

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 9/24/91

AGENDA ITEM NO.:

911-449

RA-4

DEPARTMENT: ADMINISTRATION

BY: Catherine Harmon

PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: ___ No: X)

Adopt this resolution approving the following class specifications and salaries:

As Extra-Help positions:

Licensed Vocational Nurse - \$10.00 per hour

Registered Nurse - \$15.00 per hour

As a Full-Time position:

Senior Civil Engineer Range 197-213

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Approve the recommended class specifications and salaries.
2. Make any changes to the recommended class specifications and salaries as deemed necessary by the Board.
3. Do not approve the class specifications and salaries.

COSTS: () Not Applicable

- A. Budgeted current FY \$ _____
- B. Total anticipated costs \$ _____
- C. Required Add'l funding \$ _____
- D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

- A. Internal transfers \$ _____
- B. Unanticipated revenues \$ _____
- C. Reserve for contingency \$ _____
- D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-449

Ord. No.: _____

Vote - Ayes: 4 Noes: Erickson

Absent: _____ Abstained: _____

kmw Approved _____ () Denied

() Minute Order Attached

The foregoing instrument is a
the original on _____ Action
file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____
Deputy

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

Comment: _____

A.O. Initials: *kmw / by hmw*

MARIPOSA COUNTY

JOB TITLE: Senior Civil Engineer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general direction, this position supervises the engineering positions within the Public Works Department. Incumbents in this position use considerable discretion and independent judgment in the prioritizing, planning, directing, and coordinating engineering staff. A significant amount of time is spent reviewing and training staff assigned to them and providing advanced technical engineering assistance.

SUPERVISOR: Assistant Director of Public Works

TYPICAL DUTIES:

- prioritizes the work of staff assigned to them
- directs and monitors design work, environmental reviews, construction inspection, and field surveying
- conducts performance reviews, and recommends training
- prepares and reviews detailed cost estimates
- ensures that work is in compliance with local, state, and federal requirements
- prepares feasibility reports, facility plans, and other detailed reports and plans
- works with contractors, consultants and general public to coordinate projects and services
- investigates and responds to complaints and inquires
- assists in the preparation of budgets and the development of policies and procedures
- confers with management and other county staff regarding engineering issues and makes recommendations
- all other related duties as assigned

MARIPOSA COUNTY: Senior Civil Engineer**EMPLOYMENT STANDARDS****Possession of:**

- valid California Drivers License
- valid California certificate of registration as a Civil Engineer or a valid registration as a Civil Engineer in another state and the ability to obtain registration in California within one year

Knowledge of:

- principles, practices, and design techniques used in Civil Engineering
- topographic and construction surveying
- regulations and requirements concerning design, environmental review, construction, and operations of public works projects and facilities
- common methods of use of equipment and material in construction and maintenance projects
- project administration, service agreements, and contract law
- hazards and safety measures relating to public works projects and facilities
- personnel supervision, management, and development
- environmental review procedures

Ability to:

- efficiently perform complex and technical engineering
- learn and utilize engineering computer software
- effectively direct, supervise, and develop the staff assigned to them
- apply principles of logic and scientific reasoning to develop and evaluate alternatives
- adjust to workload changes and to meet deadlines

MARIPOSA COUNTY: Senior Civil Engineer

- develop and maintain effective working relationships with supervisors, coworkers, consultants, the public, and personnel from other agencies
- make effective presentations before public bodies
- communicate clearly in written and verbal form

A typical way to gain the knowledge, skill, and ability outlined above is:

- a Bachelor's degree from an accredited college or university in civil engineering or a closely-related area; and five years of increasingly responsible experience in civil engineering or an equivalent combination of education and/or experience, at least one year of which must be as a licensed Civil Engineer.

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Srcvleng.frm

MARIPOSA COUNTY

JOB TITLE: Licensed Vocational Nurse

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction, assists in providing nursing services in clinics, conferences, schools, and homes, and does other related work as required.

SUPERVISOR: County Health Officer

TYPICAL DUTIES

- Provides invasive nursing services including injection of biological substances, vena puncture, and finger stick determinations for chemical analysis, in related activities.
- Provides patient assessment and intervention within the scope of the licensed vocational nurse pertaining to mental health, substance abuse and dependence, infectious disease, maternal and child health, and pediatric health, in related areas.
- Provides acute sub-professional nursing intervention including resuscitation and provision of CPR when required.
- May provide program direction of a specific health care problem within the scope of the licensed vocational nurse.

EMPLOYMENT STANDARDS

Possession of:

- a valid current license as a licensed vocational nurse in the State of California.
- a valid California Driver's license.

Knowledge of:

- principles, methods, and procedures of nursing as applied to the usual scope of licensed vocational nursing in the State of California.

MARIPOSA COUNTY: Licensed Vocational Nurse

Knowledge of: (cont'd)

- availability of technical methods needed for the performance of such sub-professional nursing skills including laboratory tests, diagnostic tests within the scope of a licensed vocational nurse, and available consultative services from physician, public health nurse, or registered nurse.
- methods of community outreach and community organization applicable to a program of health care delivery or intervention for a health problem.

Ability to:

- work effectively with individuals and families to assist them in the satisfactory resolution of health problems.
- establish and maintain cooperative relations with public and private and social health agencies.
- analyze clinical situations accurately within the scope of the licensed vocational nurse and take action.
- document clinical parameters in patient care and nursing interventions in a manner consistent with the current state-of-the-art.

A typical way to gain the knowledge, skill, and ability outlined above is:

- completion of the course requirements for a vocational nursing license in an accredited college or university.

MARIPOSA COUNTY

JOB TITLE: Registered Nurse

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, to provide nursing services in clinics, conferences, schools, and homes. Clinical nursing services provided will be those ordinarily considered within the scope of the registered nurse in the State of California.

SUPERVISOR: County Health Officer

TYPICAL DUTIES

- Provides initial patient assessment, invasive nursing services including injection of biological substances, venapuncture, finger stick determinations for chemical analysis, and related activities.
- Provides patient assessment and intervention within the scope of the registered nurse and pertaining to mental health, substance abuse and dependence, infectious disease, maternal and child health, pediatric health, and related areas.
- Provides acute nursing intervention including resuscitation and provision of CPR when required.
- May provide program direction for a specific health care program or constellation within the scope of the registered nurse; such activities would include community outreach, education, counseling, identification of high-risk persons, intervention for high-risk persons, provisions of nursing, and appropriate administrative activities which would support such a program.

EMPLOYMENT STANDARDS

Possession of:

- a valid, current license as a registered nurse in the State of California.
- a valid California Driver's license.

MARIPOSA COUNTY: Registered Nurse

Knowledge of:

- principles, methods, and procedures of nursing as applied to the usual scope of registered nursing in the State of California.
- availability of technical methods needed for the performance of such nursing skills including laboratory tests and diagnostic tests within the scope of a registered nurse.
- availability of consultative services from physician or public health nurse.
- methods of community outreach and community organization applicable to a program of health care delivery or intervention for a health problem.
- principles and specifics regarding pharmacology, physiology, biochemistry, and psychology as applicable in clinical nursing.
- principles of mental health.

Ability to:

- work effectively with individuals and families to assist them in the satisfactory resolution of health problems.
- establish and maintain cooperative relations with public and private social health agencies.
- analyze clinical situations accurately and take appropriate action.
- document clinical parameters in patient care and nursing interventions in a manner consistent with the current state-of-the-art.

A typical way to gain the knowledge, skill, and ability outlined above is:

- graduation from an accredited program of study in registered nursing.

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regnurse.frm