

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

227



FROM: Human Resources Dept.

SUBMITTAL DATE:
January 22, 2007

SUBJECT: Classification study recommendations for the Office of the District Attorney, Community Health Agency and the Human Resources Department; and amend Ordinance No. 440 pursuant to Res. No. 440-8711.

RECOMMENDED MOTION: That the Board approve the recommendations in the attached Resolution 440-8711.

BACKGROUND: The District Attorney (DA) publishes a wide variety of documents and reports for agencies, for public and internal use. To efficiently compile information and publish these documents, the D.A. has requested that a class of Staff Writer be established.

The Community Health Agency Department of Health (DOH) employs Licensed Vocational Nurses (LVN) in a different, more varied capacity than the Riverside County Regional Medical Center (RCRMC); therefore, the DOH has requested that a new class series of LVN – CHA I, II and III be established.

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 25,599.78	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 3,059.51	Budget Adjustment:	No
	Annual Net County Cost:	\$ 7,342.95	For Fiscal Year:	2006/07

SOURCE OF FUNDS: General County Fund: 11.9% Internal Service Fund: 88.1%	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dept Recomm.:
Per Exec. Ofc.:

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Prev. Agn. Ref.: | **District:** | **Agenda Number:**

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BACKGROUND continued

Human Resources (HR) requests parity adjustments for Confidential Registered Nurse (RN) class salaries to be equivalent to the represented classes' salaries.

CLASSIFICATION ADDITION: District Attorney

Staff Writer: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 304 L11 (\$51,756 - \$67,361). A classification study indicated that Riverside County has no suitable staff writer class which composes, compiles and tracks publications and statistical reports required by County departments or agencies. The D.A. has requested a staff writer who would work as part of the executive management team in sensitive management-related policy and procedural projects and therefore use independent judgment and decision-making ability in the course of his/her duties.

The establishment of this class would enhance the consistency and quality control of such documents as well as relieve senior management and supervision of voluminous writing responsibilities, not only for the D.A. but for other departments and agencies, as needed. Since job market salary data was limited, we used internal class relationships as the basis for the proposed salary plan/grade. County classes with similar essential duties, minimum qualifications and scopes of responsibility are comparable with this salary plan/grade. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time.

CLASSIFICATION ADDITION: Community Health Agency

Licensed Vocational Nurse – CHA Class Series: We conducted a comprehensive classification study to evaluate establishing a separate LVN class series for use in DOH Family Care Center clinics. The DOH LVN staff has a 35.7% vacancy rate and a 36% turn-over rate due to a starting salary that is approximately \$1.66/hour below the local job market, and is comparable to the 'Certified Medical Assistant' and 'Admissions and Collections Clerk' class salaries, classes which require less training and education, responsibility, and consequence of error. DOH LVNs perform a wider variety of patient treatment with a greater patient workload than RCRMC. As such, the DOH relies more heavily on highly experienced LVNs who are familiar with their clinics' operating and administrative practices. Further, a recent DOH LVN recruitment produced only three viable candidates from a candidate pool of approximately 70: Only half even responded to interview invitations. Their objection to DOH employment was the low salary.

These difficulties are experienced in the face of Riverside County's 5% annual population growth and a 40% increase in demand for public health services over the past five years. DOH treated more than 134,000 patients in 2005 and approximately 136,000 in 2006 with only 18 LVNs. To deal with this growth, DOH is planning to open a new Rubidoux Family Care Center and expand services for the Hemet Family Care Center, requiring at least four more LVN positions.

A salary survey of the LVN journey-level class using five comparable counties (Los Angeles, Orange, San Bernardino, San Diego and Ventura) plus the 2006 'Allied for Health' Compensation Survey indicated an average maximum annual salary of \$41,398; compared with the current LVN II maximum salary of \$36,809. We also learned that Los Angeles, San Bernardino and Ventura Counties utilize a senior level LVN class. This class level would be advantageous for DOH in light of their staffing and service strategy: It would offer a viable career ladder for incumbents, promoting loyalty and motivation; and also make employment offers more attractive for journey-level LVN applicants.

Considering these findings, we recommend establishing the following class series:

Licensed Vocational Nurse I – CHA at Salary Plan/Grade SEU 181 L11 (\$29,955 - \$39,012/year), which is 9.4% higher than the LVN I at \$27,417 - \$35,671, a class that DOH cannot currently use due to the low salary. This trainee and entry-level practitioner class, offering a more competitive salary, would attract viable entry-level candidates for DOH to hire and train.

Licensed Vocational Nurse II – CHA at Salary Plan/Grade SEU 214 L11 (\$31,754 - \$41,334/year), which is 12.3% higher than the LVN II at \$28,294 - \$36,809 and approximately equivalent to the survey average of \$41,398. This journey-level class will provide the DOH with most of their LVN staff.

Licensed Vocational Nurse III – CHA at Salary Plan/Grade SEU 244 L11 (\$33,461 - \$43,561/year), which is 18.3% higher than the LVN II at \$28,294- \$36,809 and approximately 1% higher than the survey average Senior LVN salary of \$43,281. This advanced senior and lead level class promotes recruiting and retention of highly qualified LVNs.

Since this request is only to add the classifications to the Class and Salary Listing, there is no cost impact at this time. Current LVN II incumbents employed at DOH would fill positions in the LVN – CHA II class at the closest equivalent salary step. Positions in the DOH – CHA III class would be filled through open recruitment. The class specifications are attached.

PARITY ADJUSTMENTS:

Registered Nurse – C Class Series: In order to reestablish equivalence between four of the County's Confidential (unrepresented) RN class salaries and those of equivalent RN classes represented by the Service Employees International Union (SEIU), the following salary adjustments are recommended:

1. Registered Nurse II – C from salary plan/grade MCO 271 L12 (\$48,081 - \$64,235) to MCO 274 L13 (\$48,081- \$65,961), an approximate 2.7% increase placing it within 2% of the SEIU class. There is one incumbent.
2. Registered Nurse III – C from salary plan/grade MCO 316 L11 (\$52,268 - \$68,061) to MCO 349 L13 (\$54,264 - \$74,461), an approximate 9.4% increase placing it within 1% of the SEIU class. There are four incumbents.
3. Registered Nurse IV – C from salary plan/grade MCO 360 L11 (\$55,116 - \$71,786) to MCO 424 L11 (\$60,277 - \$78,511), an approximate 9.4% increase placing it within 1% of the SEIU class. There are two incumbents.
4. Registered Nurse V – C from salary plan/grade MCO 373 L12 (\$56,576 - \$75,661) to MCO 430 L13 (\$60,277 - \$82,737), an approximate 9.4% increase placing it within 1% of the SEIU class. There is one incumbent.

IMPLEMENTATION:

The total cost of implementing these recommendations including benefits will be \$61,449 annually. All these costs are for confidential employees. None of the recommended increases will cause salary compaction that requires any additional actions outside this proposal. Human Resources has sufficient funds for implementation.

RESOLUTION NO. 440-8711

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 30, 2007, that pursuant to Section 4.C. of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
57747	+	Licensed Vocational Nurse I – CHA	SEU 181
57748	+	Licensed Vocational Nurse II – CHA	SEU 214
57749	+	Licensed Vocational Nurse III – CHA	SEU 244
13917	+	Staff Writer	MCO 304

BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director 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>
74004	Registered Nurse II – C	MCO 271	MCO 274
73989	Registered Nurse III – C	MCO 316	MCO 349
73993	Registered Nurse IV – C	MCO 360	MCO 424
73994	Registered Nurse V – C	MCO 373	MCO 430



STAFF WRITER

Class Code:
13917

COUNTY OF RIVERSIDE
Established Date: Jan 11, 2007
Revision Date: Jan 11, 2007

SALARY RANGE

\$24.88 - \$32.38
Hourly

\$4,313.04 - \$5,613.38
Monthly

\$51,756.43 - \$67,360.59
Annually

CLASS CONCEPT:

Under direction, to research, organize and compose written materials and statistical reports for training manuals, policy and procedure manuals, audiovisual production, scripts, web sites, brochures, newsletters and a wide variety of other publications for the assigned department; and do other work as required.

Incumbents in this class are responsible for composing and preparing a wide variety of written material in support of various instructional, audiovisual, educational and informational programs for a County department or agency. This responsibility includes both the clarity and grammatical correctness of writing and the appropriate style and content. Assignments typically require consultation and department managers, other county, state and federal agencies and various public and private organizations on specialized and technical subject material. Incumbents are expected to use independent judgment and decision-making ability in the course of their duties, and to be an active contributor to their assigned department's executive or management team.

REPRESENTATION UNIT:

Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Locate resource information on subject matter through discussions, formal training, conferences and research of electronic or written source material.
- Compose rough and finished drafts of training manuals, operational directives, policy and procedure manuals, brochures, web site information, newsletters, audiovisual presentations and other requested written publications.
- Compose clear and concise written material, basing style and content on the purpose of the publication, technical complexity of the subject and the required knowledge to understand it, and the interest and skill level of the intended audience.
- Gather statistical reports from local, state and federal agencies; analyze the data and make calculations based on reporting requirements.
- Select and arrange layout for associated pictorial material and graphics including photographs and diagrams; coordinate layout with printing or reproduction company, as required.
- Makes presentations to various groups on prepared written materials; arrange for distribution of publications.

- Maintain files of department publications and statistics; Keep calendar of publication and statistical deadlines and future updates.

RECRUITING GUIDELINES:

Education: Possession of a Bachelor's Degree from an accredited college with a major in Business Administration, English, Journalism, Creative Writing or Communications preferred. Additional qualifying experience may substitute for education on a year for year basis.

Experience: Four years of professional experience researching, organizing and composing written materials for instructional, informational or technical or statistical publications.

Knowledge of: Correct English usage as applied to written training, operational or technical materials; varying methods of research and data collection activities, the common formats of training manuals, audiovisual production scripts, brochures, newsletters, bulletins, web site documentation and other publications; use of word processing, statistical math, publication and print media software.

Ability to: Compose clear and concise written material, basing style and content on the purpose of the publication, the complexity of the subject and the knowledge required to understand it; compose language appropriate to the intended audience; read, understand and research subjects of varying degrees of technical complexity, and incorporate such material into clear and concise instructional or informational written format; speak effectively and lead discussion groups; work cooperatively with department staff and representatives from other agencies; work with minimal supervision.

OTHER REQUIREMENTS:

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

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).



LICENSED VOCATIONAL NURSE I - CHA

Class Code: 57747

COUNTY OF RIVERSIDE
Established Date: Jan 19, 2007
Revision Date: Jan 19, 2007

SALARY RANGE

\$14.40 - \$18.76
Hourly

\$2,496.24 - \$3,251.01
Monthly

\$29,954.91 - \$39,012.06
Annually

CLASS CONCEPT:

Under supervision and direction of a Registered Nurse, Nurse Practitioner, or Physician, performs nursing duties within the scope of the Nurse Practice Act, in the care of patients in the Department of Health ambulatory Family Care/Center clinic or other public health program organized under the County of Riverside Community Health Agency (CHA); and to do other work as required. The Licensed Vocational Nurse I - CHA (LVN I - CHA) is not an independent practitioner. LVN - CHA Is have less than one year of experience working as a LVN, and have a one-year probationary period. Incumbents are expected to promote to LVN II - CHA at the end of this probationary period and be able to demonstrate independent practice proficiency as an LVN II - CHA within the full scope of the Nursing Process.

The LVN I - CHA is the first working level in the LVN - CHA series. Incumbents perform the full range of nursing duties in a learning capacity within the scope of the Licensed Vocational Nursing Process, typically working under close supervision and receiving comprehensive in-service training. LVN I - CHA is distinguished from the LVN II - CHA in that the latter have one year or more of nursing experience. The LVN - CHA I is distinguished from the classes of Nursing Assistant, Health Services Assistant or Medical Assistant, in that a State license is required of incumbents and they perform a more highly skilled form of nursing care.

REPRESENTATION UNIT:

Para-Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide nursing care to patients within the scope of the Licensed Vocational Nurse Practice Act; prepare patients for Physicians, Physician Assistants and Nurse Practitioners, and care for patients during treatment; administer medications using subcutaneous, intramuscularly, intradermal, subdermal, and/or oral methods.
- Take temperature, pulse, respiration and blood pressure of patients as necessary; apply and change dressings and cares for wounds; may collect specimens for laboratory analysis; assist Physicians, Registered Nurses, mid-level providers in performing examinations, tests respiratory care and other treatments including minor surgical procedures, PAP smears and colposcopies.
- Perform venipuncture, injections of medications including biological immunizations for pediatrics and adults, including the provision of Tuberculin Skin tests, Coccidioidin skin tests and Histoplasmin skin test in the course of a tuberculosis control program.
- Perform documentation as required within the scope of the Nurse Practice Act, and established rules

of charting; chart treatments and medications and maintain pertinent medical records; collect data from patients to ensure scheduling with appropriate services; maintain clinical records, reports and charge tickets; review charts to determine type of treatment the patient may require and assure proper clinic scheduling and continuity of care.

- Counsel, advise and educate patients regarding proper health care methods; set clinic appointments per established policies and procedures; refer patients for specialty care to outside agencies utilizing knowledge of payor source to ensure appropriate referrals to outside agencies and programs.

RECRUITING GUIDELINES:

Knowledge of: Current principles, techniques and procedures used within the scope of the Nurse Practice Act for vocational nursing; medical terminology, hospital and/or health care procedures and equipment; medication administration as outlined in the policies and procedures.

Ability to: Skillfully perform vocational nursing duties and responsibilities within the scope of professional practice of the Nurse Practice Act, learn and follow policies and procedures; establish and maintain effective working relationships with Physicians, mid-level practitioners, patients and co-workers; complete and maintain reports and clinical records per established policies and procedures.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Vocational Nurse's License issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

A valid California Driver License is required for positions in this class.

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).



LICENSED VOCATIONAL NURSE II - CHA

Class Code: 57748

COUNTY OF RIVERSIDE
Established Date: Jan 19, 2007
Revision Date: Jan 19, 2007

SALARY RANGE

\$15.67 - \$19.87
Hourly

\$2,646.18 - \$3,444.51
Monthly

\$31,754.11 - \$41,334.18
Annually

CLASS CONCEPT:

Under supervision and direction of a Registered Nurse (RN), Nurse Practitioner, Physician Assistant or Physician, perform nursing duties within the scope of the Nurse Practice Act in the care of patients in the Department of Health ambulatory Family Care/Center clinic or other public health program organized under the County of Riverside Community Health Agency (CHA); and to do other work as required. The Licensed Vocational Nurse - CHA (LVN - CHA) class series is not an independent practitioner. Incumbents assigned to the LVN II - CHA class have one to three years of experience working as an LVN.

This is the full journey level class for LVNs working in non-acute care assignments with the Department of Public Health. Incumbents assigned to this class perform the full range of professional nursing duties within the scope of the Licensed Vocational Nursing Process with a minimum of supervision and periodic in-service training. LVN II - CHA incumbents are expected to promote to LVN III - CHA at the end of four years of experience and demonstrate proficiency in independent practice as an LVN within the scope of the Nursing Process. The LVN II - CHA is distinguished from the class of Nursing Assistant, Health Services Assistant, Medical Assistant, in that a State license is required of incumbents and they perform a more highly skilled form of patient care.

REPRESENTATION UNIT:

Para-Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide nursing care to patients within the scope of the Licensed Vocational Nurse Practice Act; prepare patients for Physicians, Registered Nurses, Physician Assistants and Nurse Practitioners, and care for patients during treatment; administer medications using subcutaneous, intramuscularly, intradermal, subdermal, and/or oral methods.
- Take temperature, pulse, respiration and blood pressure of patients as necessary; apply and change dressings and cares for wounds; may collect specimens for laboratory analysis; assist Physicians, Registered Nurses, mid-level providers in performing examinations, tests respiratory care and other treatments including minor surgical procedures, PAP smears and colposcopies.
- Perform venipuncture, injections of medications including biological immunizations for pediatrics and adults, including the provision of Tuberculin Skin tests, Coccidioidin skin tests and Histoplasmin skin test in the course of a tuberculosis control program.
- Perform documentation as required within the scope of the Nurse Practice Act, and established rules of charting; chart treatments and medications and maintain pertinent medical records; collect data

from patients to ensure scheduling with appropriate services; maintain clinical records, reports and charge tickets; review charts to determine type of treatment the patient may require and assure proper clinic scheduling and continuity of care.

- Counsel, advise and educate patients regarding proper health care methods; set clinic appointments per established policies and procedures; refer patients for specialty care to outside agencies utilizing knowledge of payor source to ensure appropriate referrals to outside agencies and programs.
- Assist Physicians, Registered Nurses and mid-level providers in the administration of special treatments, examinations and intravenous therapy; chart treatments and medications and maintain pertinent medical records according to established practice by the Nurse Practice Act, policies and procedures.
- Assist Physicians, Registered Nurses and mid-level providers in the administration of medical records; assist in the data collection, preparation and implementation of patient care plans; participate in patient education and rehabilitation programs and documents data appropriately.
- Observe patients' condition and behavior, and report significant changes to the supervisor.
- May act under supervision and direction of a Physician, Registered Nurse or mid-level provider as a nursing leader over Health Services Assistants, Certified Medical Assistants, Office Assistants and other LVNs, as assigned.

RECRUITING GUIDELINES:

Experience: At least one year of successful experience as an LVN, preferably in a public health clinic environment.

Knowledge of: Current principles, techniques and procedures used in vocational nursing as covered in the Nurse Practice Act; medical terminology, acute care procedures and equipment; medication administration and any policies and procedures of the setting assigned.

Ability to: Skillfully perform the full range of vocational nursing duties and responsibilities per the Nurse Practice Act; learn and follow policies and procedures for the setting assigned; establish and maintain effective working relationships with physicians, mid-level providers, Registered Nurses, patients and co-workers; complete and maintain reports and patient records; make observations of situations accurately and report them so effective action can be taken according to rules of documentation and policies and procedures.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Vocational Nurse's License issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

A valid California Driver License is required for positions in this class.

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).



LICENSED VOCATIONAL NURSE III - CHA

Class Code: 57749

COUNTY OF RIVERSIDE
Established Date: Jan 19, 2007
Revision Date: Jan 19, 2007

SALARY RANGE

\$16.09 - \$20.94
Hourly

\$2,788.43 - \$3,630.09
Monthly

\$33,461.17- \$43,561.02
Annually

CLASS CONCEPT:

Under supervision and direction of a Registered Nurse (RN), Nurse Practitioner, Physician Assistant or Physician, perform nursing duties within the scope of the Nurse Practice Act in the care of patients in the Department of Health ambulatory Family Care/Center clinic or other public health program organized under the County of Riverside Community Health Agency (CHA); and to do other work as required. The Licensed Vocational Nurse - CHA (LVN - CHA) class series is not an independent practitioner. Incumbents assigned to the LVN II - CHA class have four or more years of experience working as an LVN.

This is the advanced class for LVNs working in non-acute care assignments with the Department of Public Health. Incumbents assigned to this class perform the full range of professional nursing duties within the scope of the Licensed Vocational Nursing Process and may have responsibility for directing and supervising staff and the operations of a clinic. Responsibilities are further expanded to include assignments in training needs assessment, in-service training, problem-solving clinical and administrative issues, and participating in standardized related policies and procedures. May serve in the absence of the Registered Nurse or manager in charge of the clinic, as needed, and supervise, preceptor and mentor staff who have been assigned to the clinic.

The LVN III - CHA is distinguished from the class of Nursing Assistant, Health Services Assistant, Medical Assistant, in that a State license is required of incumbents and they perform a more highly skilled form of patient care.

REPRESENTATION UNIT:

Para-Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide nursing care to patients within the scope of the Licensed Vocational Nurse Practice Act; prepare patients for Physicians, Registered Nurses, Physician Assistants and Nurse Practitioners, and care for patients during treatment; administer medications using subcutaneous, intramuscularly, intradermal, subdermal, and/or oral methods.
- Take temperature, pulse, respiration and blood pressure of patients as necessary; apply and change dressings and cares for wounds; may collect specimens for laboratory analysis; assist Physicians, Mid-level providers and Registered Nurses in performing examinations, tests respiratory care and other treatments including minor surgical procedures, PAP smears and coloscopies.
- Perform venipuncture, injections of medications including biological immunizations for pediatrics and adults, including the provision of Tuberculin Skin tests, Coccidioidin skin tests and Histoplasmin skin

test in the course of a tuberculosis control program.

- Perform documentation as required within the scope of the Nurse Practice Act, and established rules of charting; chart treatments and medications and maintain pertinent medical records; collect data from patients to ensure scheduling with appropriate services; maintain clinical records, reports and charge tickets; review charts to determine type of treatment the patient may require and assure proper clinic scheduling and continuity of care.
- Counsel, advise and educate patients regarding proper health care methods; set clinic appointments per established policies and procedures; refer patients for specialty care to outside agencies utilizing knowledge of payor source to ensure appropriate referrals to outside agencies and programs.
- Assist Physicians, Registered Nurses and mid-level providers in the administration of special treatments, examinations and intravenous therapy; chart treatments and medications and maintain pertinent medical records according to established practice by the Nurse Practice Act, policies and procedures.
- Assist Physicians, Registered Nurses and mid-level providers in the administration of medical records; assist in the data collection, preparation and implementation of patient care plans; participate in patient education and rehabilitation programs and documents data appropriately.
- Observe patients' condition and behavior, and report significant changes to the supervisor.
- May act under supervision and direction of a Physician, Registered Nurses or mid-level provider as a nursing leader over Health Services Assistants, Certified Medical Assistants, Office Assistants and other LVNs, as assigned.
- Participate in or provides leadership to various committee meetings and presents and/or gather data and information to assist management in making administrative and operational decisions; participate or provide leadership in committee activities related to performance improvement issues by auditing patient records.
- Serve as a preceptor and on-going mentor to nursing staff; act as a resource to other staff and administration, actively supporting the nurse manager and supervisory staff.

RECRUITING GUIDELINES:

Experience: At least four years of successful experience as an LVN, preferably in a public health clinic environment and/or in a leadership capacity.

Knowledge of: Current principles, techniques and procedures used in vocational nursing as covered in the Nurse Practice Act; medical terminology, acute care procedures and equipment; medication administration and any policies and procedures of the setting assigned.

Ability to: Skillfully perform the full range of vocational nursing duties and responsibilities per the Nurse Practice Act; learn and follow policies and procedures for the setting assigned; establish and maintain effective working relationships with physicians, mid-level providers, Registered Nurses, patients and co-workers; complete and maintain reports and patient records; make observations of situations accurately and report them so effective action can be taken according to rules of documentation and policies and procedures.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Vocational Nurse's License issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

A valid California Driver License is required for positions in this class.

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).