$194,370.00	\$93.45

County Mean:	\$151,191	\$237,549	57.12%	\$194,370	\$93.45
County Median:	\$151,191	\$237,549	57.12%	\$194,370	\$93.45

Riverside County	2230	Head of Infection Control	\$140,816	\$221,248	57.12%	\$181,032	\$87.03			
------------------	------	---	-----------	-----------	--------	-----------	---------	--	--	--

Dollar difference from mean:	-\$10,375	-\$16,301
Percentage difference from mean:	-6.86%	-6.86%
Percentage adjustment to equal the mean:	7.37%	7.37%

Dollar difference from median:	-\$10,375	-\$16,301
Percentage difference from median:	-6.86%	-6.86%
Percentage adjustment to equal the median:	7.37%	7.37%

PICs:

Notes: Used 2025 HASC Executive Compensation Report: Multi-Facility-Over 2000 Employees-50th Percentile

Prepared by: Tcarlos

Date Prepared:

Date Revised:

External Market Survey I

Classification Name: Chief RUHS Compliance and County Privacy Officer

Riv Co Class Code:

Market Research							Survey Data			
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	HASC Annual	HASC Hourly
HASC	4015	CHIEF OF COMPLIANCE/CORPORATE COMPLIANCE OFFICER	\$224,582	\$366,518	63.20%	\$295,550	\$142.09		\$295,550.00	\$142.09

County Mean:	\$224,582	\$366,518	63.20%	\$295,550	\$142.09
County Median:	\$224,582	\$366,518	63.20%	\$295,550	\$142.09

Riverside County		Chief RUHS Compliance and County Privacy Officer			63.20%	\$0	\$0.00
------------------	--	--	--	--	--------	-----	--------

Dollar difference from mean:		
Percentage difference from mean:		
Percentage adjustment to equal the mean:		

Dollar difference from median:		
Percentage difference from median:		
Percentage adjustment to equal the median:		

PICs:

Notes:

Prepared by: **Tanganyika Carlos**

Date Prepared: 11/10/2025

Date Revised: 3/17/2026

External Market Survey I

Classification Name: RUHS - MC Chief Nursing/Patient Care Officer

Riv Co Class Code:

Market Research							Survey Data			
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	HASC Annual	HASC Hourly
HASC	4007	CHIEF OF PATIENT CARE SERVICES/CNO/CNE - NURSING	\$309,432	\$464,148	50.00%	\$386,790	\$185.96		\$386,790.00	\$185.96

County Mean:	\$309,432	\$464,148	50.00%	\$386,790	\$185.96
County Median:	\$309,432	\$464,148	50.00%	\$386,790	\$185.96

Riverside County		RUHS - MC Chief Nursing/Patient Care Officer			50.00%	\$0	\$0.00
------------------	--	--	--	--	--------	-----	--------

Dollar difference from mean:		
Percentage difference from mean:		
Percentage adjustment to equal the mean:		

Dollar difference from median:		
Percentage difference from median:		
Percentage adjustment to equal the median:		

PICs:

Notes:

Prepared by: **Tanganyika Carlos**

Date Prepared: 11/10/2025

Date Revised: 3/17/2026

External Market Survey I

Classification Name: Associate Chief Nursing/Patient Care Officer

Riv Co Class Code:

Market Research							Survey Data			
Jurisdiction	Job Code	Title	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hourly	Outlier	HASC Annual	HASC Hourly
HASC	2401	CLINICAL DIRECTOR OF NURSING SERVICES (MULTI-UNIT)	\$191,538	\$306,462	60.00%	\$249,000	\$119.71		\$249,000.00	\$119.71

County Mean:	\$191,538	\$306,462	60.00%	\$249,000	\$119.71
County Median:	\$191,538	\$306,462	60.00%	\$249,000	\$119.71

Riverside County		Associate Chief Nursing/Patient Care Officer			60.00%	\$0	\$0.00
------------------	--	--	--	--	--------	-----	--------

Dollar difference from mean:		
Percentage difference from mean:		
Percentage adjustment to equal the mean:		

Dollar difference from median:		
Percentage difference from median:		
Percentage adjustment to equal the median:		

PICs:

Notes:

Prepared by: **Tanganyika Carlos**

Date Prepared: 11/10/2025

Date Revised: 3/17/2026