



# LANE COUNTY

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W.5.E.1.

## AGENDA COVER MEMO

Memorandum Date: July 6, 2011

Order Date: July 6, 2011

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**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Inga Aanrud, Sr. Management Analyst/HR

**AGENDA ITEM TITLE:** In the Matter of Establishing the Physician Assistant Classification and Salary Range

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### I. MOTION

**MOVE APPROVAL OF ORDER 11 -- \_\_\_\_\_ In the matter of establishing the Physician Assistant classification and salary range.**

### II. AGENDA ITEM SUMMARY

The Board is being asked to create the Physician Assistant classification and salary range. This classification will be utilized in the Health and Human Services/Community Health Centers. This new classification specification will assist the County in recruiting additional medical personnel to provide quality health care to patients in a clinical setting.

### III. BACKGROUND/IMPLICATIONS OF ACTION

#### A. Background

Currently Lane County does not have an established classification for a Physician Assistant. Adding this position to the county will allow for the Department of Health and Human Services to recruit and retain qualified applicants who are trained to provide a level of health care needed throughout the county. This classification will provide comprehensive primary medical care under the supervision of a licensed physician with emphasis on prevention of disease and promotion of health.

**B. Policy Issues**

APM, Chapter 3, Section 20, C (1a) states; If Human Resources determines that a new classification is appropriate, it shall prepare a proposed classification specification with proposed salary and prepare a Board Agenda item requesting that the Board amend the classification and compensation plans to add the new classification.

Lane Code provides the Board with the ability to modify the classification plan by creating classifications.

This proposed classification will be AFSCME represented. AFSCME is in agreement with the new job classification and proposed salary range.

**C. Board Goals**

The mission of Lane County is to provide high quality government services in a fair, open and economical manner to best meet the needs and expectations of our citizens and guests. The Lane County Strategic Plan clearly addresses the need for the Human Resources department to direct and coordinate the overall planning effort to identify actions to assure that workforce capabilities meet future needs, and to aim for a flexible classification and compensation system so that the system supports and does not inhibit excellent performance in the delivery of County services.

Creating this job classification with a competitive compensation level, meets the County's missions and goals. The new classification and salary range will assist in recruitment and employee retention as well as allowing the continuation of quality health care to the population.

**D. Financial and/or Resource Considerations**

Costs associated with the new classification and salary range will be covered through revenue generated by patient billings in the Community Health Centers. This position is self-funding.

**E. Analysis**

A point factor analysis was done and places the Physician Assistant at grade 47 (\$67,517-\$93,642) in our compensation plan. Human Resources conducted a survey of comparable Oregon counties that utilize similar

Physician Assistant classifications. Multnomah County (\$78, 842-\$101,831) is the only other county in the state that utilizes this classification. Internal equity is a factor in compensation analysis; the only other grade 47 job classification is a Nurse Practitioner.

**F. Alternatives/Options**

1. Adopt the proposed Physician Assistant classification and pay grade.

Advantages: Broaden recruitment efforts in hard to fill health care positions.

Disadvantages: Staff was not able to identify any disadvantages at this time.

2. Reject the motion.

Advantages: Staff was not able to identify any advantages to not establishing the new classification and pay grade at this time.

Disadvantages: The Community Health Care Centers may have more difficulty attracting qualified applicants to provide health care to the community.

**IV. TIMING/IMPLEMENTATION**

Human Resources recommend establishing the Physician Assistant classification at grade 47 of the AFSCME compensation plan effective upon Board Order approval.

**V. RECOMMENDATION**

Human Resources recommend approval of the motion.

**VI. FOLLOW-UP**

If the Board approves the motion and adopts creating the proposed classification and salary grade Human Resources staff will immediately add the new classification and place it into the AFSCME compensation plan at grade 47.

**VII. ATTACHMENTS**

Board Order.  
Physician Assistant Job Classification Specification.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 11-                    ) In the Matter of Establishing the  
                                  ) Physician Assistant Classification  
                                  ) and Salary Range  
                                  )  
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**WHEREAS**, Human Resources has completed a review and point factor analysis of the proposed Physician Assistant classification.

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

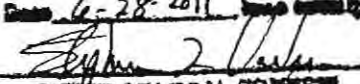
**WHEREAS**, changes to the classification and compensation plans require board approval.

**IT IS HEREBY RESOLVED AND ORDERED**, that there be established a new classification of

Physician Assistant  
Grade 47 (\$67,517-\$93,642)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 6-28-2011 Issued by  
  
OFFICE OF LEGAL COUNSEL

## PHYSICIAN ASSISTANT

### DEFINITION

To provide comprehensive primary medical care under the supervision of a licensed physician with emphasis on prevention of disease and promotion of health; and to perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management and supervisory staff and medical supervision from a licensed physician.

Exercises functional and technical supervision over clerical, technical and professional personnel.

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

Assess, diagnose and manage common primary care outpatient problems of an acute nature in the adult population, such as bronchitis, lower urinary tract infections, otitis media or bursitis.

Assess chronic diseases, make preliminary diagnoses and manage according to established treatment plans; institute new treatment plans with consultations and referrals as required.

Perform health maintenance examinations, using common screening methods, diagnostic testing and intervention of referral as indicated.

Provide patient education with an orientation towards specific disease treatment options, nutrition, exercise and health maintenance behavior as indicated.

Perform preliminary workup and refer patients with secondary or tertiary illness or injury; that is, those requiring hospitalization or specialty care and follow-up.

Perform minor office procedures to include suturing simple lacerations, routine excisions and biopsies, foreign body removal, wound care and debridement, casting of simple fractures, injections, venipunctures, catheterization, incision and drainage of superficial abscesses, thrombosed hemorrhoid incision.

Conduct emergency life saving measures as required with referral to a physician as soon as possible.

### EXAMPLES OF DUTIES

Interpret various diagnostic tests such as gram stains, wet mounts, urinalysis, spirometry, sonograms, EEG's.

Prescribe appropriate therapeutic measures, including medications, physical therapy, or activity restriction.

Provide counseling on primary care mental health problems such as depression, anxiety or family crises.

Prescribe drugs within the scope of the practice; the physician in charge will determine which drugs the physician assistant is capable of prescribing.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles, practices and concepts of primary medical care.

Methods and techniques of primary medical care.

Documentation procedures for charting and reporting physical and mental status of patients.

Laws, rules and regulations governing the treatment and care of patients and the scope of responsibility of the provider.

Clinical processes and procedures including scheduling, paperwork and assisting other professionals.

Diseases, infections and preventative care of patients associated with the clinic.

Services provided by the program, clinic and department.

Community resources available for patient referral.

Clinical processing and practices.

LANE COUNTY  
Physician Assistant (Continued)

Clinical supplies and medications.

Contraception, contraceptive devices, sexually transmitted diseases and pregnancy testing.

Ability to:

Interview and assess physical information of clients.

Diagnose and treat diseases, ailments and illness.

Prescribe medications.

Manage a caseload of patients.

Apply required knowledge and use sound clinical skills and judgment in the recognition, treatment, and referral of routine and non-routine medical, surgical, and psychiatric problems.

Choose appropriate follow-up according to protocol.

Coordinate and schedule patients for efficient processing in the clinic.

Keep accurate and detailed records and charts on clients.

Work without direct, close supervision, following prescribed guidelines.

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

Communicate clearly and concisely, both orally and in writing.

Perform a variety of clerical processing tasks including typing, work processing, filing and receptionist duties.

## Experience and Training

### Training:

Bachelor's Degree or equivalent from an accredited college or university with major course work in primary care program for physician assistants.

### Experience:

One year of responsible licensed Physician Assistant experience.

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

### Special Requirements:

Possession of a State of Oregon license as a Physician Assistant at the time of appointment.

### **Some positions may also require, at the time of appointment:**

- Certificate granting full prescription authority
- Drug Enforcement Agency Certificate
- National Provider Identifier (NPI)
- Possession of a valid driver's license at time of application and a valid Oregon Driver's License by the time of appointment if required to drive.
- Certification from a recognized national certification body.
- Basic Life Saving Skills CPR/AID.