



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: January 19, 2016

Title: Classification and Compensation Matters - New Classification

Introduction/Background:

Currently, we have a 4149/Patient Care Services-Level V classification in the classified service which requires recruitment and termination activities to follow applicable merit system rules. The new classification of 7548/Nurse Practitioner-Unclassified was requested by the Public Health Director as a mechanism to expedite hiring applicants which are heavily sought and highly valued by both private and not-for-profit sector agencies. Additionally, having the classification in the unclassified service will provide greater flexibility for the department in the termination of employees without having to go through the full process required by our merit system rules.

Discussion:

Having the 7548/Nurse Practitioner-Unclassified will aid the Public Health department by allowing more flexibility in the recruitment and hiring of selected applicants and the termination of employees when necessary. Generally, candidates for Nurse Practitioner positions are exposed to various other agencies competing for their services. Having the new classification in the unclassified service will enable the department to quickly identify qualified candidates and offer employment opportunities in a more expeditious manner. Additionally, given the sensitive nature of the clinical work and the potential liability associated with the Nurse Practitioner positions, the new classification in the unclassified service will give the department greater flexibility with regards to their ability to terminate employees in the new classification if the need arises.

Conclusion:

By utilizing the 7548/Nurse Practitioner-Unclassified classification, the Public Health Department will have additional flexibility in the recruitment and selection and ability to termination of Nurse Practitioners within their department.

Recommendation:

It is recommended that Class Code: 7548, Classification Title: Nurse Practitioner-Unclassified, Salary Grade: U4, Salary Range: \$67,620 - \$149,989, EEO Code: 2 (professional), FLSA Code: Exempt (not paid overtime), be approved, effective January 19, 2016.

Fiscal Impact:

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

1 2 3 4 5 All

Department: Human Resources Telephone: 724-8111

Department Director Signature/Date:

W. Spina 12/22/15

Deputy County Administrator Signature/Date:

Jonny Bunka 1-4-16

County Administrator Signature/Date:

C. D. Durberry 1/4/16

Code: 7548

Title: NURSE PRACTITIONER-UNCLASSIFIED

SUMMARY: Provides direct medical care and treatment to patients of a specialized nature often requiring clinical judgment within a public health setting.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs client assessments, records and evaluates comprehensive health histories in the setting of an electronic health record;
Performs and documents physical examinations, makes accurate diagnoses and appropriate treatment plans that are memorialized in the electronic health record;
Evaluates clinical situations, exercises independent judgment, and makes critical decisions within guidelines of licensure;
Performs, orders and interprets appropriate laboratory screening and other diagnostic tests;
Provides forms of contraception as appropriate including device/implant placement and removal, and emergency contraception;
Provides client education and counseling appropriate to the clinical services performed;
Assists with development of clinical protocols and development of clinical policies and procedures, and implementation, evaluation, and quality assurance of the same;
Initiates and/or dispenses medications and/or medical devices appropriate to clinical service area;
Evaluates the effectiveness of medications and treatments and adjusts as necessary to meet clients' needs;
May act as preceptor for other nurse practitioners, medical students, interns and residents;
May participate in outreach activities;
May be required to participate in Public Health Emergency events, exercises and training;
May supervise, assign and review the work of professional patient care services personnel.

KNOWLEDGE AND SKILLS:

Knowledge of:

- principles, practices and techniques of primary health care;
- practices, programs and protocols pertaining to clinical specialty area;
- diagnostic techniques;
- use of electronic health records in the clinical service environment;
- pharmacology and/or the clinical management of drug therapy;
- principles and practices of supervising staff.

Skill in:

- evaluating situations, exercising independent judgment, and making critical decisions within guidelines of license;
- conducting interviews, performing physical examinations and making accurate diagnoses;
- designing, initiating and directing a health care function under guidance;
- analyzing data and identifying problems;
- performing patient assessment, including lab and other diagnostic procedures appropriate to the clinical specialty area;
- evaluating the effectiveness of medications and treatments and adjusting as necessary to meet patients needs;

- assigning, evaluating, scheduling and supervising the work of professional patient care services personnel.

DESIRED QUALIFICATIONS:

Graduation from an accredited school of professional nursing and certification as a Nurse Practitioner by the State of Arizona in the particular specialty area as defined by the Appointing Authority at the time of recruitment and at least six months of clinical practice experience in a public health or community setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona and certification as a Nurse Practitioner by the Arizona State Board of Nursing to practice in a clinical specialty areas. Prescription and dispensing certification issued by the Drug Enforcement Administration (DEA) is required for certain positions within this category. Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain required licensure and/or certification shall be grounds for termination.

Physical/Sensory Requirements: Positions within this category are routinely required to move and manipulate patients and equipment of various weights and sizes for extended periods of time.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. Hepatitis B vaccine will be provided. Due to need for possible access to law enforcement, detention or correction facilities or the supervision of detainees or inmates, some positions in this category may require satisfactory completion of a personal background investigation by law enforcement agencies.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County