RESOLUTION - ACTION REQUESTED 2017-498

MEETING: July 25, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve Amendments to the Licensed Vocational Nurse Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve amendments to the Licensed Vocational Nurse Job Description, set the monthly salary range at $4,310.02 - $5,238.86, and assign the classification to the Service Employees International Union (SEIU).

The Human Services Director has a need for a full-time Licensed Vocational Nurse position and will be requesting a full-time allocation to her department. In anticipation of recruiting for the position, the Director has determined that changes to the job description are necessary. The current job description only reflects the functions and standards of the position as assigned to the Health Department and the proposed changes include additional functions and standards as assigned to the Behavioral Health Division of the Human Services Department. Further changes include adding Typical Working Conditions and Typical Physical Requirements for consistency with County Human Resources standards for classification specifications.

Human Resources staff has worked closely with the County Health Officer and the Human Services Director to review and update the job description, and both Directors concur with the proposed changes. This review was consistent with the County’s standard practice of periodically updating existing job descriptions for accuracy, completeness and current practice, in accordance with the Board of Supervisors approved County-wide Classification Plan.

Because there are currently only extra-help Licensed Vocational Nurse positions, the proposed monthly salary range of $4,310.02 - $5,238.86 has been developed for the permanent classification based on the current extra-help rate, which is step one of the proposed range. This is consistent with the Board-approved system of aligning the salary of extra-help positions with step one of the permanent classification’s salary range.

The implementation of the proposed amendments will update and clarify the Licensed Vocational Nurse Job Description to bring it in line with the current needs of both
BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve proposed amendments to the Licensed Vocational Nurse Job Description and continue with the existing job description.

FINANCIAL IMPACT:
Financial impact will be addressed in a separate item that will be brought forward by the Human Services Department.

ATTACHMENTS:
Licensed Vocational Nurse-draft (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Rene LaRoche, Clerk of the Board 7/21/2017

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
LICENSED VOCATIONAL NURSE

DEFINITION
Under direction, assists in providing nursing services in the care and treatment of patients according to established standards and practices in clinics, conferences, schools, homes, or in a mental health setting; and does other related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Health Officer, Public Health Nurse Manager, Registered Nurse, Psychiatric Nurse Practitioner, or Psychiatrist.

EXAMPLES OF ESSENTIAL FUNCTIONS
Provides invasive nursing services including injection of biological substances, and finger stick determinations for chemical analysis, in related activities.

Depending on assignment, may act as hospital liaison and coordinates care with hospitals.

Provides observational 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.

Performs related duties as assigned.

EMPLOYMENT STANDARDS
Knowledge of:
Principles, methods, and procedures of nursing as applied to the usual scope of licensed vocational nursing in the State of California.

Technical skills needed for the performance of 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 the 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.

**TYPICAL WORKING CONDITIONS**
Work is normally performed in an office environment with some field visits. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**
Completion of an accredited program as a Licensed Vocational Nurse.

**Additional Requirements:**
Possession of a current and valid license to practice as a Licensed Vocational Nurse in the State of California.

Possession of a valid CPR and first-aid certificate.

Depending on assignment, possession of a Mental Health First Aid certificate.

Valid California Driver’s License. Under certain circumstance, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three month by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/03 (B/S Res. 03-466)
Revision Date: 02/06 (B/S Res. 06-73); 07/17 (B/S Res. 17-498)