

W. G. A.

Memorandum Date: October 27, 2005

Order Date: November 9, 2005

TO: Board of County Commissioners

DEPARTMENT: Management Services / Human Resources

PRESENTED BY: Hector Rios, Human Resources Analyst

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF CREATING THE
CLASSIFICATION AND SALARY RANGE FOR THE
COMMUNITY HEALTH NURSE 1

I. MOTION

MOVE APPROVAL OF ORDER 05-_____ IN THE MATTER OF
CREATING THE CLASSIFICATION AND SALARY RANGE FOR THE
COMMUNITY HEALTH NURSE 1.

II. AGENDA ITEM SUMMARY

The Health and Human Services Department requested the creation of an entry level Community Health Nurse classification for use at Lane County. Although, initially, this classification may only be used in Health and Human Services, the classification may also be utilized in other County departments, as necessary. Human Resources subsequently performed a classification and compensation analysis. As a result of this analysis, the Board of County Commissioners is being asked to approve the new classification of Community Health Nurse 1 and its salary grade.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Over the last five years, we have attempted to fill 7 Public (Community) Health Nurse positions. Due to a number of factors, including: a shortage of nurses and current market conditions, we were unable to fill half of these positions, even though in some cases, we kept the recruitment open for several months at a time.

We anticipate that the Community Health Nurse 1 will help Lane County's recruitments by tapping into the talent of qualified candidates who may be recent graduates from nursing school, and meet the educational and licensing requirements, as specified in the class specifications (attached). Currently, the

two-year experience requirement listed for the Public (Community) Health Nurse (2) keeps this applicant pool from being considered for the job. It must be noted that this new classification does not lower the expectations, in terms of job performance. This entry-level nurse classification simply widens the applicant pool. Applicants would still need to meet the educational and licensing requirements.

An excellent example of how this new Community Health Nurse 1 classification could assist Lane County's recruitments is the Medical Assistant 1 classification the Board approved on April of 2005 (BO 05-4-13-4), which was the entry-level classification for the Medical Assistant 2. Prior to the approval of this new classification, we had faced the same recruiting challenges (unable to fill postings, extending application deadlines, reposting). Since then, we have been able to fill all vacancies that we have posted. We fully anticipate that we'll be able to fill many of our Community Health Nurse vacancies by virtue of increasing our applicant pool. It is also noteworthy to mention that not all vacancies will be filled at the entry level; depending on business needs, some positions will be filled at the journey-level.

The new Community Health Nurse 1 is an entry-level classification. Initially, staff hired would work with close supervision, but as they gain experience they would be expected to perform their duties more independently. This classification may also aid Lane County's efforts in reaching out to diverse populations.

B. Policy Issues

Lane Manual Section 2.235 Rule IV-3 (a) states that "the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment. The Board may make adjustments in salary range or ranges as necessary to attract and hold competent personnel and to provide equity within the various classifications.

C. Board Goals

As outlined in the 2001-2005 Strategic Plan, one of Lane County's core strategies is Service improvement. As part of this core strategy, "we strive for a flexible classification and compensation system". This new Community Health Nurse 1 classification is a good example of the flexibility built into Lane County's compensation and classification plans.

D. Financial and/or Resource Considerations

The Health and Human Services Department does have the funding necessary to absorb the cost for this new classification and its compensation range.

E. Analysis

Lane County's current classification plan does not include an entry-level Nurse; we created this new classification. The definition of the new classification is to: "As a member of a total health care team provides entry level professional nursing duties relating to public health and community health care services in health promotion, prevention and disease control programs; and performs related duties as assigned". Attached you will find the new classification specification for the Community Health Nurse 1 classification.

Human Resources staff conducted a survey of other Oregon counties to find potential matches and we were able to find comparable classifications among our peer jurisdictions.

The closest comparator we found was Marion County (compensation included below). A point factor analysis was done and placed the Community Health Nurse 1 classification at grade 29 (\$38,542- \$53,435 / annually) in our compensation plan. In terms of internal equity, this is a range comparable with the Accounting Analyst, Sr. Administrative Analyst, and Sr. Public Works Analyst, classifications. This classification will not be flex staffed. We proposed the new classification to AFSCME-Nurses, as per Article X, Section 4 of the Union contract. We did not receive any objections from the Union.

County	Classification Title	Annual Salary Range
Marion County	Public Health Nurse 1	\$36,582 – \$46,525 / annually
Lane County	Community Health Nurse 1 (Grade 29)	\$38,542- \$53,435 / annually

F. Alternatives/Options

1. Approve the creation of the new Community Health Nurse 1 and its salary range.
2. Reject the motion.

IV. TIMING/IMPLEMENTATION

If approved by the Board of County Commissioners, the Human Resources Division will immediately implement the changes, effective on the date of board approval.

V. RECOMMENDATION

It is recommended that the Board of County Commissioners approve Option 1 above to create the new Community Health Nurse 1 classification.

Community Health Nurse 1

Grade 29

\$38,542 - \$53,435

VII. FOLLOW-UP

If approved by Board action, Human Resources staff will update the classification and compensation plans, and will place the current incumbents in the appropriate steps within this salary range.

VII. ATTACHMENTS

1. Community Health Nurse 1 Classification
2. Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF CREATING A
) CLASSIFICATION AND
) SALARY RANGE FOR THE COMMUNITY
) HEALTH NURSE 1

WHEREAS, Human Resources has completed a review and point factor analysis of the proposed Community Health Nurse 1 classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the compensation and classification plans require Board Approval; and

IT IS NOW HEREBY RESOLVED AND ORDERED that there be created the new classification and salary range of Community Health Nurse 1.

Community Health Nurse 1

Grade 29

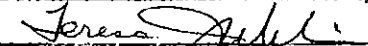
\$38,542 - \$53,435

DATED this 9th day of November, 2005.

Anna Morrison, Chair
Lane County Board of County Commissioners

APPROVED AS TO FORM

Date 10/31/05 Lane County


OFFICE OF LEGAL COUNSEL

LANE COUNTY

COMMUNITY HEALTH NURSE 1

DEFINITION

As a member of a total health care team provides entry level professional nursing duties relating to public health and community health care services in health promotion, prevention and disease control programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel.

May receive technical and functional supervision from an assigned advanced level nurse.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Assesses, plans and evaluates individual, family and community health needs in consultation with health team.

Implements general public or community health nursing services in an assigned geographic area of responsibility or special program.

Arranges or conducts health classes or group meetings with teachers, school nurses, parents, industrial groups and expectant parents, as assigned.

Performs home or office visits explaining basic concepts of prevention of disease and promotion of mental and physical health.

Assists families in understanding health needs and methods of meeting needs through education, direct service and referral to appropriate health resources.

Exchanges information with physicians and other health workers for more effective care of the individual patient in consultation with health team.

Schedules delivery of health services, including home visits, office visits, groups, clinics, telephone consultations, as appropriate.

Confers with pupils, teachers, administrators, school nurses, parents and physicians on specific health problems.

Participates in conferences with other disciplines and agencies to coordinate services and plan

joint action.

Maintains records for nursing services to families, schools and clinics and makes reports as required.

Provides public and community health nursing services in special settings such as hospital coordination, disease investigations and mental health and drug programs in consultation with health team.

Dispenses medication under standing orders of a physician and supervises and monitors its effects on a patient.

Collects laboratory samples and interprets their results where applicable.

May perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices, principles, procedures and theory of public and community health nursing.

Laws, rules and regulations governing the provision of public and community health care nursing.

Community resources available for public and community health nursing problems.

Illnesses and diseases associated with public health and the treatments available.

Policies and protocols of relevant program and clinic operations.

Public health and community health care education.

Examination, assessment and treatment techniques.

Ability to:

Screen and assess levels of wellness.

Understand and apply nursing knowledge and principles in public health and community health care services.

Identify, use and coordinate with community resources and other health care programs.

Work with a team nursing approach and to monitor and assess medical conditions.

Provide educational services to target populations, patients and to the general public.

Work with patients of varying ages and backgrounds.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and update a variety of reports, charts and documentation associated with public and community health care.

Experience and Training

Training:

Associates degree in nursing from an accredited college or university required.
Bachelors degree in nursing preferred. College-level coursework in the social sciences, and additional nursing training within a community or public health curriculum desirable.

Experience:

Nursing experience in public health or community health care services desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a current State of Oregon Registered Nurse license at time of appointment.

Possession of a valid Oregon driver's license.