

## **BOARD OF SUPERVISORS**

Terrell Swofford, 1<sup>st</sup> District  
Kevin Goss, 2<sup>nd</sup> District  
Sharon Thrall, Chair 3<sup>rd</sup> District  
Lori Simpson, Vice Chair 4<sup>th</sup> District  
Jeff Engel, 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF OCTOBER 04, 2016 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**[www.countyofplumas.com](http://www.countyofplumas.com)**

### **AGENDA**

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

**CONSENT AGENDA:** These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

## STANDING ORDERS

10:00 A.M. CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

### PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

### DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

## ACTION AGENDA

### 1. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

#### A) BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to the Department of Transportation for encroachment permit (Chester Jr. Sr. High School 10<sup>th</sup> Annual Homecoming Parade to be held October 28, 2016 at 1:30 p.m., Chester)

#### B) CLERK OF THE BOARD

Approve Board minutes for September 2016

#### C) BEHAVIORAL HEALTH

Approve and authorize the Chair to sign FY 2016-2017 Contract between County of Plumas and St. Helena Hospital not to exceed \$75,000 for psychiatric inpatient services; approved as to form by County Counsel

#### D) INFORMATION TECHNOLOGY

Authorize payment of software support claims without a contract for CDWG of \$5,985 and DLT Solution of \$1,046.37 included in the FY 2016-2017 budget

#### E) PUBLIC HEALTH AGENCY

Adopt **RESOLUTION** to accept Standard Agreement #15-11068 from the California Department of Public Health, Office of AIDS for various HIV/AIDS services, and authorize the Director of Public Health to sign the Standard Agreement; approved as to form by County Counsel

## **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

### **Convene as the Flood Control & Water Conservation District Governing Board**

#### **2. FLOOD CONTROL & WATER CONSERVATION DISTRICT – Randy Wilson**

Request authorization to extend the Proposition 84 Grant Agreement, for the Integrated Regional Water Management Plan Update, between the Plumas County Flood Control and Water Conservation District and the California Department of Water Resources from October 4, 2016 until December 31, 2016; and to extend the associated Professional Services Agreement between the Plumas County Flood Control and Water Conservation District and Uma Hinman Consulting from October 4, 2016 until December 31, 2016 and authorize the Planning Director to sign amendments to both agreements with all other provisions of both agreements to remain unchanged; discussion and possible action

### **Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors**

#### **3. PLUMAS RURAL SERVICES**

Adopt **PROCLAMATION** Proclaiming the Month of October 2016 as Domestic Violence Awareness Month.  
**Roll call vote**

#### **4. DEPARTMENTAL MATTERS**

##### **A) SOCIAL SERVICES – Elliott Smart**

Authorize the Department of Social Services to recruit and fill 2.0 FTE vacant Benefits Assistance Counselor I/II positions; discussion and possible action

##### **B) ENVIRONMENTAL HEALTH – Jerry Sipe**

Authorize Environmental Health to recruit and refill vacant 1.0 FTE Administrative Assistant I/II position created by resignation; discussion and possible action

##### **C) PUBLIC WORKS – Robert Perreault**

1) Authorize the Department of Public Works/Road Department to recruit and fill vacant 1.0 FTE Power Equipment Mechanic II position in Quincy; discussion and possible action

2) Solid Waste Division: Adopt **RESOLUTION** authorizing Sierra Institute for Community and Environment to make Application for Available Zone Incentive Funds, and execute associated documents necessary to implement and secure payment. **Roll call vote**

##### **D) HUMAN RESOURCES – Nancy Selvage**

1) Adopt **RESOLUTION** amending the Job Classifications and Salary Ranges for Public Health and Behavioral Health Nursing Positions. **Roll call vote**

2) Adopt **RESOLUTION** approving New Job Descriptions for Solid Waste Program Manager, Range 2228 and Associate Engineer, Range 2456; and amending the Position Allocation for FY 2016-2017 to reflect 0.5 FTE Solid Waste Program Manager and 0.5 FTE Associate Engineer positions; and further authorize the Department of Human Resources to recruit and fill positions. **Roll call vote**

E) **PUBLIC HEALTH AGENCY** – Mimi Hall

- 1) Adopt **RESOLUTION** to amend the 2016-2017 County Personnel Allocation in Public Health Budget Units 70559, 70560, 70561, and 70566, effective July 1, 2016, for a net increase of .75 FTE. **Roll call vote**
  - Budget Unit 70559 – ADD .05 FTE Public Health Program Chief; and
  - Budget Unit 70560 - ADD .01 FTE Director of Nursing; .42 FTE Public Health Nurse I, II or III, OR Registered Nurse I or II, OR Public Health Licensed Vocational Nurse I or II; .40 FTE Health Education Coordinator I or II, OR Health Education Specialist, OR Community Outreach Coordinator; .20 FTE Administrative Assistant I or II, OR Fiscal and Technical Assistant I or II or III, OR Office Assistant I or II or III; and
  - Budget Unit 70561– DELETE .01 FTE Director of Nursing; and .4 FTE Health Education Coordinator; and ADD .22 FTE Public Health Nurse I or II or III, OR Registered Nurse I or II, OR Public Health Licensed Vocational Nurse; and
  - Budget Unit 70566 – DELETE .5 FTE Health Education Coordinator I or II, OR Health Education Specialist, OR Community Outreach Coordinator; and ADD .36 FTE Public Health Nurse I or II or III, OR Registered Nurse I or II, OR Public Health Licensed Vocational Nurse; and
- 2) Authorize the Department of Human Resources to recruit and fill allocated, vacant and funded positions (1.0 FTE Public Health Nurse I/II/III; 1.0 FTE Administrative Assistant I or II, OR Fiscal and Technical Assistant I or II or III, OR Office Assistant I or II or III; 1.0 FTE Department Fiscal Officer I/II, OR Management Analyst I/II, OR Grants Compliance Officer; and .5 FTE Health Education Coordinator I or II, OR Health Education Specialist, OR Community Outreach Coordinator); discussion and possible action

5. **BOARD OF SUPERVISORS**

- A. Select Director and Alternate for the CSAC Board of Directors 2016-2017 Association year commencing November 29, 2016; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. Appointments

**PLUMAS COUNTY CANNABIS WORKING GROUP**

Appoint members (one from each Supervisorial District) to the Plumas County Cannabis Working Group; discussion and possible action

## **6. CLOSED SESSION**

### **ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Personnel: Public employee performance evaluation – Fair Manager
- B. Conference with Legal Counsel: Claim Against the County filed by Dennis d'Autremont on September 08, 2016
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

### **REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

### **ADJOURNMENT**

Adjourn meeting to Tuesday, October 11, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.

*Adjourn Meeting  
in Memory of  
Carol Meacher*

# BOARD OF SUPERVISORS

---

TERRY SWOFFORD, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



October 04, 2016

Department of Transportation (Caltrans)  
Attn: Permits Engineer  
1000 Center Street  
Redding, CA 96001

Attention: Permits Engineer

**Subject: Encroachment Permit Request**  
**CHESTER JR. SR. HIGH SCHOOL**  
10<sup>th</sup> Annual Homecoming Parade, October 28, 2016 at 1:30 P.M.,  
Chester, California

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Sharon Thrall, Chair

Cc: Plumas County Director of Public Works

# **Chester Jr. Sr. High School**

PO Box 797 • 612 First Street  
Chester, CA 96020  
530-258-2126 • fax 530-258-2306  
Jeff James, Principal      Paul Hardig, AD

September 15, 2016

Plumas County Board of Supervisors  
Attn: Sherrie Thrall  
520. Main St. Room 309  
Quincy, Ca 95971

Dear Sherrie,

Chester High School is preparing for our 10<sup>th</sup> annual Homecoming Parade on October 28, 2015 at 1:30 PM.

We are in need of a resolution from your governing body acknowledging this event so that we may forward to the State of California Department of Transportation as well as Plumas County Department of Public Works.

We have attached a copy of this year's parade logistics for your familiarity with this event and the letter we received from you this year.

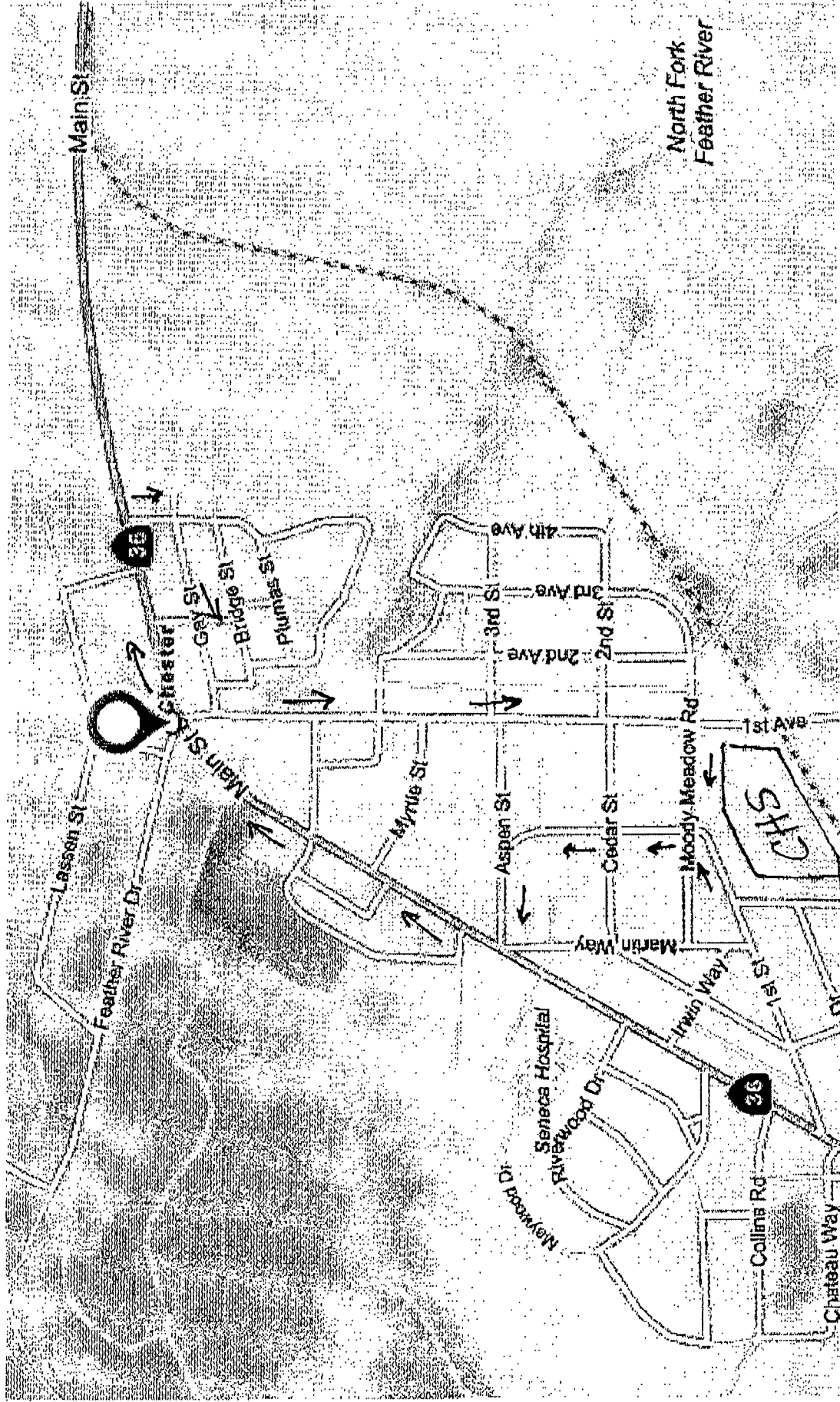
We appreciate your attention to this matter and invite you to attend this year's parade and see how all the local businesses have decorated to show spirit for the football team and high school.

Sincerely,



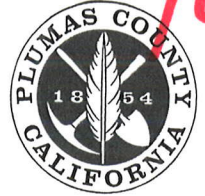
Gina Pixler, ASB Advisor  
Chester High School  
PO Box 797  
Chester, Ca 96020  
530-258-2126

# CHS Homecoming Parade Route



# PLUMAS COUNTY BEHAVIORAL HEALTH

W. Robert Brunson, Director  
270 County Hospital Road, Suite 109, Quincy, CA 95971  
PH: (530) 283-6307 FAX: (530) 283-6045



## MEMO

DATE: **September 13, 2016**

TO: HONORABLE BOARD OF SUPERVISORS

FROM: W. ROBERT BRUNSON, DIRECTOR

SUBJECT: CONSENT AGENDA ITEMS FOR OCTOBER 4, 2016

RE: APPROVE AND AUTHORIZE NEW CONTRACTS BETWEEN BEHAVIORAL  
HEALTH AND ST. HELENA HOSPITAL

**IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS:** Approve and execute the FY2016-2017 contracts for St. Helena Hospital (\$ 75,000.00), which has been approved as to form by County Counsel.

**BACKGROUND AND DISCUSSION:** St Helena has a long standing association with Plumas County Behavioral Health. They provide psychiatric inpatient services.

**FINANCIAL IMPACT:** There are no General Fund dollars involved in this matter. Any costs associated with this contract are covered by a combination of Federal and State mental health funds.

# Plumas County Department of Information Technology



County Courthouse, 520 Main Street, Room 208  
Quincy, California 95971  
Phone: (530) 283-6263  
Fax: (530) 283-0946

David M. Preston  
Information Systems Manager

DATE: October 4, 2016  
TO: Honorable Board of Supervisors  
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF OCTOBER 4, 2016 RE:  
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1:** Approval of payment for software maintenance/support as specified below.

## **Background and Discussion:**

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask the Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
CDWG	Annual Support for AntiVirus Software	\$ 5,985.00
DLT Solutions	Annual Support for AutoCAD Software	\$ 1,046.37

These funds have been budgeted as part of the 2016/2017 IT budget.



# Plumas County Public Health Agency



270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

**Date:** September 14, 2016

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Agenda:** Item for October 4, 2016

**Item Description/Recommendation:** Approve the attached Resolution to accept Standard Agreement #15-11068 from the California Department of Public Health, Office of AIDS for various HIV/AIDS services, and authorize the Director of Public Health to sign the Standard Agreement.

**Background Information:** As the Board may recall, Plumas County Public Health Agency has had a contract with the State Department of Health Services, Office of AIDS for various HIV/AIDS related services and prevention activities for many years. The Standard Agreement includes a Memorandum of Understanding for each of the two HIV/AIDS Programs. The Programs include; HIV/AIDS Surveillance Program and the HIV Care Program.

The term of the Standard Agreement is from April 1, 2016 through March 31, 2019 in the total amount of \$546,917.00.

Please contact me if you have any questions or need additional information. Thank you.

RESOLUTION NO. 16-\_\_\_\_\_

**A RESOLUTION TO APPROVE AND ACCEPT STANDARD AGREEMENT NUMBER 15-11068 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR FUNDING FOR VARIOUS HIV/AIDS PROGRAMS.**

**WHEREAS,** PCPHA will provide anonymous and confidential HIV Counseling and Testing services to individuals with perceived risk for HIV;

**WHEREAS,** PCPHA will provide HIV Care Program and to ensure the provision of the HIV care services;

**WHEREAS,** PCPHA will provide HIV/AIDS Case Surveillance activities to identify ongoing patterns of infection and to measure burden of disease;

**NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors, County of Plumas, State of California, as follows:

1. Approve Standard Agreement Number 15-11068 from the California Department of Public Health, beginning April 1, 2016 through March 31, 2019 and in the amount of \$546,917.00.
2. Authorize the Director of Public Health to sign standard agreement and execute subsequent documents and amendments pertaining to Standard Agreement Number 15-11068.

**The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 4<sup>th</sup> day of October 2016, by the following vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

\_\_\_\_\_  
Chair, Plumas County Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk, Plumas County Board of Supervisors



## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

**DATE:** October 4, 2016

**TO:** Honorable Chair and Board Members of the Plumas County Flood Control and Water Conservation District

**FROM:** Randy Wilson *RW* Plumas County Planning Director and Co-Chair of the Plumas County Flood Control and Water Conservation District

**RE:** Request authorization to extend the Proposition 84 Grant Agreement, for the Integrated Regional Water Management Plan Update, between the Plumas County Flood Control and Water Conservation District and the California Department of Water Resources from October 4, 2016 until December 31, 2016; and to extend the associated Professional Services Agreement between the Plumas County Flood Control and Water Conservation District and Uma Hinman Consulting from October 4, 2016 until December 31, 2016 and authorize the Planning Director to sign amendments to both agreements with all other provisions of both agreements to remain unchanged.

### Background

The District Board approved a Grant Agreement with the California Department of Water Resources (DWR) for Prop 84 funds to update the Integrated Regional Water Management Plan (IRWM) on February 11, 2014. The District Board entered into a Professional Services Agreement with Uma Hinman Consulting on June 3, 2014 for professional services to assist the District in updating the IRWM.

On June 14, 2016, the District Board approved an amendment to the Proposition 84 Grant Agreement to update the IRWM plan between the Department of Water Resources (DWR) and the Plumas County Flood Control and Water Conservation District (District) regarding shifting of funds from personnel services to professional and consulting services to perform a Groundwater Pollution Vulnerability Study for the IRWM plan update and extend the Proposition 84 Grant Agreement completion to October 4, 2016.

### **Staff Comment**

The Proposition 84 Grant Agreement will expire on October 4, 2016. The proposed amendment to the Grant Agreement will extend the expiration date from October 4, 2016 until December 31, 2016. The original Grant Agreement provided the IRWM plan be updated to Proposition 84 standards. DWR has agreed to conduct an official review of the updated IRWM plan to Proposition 1 standards and has offered to extend the Grant Agreement until December 31, 2016 to allow for the review and time to make any changes to the IRWM plan such that the plan meets Proposition 1 standards. Staff has not yet received the amendment to the Grant Agreement, but has been informed by DWR that the amendment will be coming forth sometime in October.

An amendment to the Professional Services Agreement with Uma Hinman Consulting is required to address the additional time needed for DWR review of the IRWM plan for Proposition 1 standards and to assist in making any changes to the plan. Not additional funds beyond those already contracted for are required.

All other provisions of both agreements remain unchanged.

### **Actions for Consideration**

Staff recommends that the Governing Board of the Plumas County Flood Control and Water Conservation District take the following actions:

- I. Extend the Proposition 84 Grant Agreement, for the Integrated Regional Water Management Plan Update, between the Plumas County Flood Control and Water Conservation District and the California Department of Water Resources from October 4, 2016 until December 31, 2016 and authorize the Planning Director to sign the amendment.
- II. Extend the associated Professional Services Agreement between the Plumas County Flood Control and Water Conservation District and Uma Hinman Consulting from October 4, 2016 until December 31, 2016 and authorize the Planning Director to sign the amendment.

3

## A Proclamation

**Whereas**, according to the National Coalition Against Domestic Violence 1 in every 3 teenagers, 1 in every 4 women, and 1 in every 6 men will experience domestic violence during their lifetime and approximately 15.5 million children are exposed to domestic violence every year;

**Whereas**, in the County of Plumas, Plumas Rural Services' Domestic Violence Services has served 83 clients in the last 12 months. Notably, there are many more who have not come forward to seek help;

**Whereas**, the crime of domestic violence violates an individual's privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse including children, pets and the elderly;

**Whereas**, domestic violence is widespread and is devastating to society as a whole;

**Whereas**; the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious, and societal barriers, and is sustained by societal indifference.;

**Whereas**, the survivors of violence should have access to medical and legal services, counseling, safe housing and other supportive services so that they can escape the cycle of abuse;

**Whereas**, local programs, state coalitions, national organizations, and other agencies nationwide are committed to increasing public awareness of domestic violence and it's prevalence, and to eliminating it through prevention and education;

**Whereas**, it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public understanding of this significant problem;

**NOW THEREFORE**, in recognition of the important work done by domestic violence programs, and victim's service providers, we do hereby proclaim the month of October 2016 as Domestic Violence Awareness Month and urge all citizens to actively participate in the scheduled activities and programs sponsored by Plumas Rural Services to work toward the elimination of domestic violence.

---

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_



ELLIOTT SMART  
DIRECTOR

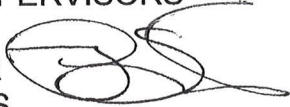
## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

(530) 283-6350  
Fax: (530) 283-6368

DATE: SEPTEMBER 19, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR OCTOBER 4, 2016

RE: REQUEST TO FILL TWO VACANT BENEFITS ASSISTANCE  
COUNSELOR I/II POSITIONS IN THE DEPARTMENT OF SOCIAL  
SERVICES

### **It is Recommended that the Board of Supervisors**

Authorize the Department of Social Services to fill two vacant funded and budgeted Benefits Assistance Counselor (BAC) I/II positions effective as soon as possible.

### **Background and Discussion**

The Department of Social Services has incurred two vacancies at the Benefits Assistance Counselor (BAC I/II) level. As explained in more detail on the attached position classification form, these positions are responsible for performing eligibility determinations for CalFresh assistance (formerly the Foodstamp program) and for the Medi-Cal program. The positions became vacant on September 26, 2016 due to the promotions of the prior incumbents.

The Board is aware that the Department has experienced high levels of applications for assistance and continuing cases particularly in the CalFresh (Foodstamp) program. The combined effect of vacant positions and high case loads makes it essential that the Department move forward immediately to fill both positions. A description of the duties and other matters related to filling these positions appears in the attached forms.

### **Financial Impact**

The position is budgeted in the approved Department of Social Services budget for FY 2016-2017. Funding to support these positions comes from federal pass through

**Position Classification:** Benefits Assistance Counselor (BAC) I/II

**FTE:** 2.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:**

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

**Funding Sources:** Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

**Special Considerations:** Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

**Reason for the Vacancy:** The reason for this vacancy is because the prior incumbent was promoted.

**Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.**

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

**Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.**

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

**Answer: No.**

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

**Answer: No.**

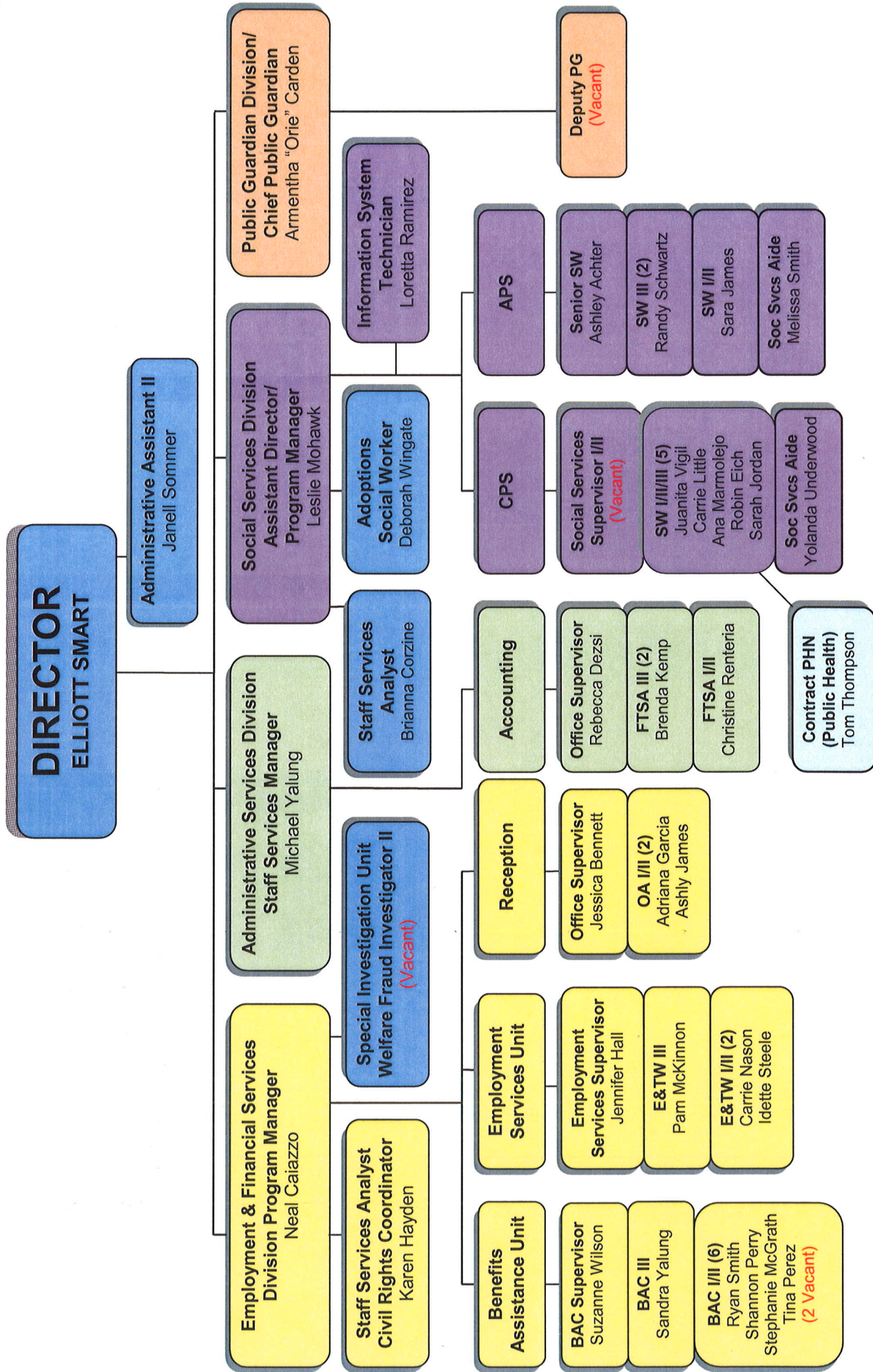
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

**Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.**

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

- **Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**

# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





# Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

4B

**Date:** September 15, 2016  
**To:** Honorable Board of Supervisors  
**From:** Jerry Sipe  
**Agenda:** Agenda Item for October 4, 2016

**Recommendation:** Authorize Environmental Health to recruit and refill vacant 1.0 FTE Administrative Assistant I/II position, created by resignation.

**Background and Discussion:** As the Board will recall, Environmental Health's long-term Administrative Assistant II resigned to take a promotion with the Auditor's Office last April. Only six months later, another Admin Assistant II is resigning to further her education and pursue her personal goals. This leaves an Administrative Assistant I with only four months of experience as the only office reception, administrative and fiscal staff for Environmental Health.

Cross training the current Admin Assistant I is underway but until this position is refilled, field staff and I will likely need to provide considerable backfill for many administrative duties such as permit issuance, public records searches, program and grants reporting, and database management. With field staff backfilling office duties, some delays in field work may also be expected.

In order to minimize these impacts, the Board is requested to authorize Environmental Health to recruit and refill this position immediately. The position is funded and allocated in the FY 16-17 budget. The appropriate Critical Staffing Questionnaire and Departmental Organization Chart are attached for your review.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosures: (2)

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes, the requested Administrative Assistant I/II position is a critical workload, customer service, business need.*
- Why is it critical that this position be filled at this time?  
*This vacancy will limit Environmental Health's ability to process permits, respond to public inquiries, track and report EH program mandates, limit customer service, and would require field staff to perform more administrative duties, keeping them out of the field.*
- How long has the position been vacant?  
*The incumbent's resignation is effective October 14, 2016.*
- Can the department use other wages until the next budget cycle?  
*No. No other wages are currently budgeted and a permanent full-time replacement employee is needed.*
- What are staffing levels at other counties for similar departments and/or positions?  
*This request is consistent with other Environmental Health Department staffing patterns. It is also consistent with staffing in our Building Department which has 2 permit technician and fewer field staff.*
- What core function will be impacted without filling the position prior to July 1?  
*Customer service, data management, fiscal management, and overall operational efficiency will all be impacted.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
*The cost savings of leaving this position vacant would be outweighed by losses in customer service, poor program performance, and inefficient use of more expensive field staff to perform these duties.*
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? –  
*NA*

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

*No.*

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

*NA*

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

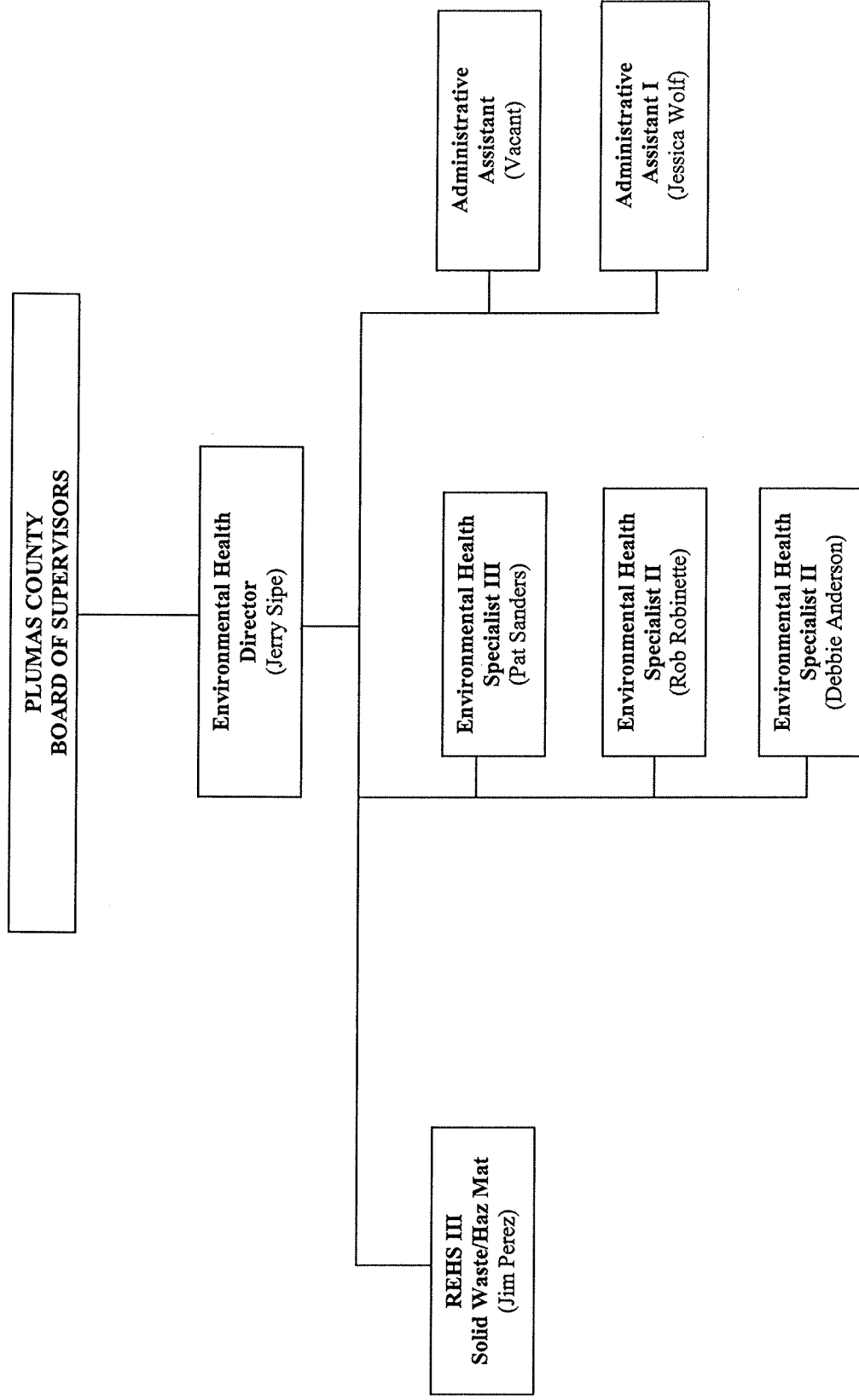
*This position has been funded and allocated for many years. Funding comes from a variety of sources including fees for service, Realignment, and portions of a number of small grants for various Environmental Health programs. No change in general fund support for Environmental Health is anticipated for this position over the next few years.*

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

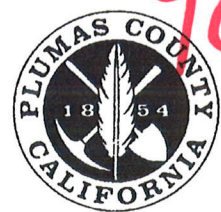
*Environmental Health does not have a reserve.*

# ENVIRONMENTAL HEALTH

## Organization Chart FY 16-17



401



## **PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS**

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323

Robert A. Perreault, Jr., P.E., Director

Joe Blackwell, Deputy Director

### **AGENDA REQUEST**

For the October 4, 2016 meeting of the Plumas County Board of Supervisors

September 26, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, appearing to read "Robert A. Perreault", with a stylized flourish at the end.

Subject: Authorization for the Public Works/Road Department to fill the vacancy of one (1) FTE Power Equipment Mechanic II position in the Quincy Road Shop. Discussion and possible action.

### **Background:**

One (1) FTE Power Equipment Mechanic II has resigned from the Quincy Road Shop effective September 19, 2016.

The Department is requesting to fill this position.

This position is funded and allocated in the FY16/17 Public Works budget.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

### **Recommendation:**

The Public Works Department respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Road Power Equipment Mechanic II in the Quincy Road Shop.

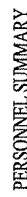
QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Power Equipment Mechanic II Position Quincy Shop**

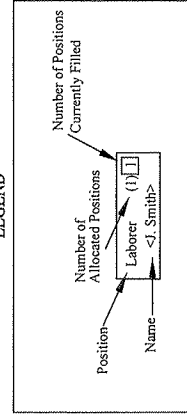
- Is there a legitimate business, statutory or financial justification to fill the position?  
**Equipment Mechanics are the workforce for maintaining and repairing County road equipment.**
- Why is it critical that this position be filled at this time?  
**Maintenance Workers are subject to 24 hour “call out” for road related emergencies and snow removal. If the equipment that they use is not serviceable, then they are unable to properly maintain County roads**
- How long has the position been vacant?  
**Less than one week.**
- Can the department use other wages until the next budget cycle?  
**The department’s wage and benefits portion of the 14/15 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department’s reserve account for the last three years?

13/14\$0	14/15 (\$3,070,755)	15/16 (\$1,000,000)
----------	---------------------	---------------------

DIRECTOR OF PUBLIC WORKS <Robert Perreault, P.E.> (1) 1



### LEGEND



Director of Public Works  
Revision Date: September 20, 2016

4c2

PLUMAS COUNTY  
DEPARTMENT OF PUBLIC WORKS  
SOLID WASTE DIVISION


1834 East Main Street • Quincy, CA 95971 • (530) 283-6268  
*Robert A. Perreault, Jr., P.E.*                      *Director of Public Works*

**AGENDA REQUEST**

For the October 4, 2016 meeting of the Plumas County Board of Supervisors

September 26, 2016

To:                      Honorable Board of Supervisors

From:                  Robert Perreault, Director of Public Works 

Subject:              Adopt a Resolution authorizing the Sierra Institute for Community and Environment to make application for available Zone Incentive Funds and execute associated documents necessary to implement and secure payment. Discussion and possible action.

**BACKGROUND:**

The Northeastern Recycling Market Development Zone (RMDZ), comprised of all jurisdictions within Plumas, Lassen and Modoc Counties, is a zone designation established by Cal-Recycle that provides incentives to encourage the use of post-consumer and secondary material markets for recyclables. On March 1, 2016, the Board of Supervisors renewed the RMDZ.

The Sierra Institute for Community and Environment administers the RMDZ. Executive Director of the Sierra Institute for Community and Environment, Jonathan Kusel, is currently designated as the RMDZ Zone Administrator for the Northeastern California zone.

CalRecycle offers Zone Incentive Funds to the RMDZ for education and outreach. These funds pay for attendance at various workshops designed to further the goals of the RMDZ. The funds are dispersed on a three year cycle. The amount of these funds is approximately \$17,250, or \$5,750 per year.

CalRecycle's procedures for administering payment programs associated with Zone Incentive Funds require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

In accordance with the Zone Incentive Funds Program Guidelines, when a non-governmental entity will serve as the Zone Administrator, a local governing body must expressly authorize that non-governmental entity to receive payments on behalf of the Zone's lead agency.

The attached resolution authorizes the Sierra Institute for Community and Environment to make application for available Zone Incentive Funds and execute associated documents necessary to implement and secure payment.

The attached resolution has been approved as to form by Deputy County Counsel, Steve Mansell.

**RECOMMENDATION:**

Public Works staff respectfully recommends that the Board of Supervisors adopt the resolution authorizing the Sierra Institute for Community and Environment to make application for available Zone Incentive Funds and execute associated documents necessary to implement and secure payment.

Attachments: Resolution authorizing the Sierra Institute for Community and Environment to make application for available Zone Incentive Funds and execute associated documents necessary to implement and secure payments.

**COUNTY OF PLUMAS, CALIFORNIA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT  
PROGRAM AND RELATED AUTHORIZATIONS**

WHEREAS, pursuant to Public Resources Code section 48000 et seq. the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

WHEREAS, pursuant to Public Resources Code section 42023.1(g) CalRecycle is authorized to make payments to local governing bodies within a recycling market zone for services related to the promotion of the zone; and

WHEREAS, the County of Plumas intends to transfer the duties of Zone Administrator to the Sierra Institute for Community and Environment; and

WHEREAS, in accordance with the Zone Incentive Funds Program Guidelines, when a non-governmental entity will serve as the Zone Administrator, a local governing body must expressly authorize that non-governmental entity to receive payments on behalf of the Zone's lead agency.

NOW, THEREFORE, BE IT RESOLVED that the Sierra Institute for Community and Environment is authorized to submit an application to CalRecycle for any and all payment programs offered; and

BE IT FURTHER RESOLVED that the Sierra Institute for Community and Environment is authorized to apply for funding under the Zone Incentive Fund Payment Program authorized by Public Resources Code section 42023.1(g) on behalf of the County of Plumas; and

BE IT FURTHER RESOLVED that the Executive Director of the Sierra Institute for Community and Environment, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this Governing Body; and

BE IT FURTHER RESOLVED that the Sierra Institute for Community and Environment is authorized to receive payment on behalf of the Zone lead agency.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting held on the 1<sup>st</sup> day of October, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ATTEST:**

---

Chair, Board of Supervisors

---

Clerk of the Board of Supervisors

# DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** September 21, 2016

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
OCTOBER 4th, 2016.  
RE: APPROVE RESOLUTION TO AMEND THE JOB  
CLASSIFICATIONS & WAGE RANGES FOR PUBLIC HEALTH AND  
BEHAVIORAL HEALTH DEPARTMENT NURSING POSITIONS

## IT IS RECOMMENDED THAT THE BOARD:

The Board of Supervisors approves the resolution to update the County's classification plan to include revised job descriptions with the recommended salary adjustments to the Public Health (PH) and Behavioral Health (BH) nursing classifications.

### **Nursing Positions Public Health Department**

Job Description	Status Job Description	Current Salary	Proposed Salary
PH Licensed Vocational Nurse I	Updated	\$17.90	\$19.31
PH Licensed Vocational Nurse II	Updated	\$18.79	\$20.27
Registered Nurse I	Updated	\$20.21	\$25.00
Registered Nurse II	Updated	\$22.28	\$28.00
Public Health Nurse I	Updated	\$22.28	\$25.00
Public Health Nurse II	Updated	\$24.56	\$28.00
Public Health Nurse III	No Changes	\$28.43	\$31.00
Director of Nursing – Public Health	Updated	\$32.90	\$38.00

### **Nursing Positions Behavioral Health Department**

Job Description	Status Job Description	Current Salary	Proposed Salary
BH Licensed Vocational Nurse I	Updated	\$17.90	\$19.31
BH Licensed Vocational Nurse II	Updated	\$18.79	\$20.27
Registered Nurse I	Title –only change	\$20.21	\$25.00
Registered Nurse II	Title –only change	\$22.28	\$28.00
Psychiatric Nurse I	Updated	\$21.77	\$25.00
Psychiatric Nurse II	Updated	\$24.56	\$28.00

Registered Nurse I/II – Title changed to distinguish the two departments of Public Health and Behavioral Health Departments.

## **BACKGROUND AND DISCUSSIONS:**

As you are aware Mental Health has transitioned into a Behavioral Health model and we have taken into considerations the recommendations to revise nursing classifications along with the wage ranges for both Behavioral Health and Public Health Departments. These changes are long overdue and are critical to both Departments program mandates.

The Plumas County Public Health Agency (PCPHA) and Behavioral Health continue to have extreme challenges in recruiting and retaining staff for licensed nursing positions. This is a chronic problem not unique to Plumas County. It is challenging for many small, rural county health services departments that must compete not only with larger, nearby counties, but also local clinics, hospitals and schools for these types of positions.

In December of 2015, Human Resources provided the Public Health Department with a memo with the results of a nursing salary survey of ten comparable counties that included recommendations on nursing position descriptions and wages provided by Kemper Consulting Group (KCG) as part of a proposed restructure of the Mental Health and Alcohol & Other Drug Services. It should be noted that only select nursing positions which could also be allocated to other departments needing nursing positions, were included in the Kemper work, and not all Public Health allocated nursing positions. As such, we have included all the nursing positions, either specific to each department or nursing positions that are used as one job classification for both departments. The PH is used for Public Health and BH abbreviation is used to identify Behavioral Health classifications.

Extensive efforts were made to collect comparable salaries in nearby counties as well as local health care employers, which, in keeping with the "ten comparable county" study performed by the Department of Human Resources, shows nursing salaries are not competitive in the local and regional employment markets. Additionally, departing nurses have cited take-home pay as a reason for leaving. Plumas County's current wage ranges for our nursing positions are the lowest wages in the 10 county comparison surveys, excluding the LVN series. With updating the salary ranges and job descriptions to reflect current nursing standards, Plumas County should be able to attract and keep qualified nurses in this highly competitive labor market.

Attachment A includes a variety of wage information to be considered for this recommendation. We have the 10 county wage survey outcome with the average wage, Plumas County's nursing positions current wages, and a line item to include OE3 wage recommendations after our meet and confer obligation was concluded. This spreadsheet also includes Public Health and Behavioral Health recommended wage increases based on their industry standards and concern for hiring the most competent nurses. We have included local agency wage information since this is our direct competition for hiring the best candidates for these positions.

The Public Health Nursing (PHN) series I/II/III wages are recommended to be \$25/\$28/\$31 to be commensurate with Behavioral Health Psych Nurse series. Public Health Nurses require a Bachelor of Science in Nursing (BSN) and Registered Nurses (RN) where as a Psych Nurse may have a two year Registered Nurse program. The PHN certification is a state sanctioned certification for RN's with BSN who have provided evidence of hours towards certification. Currently there is a statewide issue with recruiting PHN's after the influx of two year RN programs.

Due to ongoing nursing vacancies and difficulties in recruiting and retaining experienced and qualified nurses, it is in the best interest of the county and the clients served by Public Health clinics and Behavioral Health services, to immediately address the nursing shortage by seeking proposed changes to nursing classification updates and wage ranges as an immediate and necessary action. It is my recommendation to adopt the updated job classification and their associated recommended wages.

**Exhibit A:** Back up Documentation for Salary Range Adjustments

Spreadsheet reflecting wage surveys:

- Results of 10 County Comparison Survey including, Del Norte, Lassen, Tehama, Glenn, Colusa, Amador, Calaveras, Tuolumne, San Benito, Inyo Counties, conducted by Human Resources
- Increase effective date of current wage rate as of 07/01/2016
- Operating Engineers Local #3 Union recommendations
- Proposed Wage Adjustment for Nursing Positions, both Public Health & Behavioral Health Departments

**Exhibit B:** Revised Job Descriptions for Public Health Department (B1- B7)

Job Description	Status
1. PH Licensed Vocational Nurse I	Updated
2. PH Licensed Vocational Nurse II	Updated
3. Registered Nurse I	Updated
4. Registered Nurse II	Updated
5. Public Health Nurse I	Updated
6. Public Health Nurse II	Updated
Public Health Nurse III	No Changes
7. Director of Nursing - Public Health	Updated

**Exhibit C:** Revised Job Descriptions for Behavioral Health Department (C8-C14)

Job Description	Status
8. BH Licensed Vocational Nurse I	Updated
9. BH Licensed Vocational Nurse II	Updated
10. Registered Nurse I	Updated
11. Registered Nurse II	Updated
12. Psychiatric Nurse I	Updated
13. Psychiatric Nurse II	Updated

**Exhibit D:** Projected Salary Budget expenditures for Behavioral Health Nursing Classifications

**Exhibit E:** Projected Salary Budget expenditures for Behavioral Health Nursing Classifications



# Exhibit A

As of July 1, 2016

Ten County Survey on Nursing Positions Wages

County	Division Director	Nurse Practitioner	LVN I	LVN II	RN I	RN II	Psychiatric Nurse	Psychiatric Nurse II	PHN I	PHN II	PHN III
Amador	\$ 33.84	\$ 32.09			\$ 28.04				\$ 28.04	\$ 30.84	\$ 34.76
Calaveras	\$ 41.10								\$ 30.75	\$ 32.29	\$ 34.87
Colusa					\$ 23.83	\$ 25.66			\$ 25.67	\$ 28.34	\$ 31.30
Del Norte			\$ 15.75	\$ 16.52	\$ 20.59						\$ 31.03
Glenn			\$ 12.04	\$ 13.62					\$ 25.92		\$ 25.41
Inyo	\$ 38.30	\$ 49.82			\$ 30.59	\$ 32.07			\$ 32.07	\$ 32.07	
Lassen	\$ 34.82		\$ 17.53	\$ 19.21					\$ 25.36	\$ 29.17	\$ 29.66
San Benito	\$ 44.11				\$ 25.65	\$ 28.28	\$ 29.70	\$ 31.64	\$ 26.16	\$ 28.85	\$ 30.29
Tehama	\$ 37.18		\$ 18.41	\$ 20.32	\$ 25.38	\$ 28.02			\$ 28.02	\$ 30.91	\$ 32.86
Tuolumne	\$ 34.55		\$ 18.51	\$ 20.87	\$ 25.10	\$ 24.36			\$ 24.24	\$ 26.79	\$ 29.60
sub totals	\$ 263.90	\$ 81.91	\$ 82.24	\$ 90.54	\$ 179.18	\$ 138.39			\$ 246.23	\$ 239.26	\$ 279.78
Survey Average	\$ 37.00	\$ 40.96	\$ 16.45	\$ 18.11	\$ 25.60	\$ 27.68	\$ 29.70	\$ 31.64	\$ 27.36	\$ 29.91	\$ 31.09
Plumas 7/1/16	\$ 32.90	\$ 27.07	\$ 17.90	\$ 18.79	\$ 20.21	\$ 22.28	\$ 21.77	\$ 24.56	\$ 22.28	\$ 24.56	\$ 28.43

Recommended wages:

OE3 Union	\$38	\$ 34.00	\$ 19.31	\$ 20.27	\$ 25.00	\$ 28.00	\$ 25.00	\$ 28.00	\$ 25.00	\$ 28.00	\$ 31.00
Public Health		\$ 43.57	\$ 19.31	\$ 20.27	\$ 25.00	\$ 28.00	\$ 28.00	\$ 30.00	\$ 27.00	\$ 30.00	\$ 33.00
Behavioral Health		\$ 43.57	\$ 19.31	\$ 20.27	\$ 25.00	\$ 28.00	\$ 28.00	\$ 30.00			

Local Competition:

PDH			\$ 19.31		\$ 27.70						
PDH Clinic		\$ 42.51	\$ 19.31		\$ 25.74						

**LICENSED VOCATIONAL NURSE I**

**DEFINITION**

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations and vaccinations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs. Coordinates client and community services to support goals of the Agency and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Licensed Vocational Nurse I is the entry level to the Licensed Vocational Nurse class series. Incumbents in the Licensed Vocational Nurse I class do not have the necessary years of experience to qualify as a Licensed Vocational Nurse II class. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse. Incumbents perform a variety of clinical and basic nursing duties consistent with their license and experience.

**REPORTS TO**

Director of Nursing or Public Health Nurse.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## LICENSED VOCATIONAL NURSE I – 2

### EXAMPLES OF DUTIES

- Performs, reads, and evaluates skin, hearing, vision, and blood tests.
- Performs and evaluates blood pressure readings.
- Provides health education sessions.
- Administers immunizations.
- Participates in health care clinics throughout the County, coordinating them as assigned.
- Conducts home health care visits throughout County.
- Maintains a current inventory of clinic supplies.
- Evaluates medical records and determines the need for patient immunization or vaccination.
- Prepares patients for physical examinations.
- Weights and measures patients.
- Assists with examinations.
- Refers clients to other health care providers or County Resources.
- Prepares specimens for mailing.
- Prepares a variety of statistical reports.
- Provides general health information and instruction to individuals and families.
- Answers health related questions from the public.
- Performs sterilization of equipment.
- Maintains safety requirements in a clinical setting.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.

## **LICENSED VOCATIONAL NURSE I – 3**

### **Examples of Duties (continued):**

- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Causes, means of transmission, and methods of controlling communicable diseases.
- Disease processes and the mechanisms to prevent and control them.
- Health problems and requirements of infant, children, adolescent, and adult clients.
- State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical condition of patients.
- Maintain confidentiality of material.

## **LICENSED VOCATIONAL NURSE I – 4**

### **Ability to (continued):**

- Interview patients and families to gather medical history.
- Counsel clients and make referrals to community resources.
- Draw blood samples for laboratory testing.
- Administer immunizations.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

### **Training and Experience:**

#### **Required qualifications for this position:**

- Prior general nursing experience or at least one year of experience as a Certified Nurse's Aide or Medical Assistant.
- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

### **Special Requirements:**

- Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing.
- Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

Last Revised: 03/16

**LICENSED VOCATIONAL NURSE II-PUBLIC HEALTH**

**DEFINITION**

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs. Coordinates client and community services to support goals of the Agency and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in the Licensed Vocational Nurse II classification perform many activities on a relatively independent basis. They work under less direction and supervision than a Licensed Vocational Nurse I Classification. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse.

**REPORTS TO**

Director of Nursing or Public Health Nurse.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## LICENSED VOCATIONAL NURSE II – 2

### EXAMPLES OF DUTIES

- Performs, reads, and evaluates skin, hearing, vision, and blood tests.
- Performs and evaluates blood pressure readings.
- Provides health education sessions.
- Administers immunizations.
- Participates in health care clinics throughout the County, coordinating them as assigned.
- Conducts home health visits throughout the County.
- Maintains a current inventory of clinic supplies.
- Evaluates medical records and determines the need for patient immunization or vaccination.
- Prepares patients for physical examinations.
- Weighs and measures patients.
- Assists with examinations.
- Refers clients to other health care providers or County Resources.
- Prepares specimens for mailing.
- Prepares a variety of statistical reports.
- Provides general health information and instruction to individuals and families.
- Answers health related questions from the public.
- Performs sterilization of equipment.
- Maintains safety requirements in a clinical setting.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.

## **LICENSED VOCATIONAL NURSE II – 3**

### **Examples of Duties continue:**

- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Causes, means of transmission, and methods of controlling communicable diseases.
- Disease processes and the mechanisms to prevent and control them.
- Health problems and requirements of infant, children, adolescent, and adult clients.
- State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical condition of patients.
- Maintain confidentiality of material.
- Interview patients and families to gather medical history.
- Counsel clients and make referrals to community resources.

## **LICENSED VOCATIONAL NURSE II – 4**

### **Ability to (continued):**

- Draw blood samples for laboratory testing.
- Administer immunizations.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

### **Training and Experience:**

#### **Required qualifications for this position:**

- Two (2) years of nursing experience in a capacity similar to Licensed Vocational Nurse I with Plumas County.
- Completion of nursing studies and curriculum sufficient to obtain requisite license from the State of California.

### **Special Requirements:**

- Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing
- Possession of a valid California Driver's License

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **REGISTERED NURSE I – PUBLIC HEALTH**

### **DEFINITION**

Under general supervision, to assist with coordination and participate in a variety of Public health clinics and services; to perform activities related to implementation of various health programs; to interview, educate, counsel, and refer clients regarding a variety of health conditions. Coordinates client and community services to support goals of the Agency and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Registered Nurse class series do not have the necessary education, experience, or license requirements to qualify as a Public Health Nurse. Incumbents assist with the planning and conduct of nursing assessments, direct patient care, home visits, and health education. Incumbents at the Registered Nurse I level are performing many assignments in a training and learning capacity. They work under closer Supervision than Registered Nurse II's. When the requisite background and experience have been obtained, an incumbent may be promoted to Registered Nurse II.

### **REPORTS TO**

Director of Nursing or Public Health Nurse II or III.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## REGISTERED NURSE I - 2

### EXAMPLES OF DUTIES

- Assist with planning and organizing clinical activities.
- Assists with the operation of clinics and satellite immunization sites, performing immunizations.
- Performs, reads, and evaluates skin tests.
- Interviews and elicits medical history from clients.
- Assists with screening of patients for special medical assistance programs.
- Assists with "on-call" nursing functions.
- Evaluates patients on the basis of history and tests, making appropriate referrals to medical and community resources.
- Performs confidential testing and counseling.
- Works with community agencies to promote wellness.
- Performs activities such as dipstick urine tests, drawing of blood, and blood pressure screening, and giving injections.
- Documents all activities in patients' charts; prepares a variety of reports.
- May teach health education classes as assigned.
- Prepares reports.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.
- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

## **REGISTERED NURSE I – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Causes, means of transmission, and methods of controlling communicable diseases.
- Disease processes and the mechanisms to prevent and control them.
- Health problems and requirements of infant, children, adolescent, and adult clients.
- State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical condition of patients.
- Maintain confidentiality of material.
- Interview patients and families to gather medical history.
- Counsel clients and make referrals to community resources.
- Draw blood samples for laboratory testing.
- Administer immunizations.

## REGISTERED NURSE I – 4

### Ability to: (continued)

- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

### Training and Experience:

#### **Required qualifications for this position:**

One (1) years of general nursing experience.

The completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

### Special Requirements:

- Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing.
- Possession of a valid California Driver's License.
- 

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **REGISTERED NURSE II – PUBLIC HEALTH**

### **DEFINITION**

Under general supervision, to coordinate and participate in a variety of public health clinics and services; to perform activities related to implementation of various health programs; to interview, educate, counsel, and refer clients regarding a variety of health conditions. Coordinates client and community services to support goals of the Agency and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Registered Nurse class series do not have the necessary education, experience, or license requirements to qualify as a Public Health Nurse. Incumbents perform the planning and conduct of nursing assessments, direct patient care, home visits, and health education. Incumbents at the Registered Nurse II level are performing many assignments on a relatively independent basis. They work under less direction and supervision than Registered Nurse I's.

### **REPORTS TO**

Director of Nursing.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

LVN I/II and/or RN I

## REGISTERED NURSE II – 2

### EXAMPLES OF DUTIES

- Plans and organizes clinical activities.
- Operates clinics and satellite immunization sites, performing immunizations.
- Performs, reads, and evaluates skin tests.
- Interviews and elicits medical history from clients.
- Screens patients for special medical assistance programs.
- May serve as "on-call" nurse.
- Evaluates patients on the basis of history and tests, making appropriate referrals to medical and community resources.
- Performs confidential testing and counseling.
- Works with community agencies to promote wellness.
- Performs activities such as dipstick urine tests, drawing of blood, and blood pressure screening, and giving injections.
- Documents all activities in patients' charts.
- Prepares a variety of reports.
- May teach health education classes as assigned; prepares reports.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.
- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Causes, means of transmission, and methods of controlling communicable diseases.
- Disease processes and the mechanisms to prevent and control them.
- Health problems and requirements of infant, children, adolescent, and adult clients.
- State laws relating to reporting Child/Adult abuse.

**Ability to:**

- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical condition of patients.
- Maintain confidentiality of material.
- Interview patients and families to gather medical history.
- Counsel clients and make referrals to community resources.
- Draw blood samples for laboratory testing.
- Administer immunizations.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

REGISTERED NURSE II - 4

**Training and Experience:**

**Required qualifications for this position:**

One (1) year of nursing experience in a capacity similar to Registered Nurse I with Plumas County.

Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

**Special Requirements:**

- Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing.
- Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **PUBLIC HEALTH NURSE I**

### **DEFINITION**

Under direction, to learn to plan and conduct a variety of public health clinics and services; to provide basic nursing, educational and health counseling services in connection with the control and prevention of disease and adverse health conditions; Coordinates client and community services to support goals of the Agency and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in Public Health Nurse class series. Incumbents must have requisite public health nursing certification, but need only limited public health nursing work experience. Initially, assignments are performed under relative close guidance and supervision. As experience is gained, incumbents work with greater independence. When requisite training and background has been gained, incumbents may expect promotion to Public Health Nurse II. The class differs from the Registered Nurse I and II classifications by requiring the possession of a Public Health Nurse License.

### **REPORTS TO**

Director of Nursing or Public Health Nurse II/III

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

LVN I/II, RN I/II

## PUBLIC HEALTH NURSE I - 2

### EXAMPLES OF DUTIES

- Learns the performance of Public Health Nurse assignments and services.
- Conducts physical examinations.
- Assists with diagnosis and treatment (by protocol) of certain diseases.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Learns to search for unreported or missed cases of communicable diseases and give instructions in their prevention and care.
- Assists with the operations of clinics and satellite immunization sites assessing and providing immunizations.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.
- When requisite experience is obtained, acts as "on-call" nurse to receive referrals and provide information.
- Learns and performs case management techniques and methods.
- Screens for contacts to tuberculosis by giving and reading TB skin tests, providing medications and education.
- Participates in patient meetings for "special needs" children.
- Learns to make public presentations on health issues and needs.
- Documents treatment given and medications in patients' charts.
- Keeps statistics on a variety of communicable diseases.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Provides education counseling and screening for confidential testing.
- Draws blood samples to determine deficiencies or assist with disease diagnosis.
- Makes home visits.
- Draws blood samples to determine deficiencies or assist with disease diagnosis.
- Makes home visits.

## **PUBLIC HEALTH NURSE I – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment or in private home setting; exposure to communicable diseases; continuous contact with staff and the public. Incumbents may be required to drive in remote areas of the County in all weather conditions.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Public health issues and problems.
- Causes, means of transmission, and methods of control of communicable diseases, including sexually transmitted infections, AIDS, and tuberculosis.
- Means of promoting child and maternal health and public health programs.
- Sociological and cultural problems involved in public health nursing.
- Community resources and demography.
- Principles of public health education.
- Reproductive physiology and child development.

#### **Ability to:**

- Learn to educate and work with patients and their families.
- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical conditions of patients.
- Make oral presentations to local community groups and health care providers.
- Maintain confidentiality of material.

## **PUBLIC HEALTH NURSE I - 4**

### **Ability to (continued):**

- Coordinate assigned activities with community organizations and other government agencies.
- Interview patients and families to gather medical history.
- Draw blood samples.
- Determine appropriate resources for clients and make referral to those agencies.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

### **Training and Experience:**

#### **Required qualifications for the position:**

Some nursing experience in a public health setting is highly desirable.

Graduation from an accredited college or university and completion of an approved public health nursing program.

### **Special Requirements:**

- Possession of a valid license as a Registered Nurse in California and a Certificate as a Public Health Nurse issued by the California State Board of Registered Nursing.
- Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **PUBLIC HEALTH NURSE II**

### **DEFINITION**

Under direction, to plan and conduct a variety of public health clinics and services; to provide nursing, educational and health counseling services in connection with the control and prevention of disease and adverse health conditions. Coordinates client and community services to support goals of the Agency and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced, journey level in the Public Health Nurse class series. Assignments are performed on a relatively independent basis. This class is distinguished from Public Health Nurse I by the requirement of work experience and background in public health nursing. Incumbents may be responsible for directing a specific public health program on a County wide basis, or serving as a coordinator for various State health programs at the County level.

### **REPORTS TO**

Director of Nursing and Public Health Nurse III.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

**EXAMPLES OF DUTIES**

- Conducts physical examinations; diagnoses and treats (by protocol) certain diseases.
- Investigates and interviews patients and acts to obtain treatment for ill patients.
- Searches for unreported or missed cases of communicable diseases and gives instructions in their prevention and care.
- Assists with the operations of clinics and satellite immunization sites assessing and providing immunizations.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Coordinates health care between patients and care providers.
- Assesses, screens, and provides intervention strategies to high-risk individuals and families in clinics and home visits.
- Instructs parents on child safety, growth, and development and screens for signs of abuse, poor nutrition and failure to thrive.
- Acts as "on-call" nurse to receive referrals and provide information.
- Provide case management to patients with pulmonary tuberculosis which includes coordination with their physician, monitoring compliance in treatment.
- Screens for contacts to tuberculosis by giving and reading TB skin tests, providing medications and education.
- Participates in patient meetings for "special needs" children.
- Functions in an outreach and education capacity by giving presentations to the public on special health concerns such as AIDS or Child Health issues.
- Documents treatment given and medications in patients' charts.
- Keeps statistics on a variety of communicable diseases.
- Teaches prenatal care to expectant mothers.
- Works with community groups on local health issues.
- Provides education counseling and screening for confidential testing.
- Draws blood samples to determine deficiencies or assist with disease diagnosis.
- Makes home visits meets with health care providers to recruit their participation in health programs.
- Participates in family planning and other department programs.

## **PUBLIC HEALTH NURSE II – 3**

### **(Examples of duties continued)**

- May function as Coordinator for the CHDP, MCAH, or other special health program.
- May administer special grant programs.
- May serve on task forces.
- Assists with the development of policies and procedures for programs.
- Gathers and assesses statistical data, reporting information to appropriate agencies.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.
- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment or in private home setting; exposure to communicable diseases; continuous contact with staff and the public. Incumbents may be required to drive in remote areas of the County in all weather conditions.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Federal, State and local laws governing the provision of public health services.
- Public health issues and problems.
- Causes, means of transmission, and methods of control of communicable diseases, including STD's, AIDS, and tuberculosis.
- Means of promoting child and maternal health and public health programs.
- Sociological and cultural problems involved in public health nursing.
- Community resources and demography.
- Principles of public health education.
- State laws relating to reporting Child/Adult abuse.
- Reproductive physiology and child development.

### **Ability to:**

- Educate and work with patients and their families.
- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical conditions of patients.
- Make oral presentations to local community groups and health care providers.
- Maintain confidentiality of material.
- Coordinate assigned activities with community organizations and other government agencies.
- Interview patients and families to gather medical history.
- Draw blood samples.
- Determine appropriate resources for clients and make referral to those agencies.
- Work responsibly with physicians and other members of the medical team.

PUBLIC HEALTH NURSE II – 5

(Ability to: continued)

- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

**Training and Experience:**

**Required qualifications for this position:**

Two (2) years of nursing experience equivalent to Public Health Nurse I with Plumas County.

Graduation from an accredited college or university and completion of an approved public health nursing program.

**Special Requirements:**

- Possession of a valid license as a Registered Nurse in California and a Certificate as a Public Health Nurse issued by the California State Board of Registered Nursing.
- Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

Last Revised: 03/16

## **DIRECTOR OF NURSING – PUBLIC HEALTH**

### **DEFINITION**

Under general direction of the Public Health Director, to direct the activities of the County's Public Health Nursing Program Division, including personnel management, program planning and evaluation, and public relations; to plan, organize, schedule, assign and supervise the work of public health nursing, community health nursing, and other health services staff; to organize, coordinate, evaluate and direct special programs; to perform public health nursing work; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position class, which oversees and directs the functions and activities of the Public Health Division of the County Health Department. Responsibilities include planning, organizing, directing, and supervising public health programs and the work of professional public health and community nursing staff.

### **REPORTS TO**

Public Health Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Public Health Nurse I, II and III, Nurse Practitioner, Physician Assistant, Registered Nurse I & II, Licensed Vocational Nurse I & II, Health Education Coordinator, Health Educator, and other staff as assigned.

## DIRECTOR OF NURSING - 2

### EXAMPLES OF DUTIES

- Plans, schedules, assigns, evaluates and directs the functions of the Public Health Nursing Division of the County Health Department.
- Administers the programs and the work of professional nursing staff and other public health staff.
- To provide direction and oversight for public health programs and activities, including communicable disease control, tuberculosis control, sexually transmitted disease and AIDS prevention and control; to be responsible for California Children Services, Family Planning and MCH Categorical Programs.
- Develops and interprets policies and procedures for all public health nursing programs.
- Advises staff on the interpretation and application of agency policies and public health laws and regulations.
- Develops programs and budgets for Public Health Program needs.
- Develops information concerning community health needs, including the coordination and interpretation of statistical data.
- Evaluates the effectiveness of current public health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work.
- Assists with grant development and administration.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Supervises public health clinics.
- Assists in the performance of public health work.
- Prepares reports and correspondence.
- Represents special programs.
- Prepares and reviews annual program budgets.
- Interprets policies and regulations for the public.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.
- Acts as chief advisor to the Public Health Director.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.
- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

## **DIRECTOR OF NURSING - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable disease; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Community public health problems and issues and their relationship to the development and operations of public programs and services.
- Federal, State, and County laws and regulations applicable to public health program and communicable disease control.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved in a public health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and public health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.
- Principles and practices of public health nursing as applied in public health practices and preventive medicines or specialized health programs to which assigned.
- Environmental, sociological, and cultural factors which influence individual and community health.
- Current literature and trends in public health and in public health nursing, including community resources and demography.
- Modern office practices, methods and computer equipment.
- Leadership concepts and principles.

## DIRECTOR OF NURSING - 4

### Ability to:

- Plan, organize, supervise, and administer the functions and services of the Public Health Nursing Program Division of the Plumas County Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Health Department in contacts with the public, community organizations and other government agencies.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.
- Analyze situations accurately and take effective action.
- Exercise independent judgement and plan, organize, and carry out public health nursing activities.
- Plan, implement, and evaluate a specialized health program and initiate improvements under minimal supervision.
- Orient and train other personnel
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Work independently and as a team member.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities and meet critical time deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- React calmly and professionally in emergency, emotional and/or stressful situations.

## **DIRECTOR OF NURSING – 5**

### **Training and Experience:**

#### **Required qualifications for this position:**

Five (5) years of experience performing public health nursing work, including two (2) years in an administrative or supervisory capacity.

Must have a Bachelor of Science in Nursing, including completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California.

Completion of a Master of Nursing degree or a Master's Degree in a related health field from an accredited program is desirable.

### **Special Requirements:**

- Possession of a valid license as a Registered Nurse in California and a Public Health Certificate issued by the State Department of Health Services.
- Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **LICENSED VOCATIONAL NURSE I – BEHAVIORAL HEALTH**

### **DEFINITION**

Under immediate and general supervision performs professional nursing services; assists Nurse Practitioners, Physicians, and Staff Nurses in the treatment of patients; provides a variety of patient care triage and related patient focused services to provide assistance to support the functions and operation of the Behavioral Health Department; determines eligibility of personnel into health care programs.

### **DISTINGUISHING CHARACTERISTICS**

The Licensed Vocational Nurse I is the entry and training level class to the series where incumbents learn to perform and administer a range of physical health assessments, diagnostic procedures, and treatments. Incumbents are expected to progress to the Licensed Vocational Nurse II level within a reasonable period of time. The Licensed Vocational Nurse II is the fully experienced journey-level class in the series. Incumbents work independently performing the full range of duties requiring a thorough understanding of health care practices and procedures, laws and regulations. Classes in this series are distinguished from Registered Nurse and in that the latter requires additional specialized training and licensing.

### **REPORTS TO**

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **LICENSED VOCATIONAL NURSE I – 2**

### **ESSENTIAL FUNCTIONS**

- Conducts skin, hearing, vision, and blood tests, interprets readings, and evaluates course of treatment.
- Measure and record patient blood pressure and other vital systems.
- Compile and review medical literature extrapolating relevant information into an organized and readily understandable format for presentation to a wide variety of audiences.
- Prepare and administer preventative health care treatments, immunizations, and vaccinations.
- Coordinate and participate in health clinics and conduct home health visits in various locations throughout the County.
- Document and maintain adequate inventories of clinic supplies.
- Prepare patients for physical examinations.
- Assist physicians with patient examinations.
- Collect and prepares specimens for mailing.
- Prepare patient files, document patient complaints, examinations, and recommended courses of action.
- Provide and communicate health and wellness information and instructions to clients and the general public.
- Prep treatment rooms for out-patient procedures, examinations, and vaccinations.
- Sterilize medical instruments before and after procedures.
- Know and adhere to health and safety standards, protocols, and equipment operation.
- Identify and utilize appropriate personal protective equipment, and safety protocols.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern nursing principles, techniques, methods and procedures, and standard nursing practices; principles and practices of medical diagnosis and treatment, medications and side effects, and the disease process; vaccine requirements for schools; principles and practices of medical filing, records management, and patient file documentation procedures; medical terminology and the use of nursing equipment and supplies; ethics and laws under which medicine is practiced; roles and responsibilities of community health care agencies and related health professionals; Federal, State, and local laws and regulations related to publicly funded health care services, including Mental Health Programs and reporting Child/Adult abuse; medications and side effects, and the disease process; vaccine requirements for schools; principles and practices of medical filing, records management, and patient care documentation procedures.

## **LICENSED VOCATIONAL NURSE I – 3**

### **KNOWLEDGE, SKILLS, AND ABILITIES(CONTINUED)**

Skill in providing effective nursing services, administering injections, assessing difficult situations and taking effective courses of action; assessing and prioritizing multiple tasks, projects, and demands; interacting with people of different social, economic, and ethnic backgrounds; working within deadlines to complete projects and assignments; establishing and maintaining effective working relations with co-workers, other County employees and the public; operating a personal computer utilizing a variety of standard software.

Ability to understand and implement limitations to scope of practice as defined by the California Board of Medical Quality Assurance and County policy; understand and implement County, State and Federal statutes, rules, ordinances, codes and regulations. Diagnose medical conditions; effectively represent the County in interactions with patients and their families, the public, other government agencies, community groups, and strategic partnerships; adhere to confidentiality requirements under HIPAA, CMIA, the Privacy Act of 1974 and other patient protection and privacy laws; and establish and maintain effective working relations with co-workers and other County departments.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in crisis, in clinical settings, inpatient facilities, client homes, and outpatient facilities. There is a potential for exposure to hostile situations and infectious diseases. Non-standard work hours are required. Incumbents must be able to work in and with a clinically challenging client population.

Incumbents must possess normal manual dexterity and eye-hand coordination for grasping, repetitive hand movements, and fine coordination in handling medical instruments and preparing client medical files using a computer keyboard. The position requires extended periods of sitting with periods of frequent standing and walking; corrected hearing and vision to normal range; and the ability to lift and carry up to 25 lbs.

## **LICENSED VOCATIONAL NURSE I – 4**

### **TRAINING AND EXPERIENCE**

Must possess and maintain valid license issued by the Department of Consumer Affairs licensed as a Vocational Nurse by the California State Board of Vocational Nursing and Psychiatric Technicians.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **LICENSED VOCATIONAL NURSE II – BEHAVIORAL HEALTH**

### **DEFINITION**

Under immediate (I) and general supervision (II) performs professional nursing services; assists Nurse Practitioners, Physicians, and Staff Nurses in the treatment of patients; provides a variety of patient care triage and related patient focused services to provide assistance to support the functions and operation of the Behavioral Health Department; determines eligibility of personnel into health care programs.

### **DISTINGUISHING CHARACTERISTICS**

The Licensed Vocational Nurse I is the entry and training level class to the series where incumbents learn to perform and administer a range of physical health assessments, diagnostic procedures, and treatments. Incumbents are expected to progress to the Licensed Vocational Nurse II level within a reasonable period of time. The Licensed Vocational Nurse II is the fully experienced journey-level class in the series. Incumbents work independently performing the full range of duties requiring a thorough understanding of health care practices and procedures, laws and regulations. Classes in this series are distinguished from Registered Nurse and in that the latter requires additional specialized training and licensing.

### **REPORTS TO**

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **LICENSED VOCATIONAL NURSE II – 2**

### **ESSENTIAL FUNCTIONS**

- Conducts skin, hearing, vision, and blood tests, interprets readings, and evaluates course of treatment.
- Measure and record patient blood pressure and other vital systems.
- Compile and review medical literature extrapolating relevant information into an organized and readily understandable format for presentation to a wide variety of audiences.
- Prepare and administer preventative health care treatments, immunizations, and vaccinations.
- Coordinate and participate in health clinics and conduct home health visits in various locations throughout the County.
- Document and maintain adequate inventories of clinic supplies.
- Prepare patients for physical examinations.
- Assist physicians with patient examinations.
- Collect and prepares specimens for mailing.
- Prepare patient files, document patient complaints, examinations, and recommended courses of action.
- Provide and communicate health and wellness information and instructions to clients and the general public.
- Prep treatment rooms for out-patient procedures, examinations, and vaccinations.
- Sterilize medical instruments before and after procedures.
- Know and adhere to health and safety standards, protocols, and equipment operation.
- Identify and utilize appropriate personal protective equipment, and safety protocols.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern nursing principles, techniques, methods and procedures, and standard nursing practices; principles and practices of medical diagnosis and treatment, medications and side effects, and the disease process; vaccine requirements for schools; principles and practices of medical filing, records management, and patient file documentation procedures; medical terminology and the use of nursing equipment and supplies; ethics and laws under which medicine is practiced; roles and responsibilities of community health care agencies and related health professionals; Federal, State, and local laws and regulations related to publicly funded health care services, including Mental Health Programs and reporting Child/Adult abuse; medications and side effects, and the disease process; vaccine requirements for schools; principles and practices of medical filing, records management, and patient care documentation procedures.

## **LICENSED VOCATIONAL NURSE II – 3**

### **KNOWLEDGE, SKILLS, AND ABILITIES -continued**

Skill in providing effective nursing services, administering injections, assessing difficult situations and taking effective courses of action; assessing and prioritizing multiple tasks, projects, and demands; interacting with people of different social, economic, and ethnic backgrounds; working within deadlines to complete projects and assignments; establishing and maintaining effective working relations with co-workers, other County employees and the public; operating a personal computer utilizing a variety of standard software.

Ability to understand and implement limitations to scope of practice as defined by the California Board of Medical Quality Assurance and County policy; understand and implement County, State and Federal statutes, rules, ordinances, codes and regulations. Diagnose medical conditions; effectively represent the County in interactions with patients and their families, the public, other government agencies, community groups, and strategic partnerships; adhere to confidentiality requirements under HIPAA, CMIA, the Privacy Act of 1974 and other patient protection and privacy laws; and establish and maintain effective working relations with co-workers and other County departments.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in crisis, in clinical settings, inpatient facilities, client homes, and outpatient facilities. There is a potential for exposure to hostile situations and infectious diseases. Non-standard work hours are required. Incumbents must be able to work in and with a clinically challenging client population.

Incumbents must possess normal manual dexterity and eye-hand coordination for grasping, repetitive hand movements, and fine coordination in handling medical instruments and preparing client medical files using a computer keyboard. The position requires extended periods of sitting with periods of frequent standing and walking; corrected hearing and vision to normal range; and the ability to lift and carry up to 25 lbs.

## **LICENSED VOCATIONAL NURSE II – 4**

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

Must possess and maintain valid license issued by the Department of Consumer Affairs as a Vocational Nurse under the California State Board of Vocational Nursing and Psychiatric Technicians.

#### **AND**

at least 2 (two) years of professional work experience working in a public health or clinical setting.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **REGISTERED NURSE I-BEHAVIORAL HEALTH**

### **DEFINITION**

Under general supervision, to assist with coordination and participate in a variety of county publicly funded health services; to perform activities related to implementation of various health programs; to interview, educate, counsel, and refer clients regarding a variety of health conditions; and to do related work.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Registered Nurse class series do not have the necessary education, experience, or license requirements to qualify as a Public Health Nurse. Incumbents assist with the planning and conduct of nursing assessments, direct patient care, home visits, and health education. Incumbents at the Registered Nurse I level are performing many assignments in training and learning capacity. They work under closer supervision than Registered Nurse II's. When the requisite background and experience have been obtained an incumbent may be promoted to Registered Nurse II.

### **REPORTS TO**

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **REGISTERED NURSE I – 2**

### **ESSENTIAL FUNCTIONS**

- Assist with planning and organizing clinical activities.
- Assists with the operation of clinics and satellite immunization sites, performing immunizations.
- Performs vaccinations.
- Performs, reads, and evaluates skin tests.
- Interviews and elicits medical history from clients.
- Performs pregnancy testing.
- Assists with screening of patients for special medical assistance programs.
- Evaluates patients on the basis of history and tests, making appropriate referrals to medical and community resources.
- Visits physicians' offices to follow up on clients and concerns.
- Performs confidential HIV counseling.
- Works with community agencies to promote wellness.
- Performs activities such as dipstick urine tests, drawing of blood, and blood pressure screening, and giving injections.
- Documents all activities in patients' charts; prepares a variety of reports.
- May teach health education classes as assigned.
- Prepares reports.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases continuous contact with staff and the public.

## **REGISTERED NURSE I – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Causes, means of transmission, and methods of controlling communicable diseases.
- Disease processes and the mechanisms to prevent and control them.
- Health problems and requirements of infant, children, adolescent, and elderly clients.
- State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical condition of patients.
- Maintain confidentiality of material.
- Interview patients and families to gather medical history.
- Counsel clients and make referrals to community resources.
- Draw blood samples for laboratory testing.
- Administer immunizations.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

One (1) year of general nursing experience,

**AND**

Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

## **REGISTERED NURSE I – 4**

### **SPECIAL REQUIREMENTS**

Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **REGISTERED NURSE II-BEHAVIORAL HEALTH**

### **DEFINITION**

Under general supervision, to coordinate and participate in a variety of county publicly funded health services; to perform activities related to implementation of various health programs; to interview, educate, counsel, and refer clients regarding a variety of health conditions; and to do related work.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Registered Nurse class series do not have the necessary education, experience, or license requirements to qualify as a Public Health Nurse. Incumbents perform the planning and conduct of nursing assessments, direct patient care, home visits, and health education. Incumbents at the Registered Nurse II level are performing many assignments on a relatively independent basis. They work under less direction and supervision than Registered Nurse I's.

### **REPORTS TO**

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **REGISTERED NURSE II – 2**

### **ESSENTIAL FUNCTIONS**

- Plans and organizes clinical activities.
- Operates clinics and satellite immunization sites, performing immunizations.
- Performs vaccinations.
- Performs, reads, and evaluates skin tests.
- Interviews and elicits medical history from clients.
- Performs pregnancy testing.
- Screens patients for special medical assistance programs.
- Evaluates patients on the basis of history and tests, making appropriate referrals to medical and community resources.
- Visits physicians' offices to follow up on clients and concerns.
- Performs confidential HIV counseling.
- Works with community agencies to promote wellness.
- Performs activities such as dipstick urine tests, drawing of blood, and blood pressure screening, and giving injections.
- Documents all activities in patients' charts.
- Prepares a variety of reports.
- May teach health education classes as assigned; prepares reports.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases continuous contact with staff and the public.

## **REGISTERED NURSE II – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Causes, means of transmission, and methods of controlling communicable diseases.
- Disease processes and the mechanisms to prevent and control them.
- Health problems and requirements of infant, children, adolescent, and elderly clients.
- State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Assess the physical condition of patients.
- Maintain confidentiality of material.
- Interview patients and families to gather medical history.
- Counsel clients and make referrals to community resources.
- Draw blood samples for laboratory testing.
- Administer immunizations.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

One (1) year of nursing experience in a capacity similar to Registered Nurse I with Plumas County,

**AND**

Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

## **REGISTERED NURSE II - 4**

### **SPECIAL REQUIREMENTS**

Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **PSYCHIATRIC NURSE I-BEHAVIORAL HEALTH**

### **DEFINITION**

Under general supervision and direction provides professional nursing care to mentally ill and emotionally disturbed patients, requiring a specialized knowledge of facilities and laws related to the treatment of the mentally ill and substance abuse. Collaborates and advises staff and other personnel in diagnosing and planning treatments for such patients as well as assists and participates in various administrative and mental health program activities.

### **DISTINGUISHING CHARACTERISTICS**

Psychiatric Nurse I is the entry and training level of the class series. Incumbents are fully licensed and provide specialized psychiatric nursing care within the scope of their licensing and training while learning County policies and becoming proficient in procedures and become accustomed to providing services in a public health care environment.

After an incumbent has gained sufficient experience and demonstrated the capacity to work on a more independent basis, they may reasonably expect promotion to the Psychiatric Nurse II level.

### **REPORTS TO**

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## PSYCHIATRIC NURSE I – 2

### ESSENTIAL FUNCTIONS

- Assesses, implements, and monitors client physical and mental health deficiencies, treatments, and needs within established guidelines and procedural framework of the Behavioral Health Department.
- Observes and reports patients' mental and physical condition and behavior to physician, nurse practitioner, physician's assistant, and mental health treatment team as overall assessment and treatment planning and implements modifications as directed.
- Participates in the development, implementation, and evaluation of direct patient care and provides direct and ongoing assessment and care of patients.
- Prescribed medications, treatments, and makes modifications commensurate with patient's conditions.
- Maintains medication, supplies, inventory and physical security of drugs and medical supplies and records; dispenses prescribed medications; administers medications, including injections, noting reactions and results; and consults with medical providers regarding individual patients' medications.
- Works collaboratively with medical and non-medical staff fostering cooperation among those involved in determining and furthering patient's best interests.
- Interacts and educates family members and significant others about conditions, treatment plans, and aftercare instructions.
- Maintains complete charts and records of patients' condition, treatment, and reactions.
- Assists with evaluating services or program; may teach health education classes.
- Attend and participate in conferences, committee meetings, staff development, and in-service training.
- Establish and maintain effective working relations with co-workers, the public, and other government agencies.
- Assists in the development of improved departmental procedures, methods and services.
- Responsible for daily management of a behavioral health clinic/facility, assess and effectively respond to assaultive and inappropriate behavior.
- Deliver medications as needed in urgent situations.
- Participate in the on call emergency rotation as assigned.
- Adhere to health and safety standards, protocols, and equipment operation.
- Utilize appropriate personal protective equipment, and safety protocols.

## **PSYCHIATRIC NURSE I – 3**

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in crisis, in clinical settings, and outpatient facilities. There is a potential for exposure to hostile situations and infectious diseases. Standard work hours are required. Incumbents must be able to work in and with a clinically challenging client population.

Incumbents must possess normal manual dexterity and eye-hand coordination for grasping, repetitive hand movements, and fine coordination in handling medical instruments and preparing client medical files using a computer keyboard. The position requires extended periods of sitting with periods of frequent standing and walking; corrected hearing and vision to normal range; and the ability to lift and carry up to 25 lbs.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Incumbent should possess a thorough and comprehensive knowledge of professional nursing practices, procedures, and techniques used in the care and treatment of psychiatric patients; medical, social, and community resources available to patients; organization and standard procedures of mental health treatment facilities and multi-disciplinary treatment teams; standard professional methods of physical restraint of patients; symptoms and behavior patterns of mental and mood disorders; social psychological, and physical factors of mental and mood disorders; medical and psychiatric specific terminology; narcotics, mood stabilizers, and other psychotropic pharmaceuticals including their effects, control procedures, and preparation and administration protocols; behavioral interventions specific to the needs of patients; State and Federal laws related to psychiatric nursing, mandatory reporting, and providing treatment for substance abuse and the mentally ill.

Skill in assessing medical issues complicating psychiatric care; communicating patient histories, assessments, and care plans to psychiatrists, emergency room personnel, nursing staff, and in providing testimony under oath in a competent, concise, and accurate manner; interpreting laboratory results in relation to psychiatric conditions; conducting mental health status observations and obtaining relevant information from patients, family, and others through intake exams, ; documenting and maintaining accurate patient records; and applying professional judgement in determining appropriate intervention techniques.

## **PSYCHIATRIC NURSE I – 4**

### **KNOWLEDGE, SKILLS, AND ABILITIES(continued)**

Ability to understand and implement limitations to scope of practice as defined by the California Board of Medical Quality Assurance and County policy; understand and implement County, State, and Federal statutes, rules, ordinances, codes, and regulations; diagnose medical conditions from psychiatric symptoms; effectively represent the County in interactions with patients and their families, the public, other government agencies, community groups, and strategic partnerships; demonstrate leadership in applying behavioral interventions; provide oversight to non-medical staff; assess and recommend ongoing treatment needs related to discharge; implement intervention services and identify referral services; adhere to confidentiality requirements under HIPAA, CMIA, the Privacy Act of 1974 and other patient protection and privacy laws; and establish and maintain effective working relations with co-workers and other County departments.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

A Bachelor's degree from an accredited college or registered nursing program

#### **AND**

one (1) year of responsible nursing experience, preferably including experience working directly with mental health or behavioral clients and/or psychiatry or tele-psychiatry and possession of a current Registered Nurse license issued by the State of California.

### **SPECIAL REQUIREMENTS**

Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **PSYCHIATRIC NURSE II-BEHAVIORAL HEALTH**

### **DEFINITION**

Under general supervision and direction provides professional nursing care to mentally ill and emotionally disturbed patients, requiring a specialized knowledge of facilities and laws related to the treatment of the mentally ill and substance abuse. Collaborates and advises staff and other personnel in diagnosing and planning treatments for such patients as well as assists and participates in various administrative and mental health program activities.

### **DISTINGUISHING CHARACTERISTICS**

Psychiatric Nurse II is the fully experienced journey level of the series. Incumbents have a comprehensive understanding and knowledge of County policies and implications of providing care in a behavioral health care setting. Incumbents are expected to perform the full range of duties associated with the more difficult and complex cases. Incumbents at the Psychiatric Nurse II level are performing many assignments on a relatively independent basis.

### **REPORTS TO**

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## PSYCHIATRIC NURSE II – 2

### ESSENTIAL FUNCTIONS

- Assesses, implements, and monitors client physical and mental health deficiencies, treatments, and needs within established guidelines and procedural framework of the Behavioral Health Department.
- Observes and reports patients' mental and physical condition and behavior to physician, nurse practitioner, physician's assistant, and mental health treatment team as overall assessment and treatment planning and implements modifications as directed.
- Participates in the development, implementation, and evaluation of direct patient care and provides direct and ongoing assessment and care of patients.
- Prescribed medications, treatments, and makes modifications commensurate with patient's conditions.
- Maintains medication, supplies, inventory and physical security of drugs and medical supplies and records; dispenses prescribed medications; administers medications, including injections, noting reactions and results; and consults with medical providers regarding individual patients' medications.
- Works collaboratively with medical and non-medical staff fostering cooperation among those involved in determining and furthering patient's best interests.
- Interacts and educates family members and significant others about conditions, treatment plans, and aftercare instructions.
- Maintains complete charts and records of patients' condition, treatment, and reactions.
- Assists with evaluating services or program; may teach health education classes.
- Attend and participate in conferences, committee meetings, staff development, and in-service training.
- Establish and maintain effective working relations with co-workers, the public, and other government agencies.
- Assists in the development of improved departmental procedures, methods and services.
- Responsible for daily management of a behavioral health clinic/facility, assess and effectively respond to assaultive and inappropriate behavior.
- Deliver medications as needed in urgent situations.
- Participate in the on call emergency rotation as assigned.
- Adhere to health and safety standards, protocols, and equipment operation.
- Utilize appropriate personal protective equipment, and safety protocols.

## **PSYCHIATRIC NURSE II – 3**

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in crisis, in clinical settings, and outpatient facilities. There is a potential for exposure to hostile situations and infectious diseases. Standard work hours are required. Incumbents must be able to work in and with a clinically challenging client population.

Incumbents must possess normal manual dexterity and eye-hand coordination for grasping, repetitive hand movements, and fine coordination in handling medical instruments and preparing client medical files using a computer keyboard. The position requires extended periods of sitting with periods of frequent standing and walking; corrected hearing and vision to normal range; and the ability to lift and carry up to 25 lbs.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Incumbent should possess a thorough and comprehensive knowledge of professional nursing practices, procedures, and techniques used in the care and treatment of psychiatric patients; medical, social, and community resources available to patients; organization and standard procedures of mental health treatment facilities and multi-disciplinary treatment teams; standard professional methods of physical restraint of patients; symptoms and behavior patterns of mental and mood disorders; social psychological, and physical factors of mental and mood disorders; medical and psychiatric specific terminology; narcotics, mood stabilizers, and other psychotropic pharmaceuticals including their effects, control procedures, and preparation and administration protocols; behavioral interventions specific to the needs of patients; State and Federal laws related to psychiatric nursing, mandatory reporting, and providing treatment for substance abuse and the mentally ill.

Skill in assessing medical issues complicating psychiatric care; communicating patient histories, assessments, and care plans to psychiatrists, emergency room personnel, nursing staff, and in providing testimony under oath in a competent, concise, and accurate manner; interpreting laboratory results in relation to psychiatric conditions; conducting mental health status observations and obtaining relevant information from patients, family, and others through intake exams, ; documenting and maintaining accurate patient records; and applying professional judgement in determining appropriate intervention techniques.

## **PSYCHIATRIC NURSE II – 4**

### **KNOWLEDGE, SKILLS, AND ABILITIES(continued)**

Ability to understand and implement limitations to scope of practice as defined by the California Board of Medical Quality Assurance and County policy; understand and implement County, State, and Federal statutes, rules, ordinances, codes, and regulations; diagnose medical conditions from psychiatric symptoms; effectively represent the County in interactions with patients and their families, the public, other government agencies, community groups, and strategic partnerships; demonstrate leadership in applying behavioral interventions; provide oversight to non-medical staff; assess and recommend ongoing treatment needs related to discharge; implement intervention services and identify referral services; adhere to confidentiality requirements under HIPAA, CMIA, the Privacy Act of 1974 and other patient protection and privacy laws; and establish and maintain effective working relations with co-workers and other County departments.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

A Bachelor's degree from an accredited college or registered nursing program

#### **AND**

two (2) years of psychiatric nursing experience in a capacity similar to Psychiatric Nurse I with Plumas County preferably including experience working directly with mental health or behavioral clients and/or psychiatry or tele-psychiatry and possession of a current Registered Nurse license issued by the State of California.

### **SPECIAL REQUIREMENTS**

Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND PLUMAS COUNTY'S NURSING CLASIFICATIONS &  
WAGE RANGES FOR PUBLIC HEALTH & BEHAVIORAL HEALTH DEPARTMENTS**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Public Health Director and Behavioral Health Director requested the Human Resources Director to assist in revising changes to the nursing position classifications at the salary ranges as outlined:

**Nursing Positions Public Health Department**

- PH Licensed Vocational Nurse I, range 1931
- PH Licensed Vocational Nurse II, range 2027
- Registered Nurse I, range 2500
- Registered Nurse II, range 2800
- Public Health Nurse I, range 2500
- Public Health Nurse II, range 2800
- Public Health Nurse III, range 3100
- Director of Nursing – Public Health, range 3800

**Nursing Positions Behavioral Health Department**

- BH Licensed Vocational Nurse I, range 1931
- BH Licensed Vocational Nurse II, range 2027
- Registered Nurse I, range 2500
- Registered Nurse II, range 2800
- Psychiatric Nurse I, range 2500
- Psychiatric Nurse II, range 2800, and

**WHEREAS**, These positions under the general direction of the Director of Nursing, Unit Supervisor – Nursing, and the Department Director are responsible for a variety of county publicly funded health services, perform activities related to implementation of various health programs, to interview, educate, counsel and refer clients regarding a variety of health conditions and to do related work; and

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job descriptions of identified nursing classifications.

**WHEREAS**, the Human Resources Director conducted a meet and confer with Operating Engineers Local #3 Union Representative who provided recommendations to increase nursing classifications salary ranges.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

The job descriptions for the nursing classifications attached hereto are approved, and the County's classification plan is hereby amended at the salary ranges listed for these 1.0 FTE Allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 4th day of October, 2016 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** September 22, 2016

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
OCTOBER 4<sup>TH</sup>, 2016.  
RE: APPROVE RESOLUTION TO ADOPT NEW JOB DESCRIPTION  
OF SOLID WASTE PROGRAM MANAGER RANGE 2228 AND REVISED  
CLASSIFICATION FOR ASSOCIATE ENGINEER RANGE 2456.

---

### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolution to adopt the job descriptions of Solid Waste Program Manager range 2228 and Associate Engineer range 2456 and add both classifications to the OE3's General Unit Memorandum of Understanding, Appendix A.

Public Works is requesting these two job descriptions be added to their position allocation as one position split with an allocation of 0.5 FTE Solid Waste Program Manager and 0.5 FTE Associate Engineer. This request is for Budget Year 2016/2017 Position Allocation and once approved would like to request Human Resources to recruit to fill this split 1 FTE position.

### **BACKGROUND AND DISCUSSIONS:**

I am requesting approval for two new proposed positions for a Solid Waste Program Manager and an Associate Engineer. Based on the Public Works position needs, we took an existing job description of the Associate Engineer / Assistant Transportation Planner and created an Associate Engineer. We created a new position for a Solid Waste Program Manager to add to our current Classification Plan. Both positions wage ranges have been reviewed, compared to other county wage classifications, and labor market trends. These two job descriptions are aligned with Plumas County's current classifications.

The Solid Waste Program Manager will work under the Director of Public Works as staff for the Solid Waste Division. They are responsible for working with state and local regulators, including the Local Enforcement Agency (LEA) as well as appropriately managing the solid waste programs of the County. This is an important position to ensure the County's solid waste

programs not only meet the needs of the County but also State and Federal requirements and regulations. This position is not responsible for supervising any employees. It would be considered a position with the General Unit with a wage range of 2228. This position is in demand as the solid waste industry grows and with the enforcement of environmental regulations and community necessity.

The Associate Engineer position is a new addition to the General Unit and is a classification that is distinguished from the Assistant Engineer in that this is an advanced journey level class in the engineering series, requiring a professional license. This position will report to the Assistant Director or Director of Public Works. This is not a supervisory position but may provide technical and functional direction to office support staff. The wage range for this position is recommended 2456.

We have met our obligations for a meet and confer with Operating Engineers Union Local #3 and once approved these positions will be added to the General Unit's MOU Appendix A.

Combining these two positions into one will provide Public Works an opportunity to meet more of the needs of Public Works. As the Board is aware, the Solid Waste Program Manager has been a continual topic for discussion at many of the previous Board Meetings. Now that we have developed this position, have met our meet and confer obligations with OE3, we are recommending the Plumas County Board of Supervisors approve our request to adopt these two positions in to our current Classification Plan, Position Allocation for Budget Year 2006/2017, and to move forward with recruitment in order to fill this position.

**Attachments:**

- Job Descriptions:
  - Associate Engineer
  - Solid Waste Program Manager
- Projected five year financial impacts for the General Fund:

RESOLUTION NO. 2016- \_\_\_\_\_

**RESOLUTION TO ADOPT NEW JOB DESCRIPTIONS FOR  
SOLID WASTE PROGRAM MANAGER RANGE 2228  
AND ASSOCIATE ENGINEER RANGE 2456**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Public Works Director R. Perreault requested the Human Resources Director to assist in creating new classifications for Solid Waste Program Manager range 2228 and Associate Engineer range of 2456 classifications; and

**WHEREAS**, the Human Resources Director met and conferred with Operating Engineers regarding the new classifications and salary ranges. The Union has no objections to approve adding these job descriptions to the current General Unit's Memorandum of Understanding Appendix A, classification list.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

Approve this Resolution to add these job descriptions to the County's Classification Plan and the General Unit of OE3, and amend the Position Allocation for Budget Year 2016/2017 to reflect the following:

<b><u>PUBLIC WORKS #20521</u></b>	<b><u>FTE</u></b>
Solid Waste Program Manger	0.5
Associate Engineer	0.5

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 4th day of October, 2016 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board



**SOLID WASTE PROGRAM MANAGER**

**DEFINITION**

Under general direction, works independently and with local solid waste personnel, local/state regulators and franchise contractor personnel to ensure solid waste programs meet State requirements and related regulation and legislation. Monitors and generates grant applications and reports on solid waste programs, conducts basic environmental sampling to ensure compliance, and organizes and participates in periodic recycling, hazardous waste and other special events. Organizes and participates in programs designed to increase diversion of solid waste, including office support work; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level classification responsible for working with state and local regulators, including CalRecycle employees and the Local Enforcement Agency (LEA) as well as franchise contractor personnel to manage the solid waste programs of the County. This classification will ensure that the solid waste program not only meets the needs of the County, but also State and federal requirements and regulations.

**REPORTS TO**

Assistant Director of Public Works; Director of Public Works.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **SOLID WASTE PUBLIC MANAGER - 2**

### **EXAMPLES OF DUTIES**

- Collaborates extensively with the County's Solid Waste Franchise Contractors;
- Collaborates and communicates with representatives of CalRecycle and, as necessary other Federal, State and Local Agencies that have solid waste-related interests;
- Develops and coordinates community awareness programs; initiates contact and works with citizens, businesses and public entities to increase awareness of matters pertaining to waste reduction, recycling, and proper disposal of special wastes and household hazardous waste;
- Receives and responds to inquiries, requests for assistance and complaints regarding solid waste and recycling programs. Investigates complaints and coordinates with other Departments having jurisdictional or stakeholder interests in such matters; proposes corrective actions; studies operational functions and recommends improvements;
- Prepares reports and correspondence; researches and analyzes technical information for projects;
- Makes oral and written recommendations to site staff or other government officials;
- Monitors, inspects, and investigates the effectiveness of pollution control programs and devices at landfills. Performs routine environmental sampling.
- Prepares draft Agenda requests, as directed.
- Prepares grant/loan applications, as directed.
- Prepares periodic reporting of solid waste and recycling programs, including facility inspections;
- Maintains hard copy and computer files of waste sampling, recycling and other diversion program information.
- Understands federal, state and district laws, rules and regulations as they relate to existing or proposed solid waste and recycling programs.
- Assists contractors, engineers, consultants, and local jurisdictions with solid waste issues as needed.
- Maintains the Department's Solid Waste Program website by collaborating with the Department's webmaster;
- Compiles data on revenue and expenditure, costs, transfers, inventory and assists in preparation of assigned budgets; all in collaboration or under direction of the Department's Fiscal officer;
- Prepares, reviews or processes payment claims, as necessary;
- Performs various office duties as necessary, including entering data into the computer and maintaining electronic and paper files, reviewing incoming correspondence, preparing a variety of letters, correspondence, fiscal or statistical reports.
- Performs related duties as required.

## **SOLID WASTE PUBLIC MANAGER - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **TYPICAL WORKING CONDITIONS**

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees will often interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The incumbent of this position must have the ability to work independently as the performance of duties frequently requires work off-site. May supervise lower level department employees as assigned. Frequently coordinates with members of the Department of Public Works – Maintenance Division.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures relating, or relevant, to the Plumas County Solid Waste Program;
- Principles and practices of public information and education programs;
- Waste audits, waste characterization studies, and methods to reduce and recycle solid waste;
- General knowledge of waste collection, separation, transportation, recycling, and disposal operations;
- Collaboration and communication concepts and principles;
- Modern office practices, methods and computer equipment and programs;
- Record keeping principles and procedures;
- Computer applications related to the work;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

## **SOLID WASTE PUBLIC MANAGER - 4**

### **Ability to:**

- Develop, analyze, interpret, and apply laws related to solid waste and recycling;
- Communicate effectively in written and oral form with staff, the public, industry professionals, local officials, and regulators;
- Follow safety practices and procedures;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Use English to communicate with and maintain effective working relationships with those contacted on the job;
- Work independently as well as a team member;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret various materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- Make accurate mathematical and statistical computations;
- Establish and maintain effective working relationships with those contacted on the job.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in environmental science, geography, engineering, chemistry, or physics, or a related field.

OR

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

**Special Requirements:** Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **ASSOCIATE ENGINEER**

### **DEFINITION**

Under general supervision, perform a variety of difficult and complex technical and paraprofessional civil engineers tasks in the field and office; performs work related to management, planning, design, construction, and maintenance of County public works projects and daily departmental operations; provides project oversight; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; provides oversight of professional services and construction contracts.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Assistant Engineer in that this is an advanced journey – level class in the engineering series requiring a professional license.

### **REPORTS TO**

Assistant Director of Public Works or Director of Public Works.

### **CLASSIFICATION DIRECTLY SUPERVISED**

May provide technical and functional direction to technical and office support staff as needed.

## **ASSOCIATE ENGINEER - 2**

### **EXAMPLES OF DUTIES**

- Plans, designs, and inspects various phases of civil engineering public works construction projects, including defining the scope of the project; performing historical document research and review; surveying; and engineering analysis of alternatives.
- Prepares plans, specifications, and cost estimates; performs research, map and field studies, and surveys.
- Drafts site plans with specialized computer software; applies engineering principles and practices to specific problems; coordinates construction schedules with other projects and agencies, prepares and reviews cost estimates, and inspects construction of projects to ensure compliance with construction documents.
- Tests soils and other materials; procures engineering supplies; and performs other related planning and design work.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with improvement requirements; checks plans for conformance with regulations; reviews engineering calculations of other engineers or engineering technicians; participates in pre-design, construction, and utility coordination meetings; and issues construction permits.
- Provides construction oversight and inspection of public works construction projects, including coordinating work with other divisions and County departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Provides technical direction and training to other engineering and technical staff.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public in person, via telephone or other means of communication regarding grading, encroachment permits, right-of-way and property line information, improvement plan check, and payment processes.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

## **ASSOCIATE ENGINEER\_ - 3**

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **DESIRED QUALIFICATIONS**

#### **Knowledge of:**

- Civil engineering principles, techniques, policies, and procedures.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles, practices, and methods of Civil Engineering as applied to the design, construction and maintenance of roads, airport, solid waste, water quality, and other Public Works facilities.
- Pertinent State, Federal, and local laws, regulations, and ordinances related to public works engineering.
- Preparation of designs, plans and specifications for the development of roads, bridges, drainage, erosion control, and public works facilities.
- Construction methods, materials and equipment.
- Proper inspection methods and procedures.

## **ASSOCIATE ENGINEER\_ - 4**

### **Knowledge of - continued:**

- Computerized drafting methods and systems.
- Principles of project development and coordination.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation;
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies and procedures.

### **Ability to:**

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct reviews of engineering studies and prepare reports with recommendations.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Read, interpret, apply, and explain technical written material and complex laws, codes, regulations, ordinances, and County engineering policies and procedures.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other County departments and agencies as required.
- Coordinate and direct construction contractors while inspecting work within County Right of Way to obtain approved work standards.

## **ASSOCIATE ENGINEER - 5**

### **EDUCATION AND EXPERIENCE:**

Qualifications needed for this position:

Four (4) years of increasingly responsible, full time, Civil Engineering experience in planning, development, construction and maintenance of Public Works facilities at a Journeyman Engineer level,

AND

Bachelor's Degree with major work in Civil Engineering and must be a licensed Engineer.

### **Special Requirements:**

Must possess a valid driver's license at time of application and obtain a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.



26-Sep-16

**\$ 29,492.96**



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

**Date:** September 21, 2016

**To:** The Honorable Board of Supervisors

**From:** Mimi Hall

**CC:** Nancy Selvage, Human Resources

**Agenda:** Item for October 4, 2016

**Recommendation:**

1) Approve a Resolution to amend the 2016-2017 County Personnel Allocation in Public Health Budget Units 70559, 70560, 70561, and 70566, effective July 1, 2016, for a net increase of .75 FTE, as follows:

- a) Budget Unit 70559 – ADD .05 FTE Public Health Program Chief; and
- b) Budget Unit 70560 - ADD .01 FTE Director of Nursing; .42 FTE Public Health Nurse I, II or III, OR Registered Nurse I or II, OR Public Health Licensed Vocational Nurse I or II; .40 FTE Health Education Coordinator I or II, OR Health Education Specialist, OR Community Outreach Coordinator; .20 FTE Administrative Assistant I or II, OR Fiscal and Technical Assistant I or II or III, OR Office Assistant I or II or III; and
- c) Budget Unit 70561– DELETE .01 FTE Director of Nursing; and .4 FTE Health Education Coordinator; and ADD .22 FTE Public Health Nurse I or II or III, OR Registered Nurse I or II, OR Public Health Licensed Vocational Nurse; and
- d) Budget Unit 70566 – DELETE .5 FTE Health Education Coordinator I or II, OR Health Education Specialist, OR Community Outreach Coordinator; and ADD .36 FTE Public Health Nurse I or II or III, OR Registered Nurse I or II, OR Public Health Licensed Vocational Nurse; and

2) Authorize the Department of Human Resources to recruit and fill the following allocated, vacant and funded positions, pending passage of the County Budget on September 29, 2016: 1.0 FTE Public Health Nurse I/II/III; 1.0 FTE Administrative Assistant I or II, OR Fiscal and Technical Assistant I or II or III, OR Office Assistant I or II or III; 1.0 FTE Department Fiscal Officer I/II, OR Management Analyst I/II, OR Grants Compliance Officer; and .5 FTE Health Education Coordinator I or II, OR Health Education Specialist, OR Community Outreach Coordinator.

**BACKGROUND AND DISCUSSION:**

Historical Context - As the Board is aware Plumas County Public Health Agency manages multiple grants in various Budget Units. Plumas County Public Health Agency staff positions are funded by a variety of funds, including earned revenue, fee for service, grants, and state and federal categorical funding, and competitive

grants. As Public Health priorities, approved scopes of work, and funding change each year, the Department staffing allocations are adjusted accordingly.

The four budget units of 70559, 70560, 70561 and 70566 comprise the core Public Health programs of the Plumas County Public Health Agency. Collectively, they consist of over thirty funding streams from publicly realigned state allocations, fees for service, and numerous foundation, state and federal grants that are strategically weighted across program areas and personnel to maximize the efficient and effective use of publicly administered funds.

Timeliness of Proposed Action - Many of the proposed FTE allocations are aligned with grant funded FTE allocations submitted to corresponding foundation, state and federal funders. The majority of these contracts provide approval for personnel allocations and costs effective July of each fiscal year. It is important that the county personnel allocation be aligned with grant approved budgets and personnel allocations, and that the effective date is July 1, 2016.

Financial Impact – Approval of this Resolution is critical to correct the prior 2015-2016 Position Allocation match current year allocations required in departments of 70559, 70560, 70561, and 70566. These positions need to be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and other necessary services. The Agency relies on a competent and steady workforce to continue providing the best customer service to our clients, the highest level of collaboration for community partners, and to achieve population health outcomes and deliverables in our contracted programs.

PCPHA continually leverages existing funds to prioritize employees providing core services and has a record of a high level of financial planning and management. The agency has successfully followed a multi-year plan to increase earned programmatic revenues and establish a prudent cash reserve and fund balance. A five-year projection of personnel costs is attached. These increases are in line with projected agency revenues. In addition, they take into account approved COLA's, and individual position step and longevity increases, accurate to payroll period. PCPHA is maintaining a cash reserve as well as an unused fund balance which is approximately 40% of annual salaries and wages.

There will be no financial impact on the County General Fund, as these positions are fully funded by various non-General Fund sources through Public Health. However, the Public Health Agency is able to optimize revenues from eligible state and federal funds when we are fully staffed to the extent each funding stream allows.

Copies of the Agency's organizational charts, critical Staffing questionnaire, the Resolution Amending the 2016-2017 County Personnel Allocation for Public Health in Budget Units 70559, 70560, 70561 and 70566, and the Public Health Budget 5-Year Salary projection are attached for your review.

Please contact me if you have any questions or need additional information. Thank you.

Attachment:

**RESOLUTION NO. 2016- \_\_\_\_\_**

**RESOLUTION AMENDING THE 2016-2017 COUNTY PERSONNEL ALLOCATION FOR PUBLIC HEALTH BUDGET UNIT 70559, 70560, 70561 AND 70566, EFFECTIVE JULY 1, 2016.**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, these positions are necessary in the daily operational needs of the Public Health Agency; and

**WHEREAS**, this correction was brought to the attention of the Director of Human Resources who is now requesting approval of this resolution to correct the 2016-2017 Position Allocation to match the departments of 70559, 70560, 70561, and 70561, and

**NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Position Allocation for budget year 2016-2017 to reflect the following:

<b>70559</b>	<b>15/16 FTE</b>	<b>Adjustment</b>	<b>16/17 FTE</b>
Public Health Program Chief	0.400	0.050	0.450
HIV Specialty Therapist			
Public Health Nurse I or II or III or Registered Nurse I or II or Licensed Vocational Nurse I or II	0.100	0.000	0.100
Health Education Coordinator I or II or Health Education Specialist or Community Outreach Coordinator	0.000	0.000	0.000
Department Fiscal Officer I or II or Management Analyst I or II or Grant Compliance Officer or Administrative Services Officer – Health Services	0.100	0.000	0.100
Administrative Assistant I or II or Fiscal Technical Assistant I or II or III or Office Assistant I or II or III	0.000	0.000	0.000
<b>TOTALS</b>	<b>0.600</b>	<b>0.050</b>	<b>0.650</b>

<b>70560</b>	<b>15/16 FTE</b>	<b>Adjustment</b>	<b>16/17 FTE</b>
Public Health Director	1.000	0.000	1.000
Asst. PH Director	1.000	0.000	1.000
Director of Nursing	0.740	0.010	0.750
Program Chief	0.550	0.000	0.550
Physician Assistant	0.500	0.000	0.500
Public Health Nurse I or II or III or Registered Nurse I or II or Licensed Vocational Nurse I or II	6.300	0.420	6.720
HIV Specialty Therapist	0.000	0.000	0.000
Health Education Coordinator I or II or Health Education Specialist or Community Outreach Coordinator	5.410	0.400	5.810

Department Fiscal Officer I or II or Management Analyst I or II or Grant Compliance Officer or Administrative Services Officer – Health Services	3.550	0.000	3.550
Administrative Assistant I or II or Fiscal Technical Assistant I or II or III or Office Assistant I or II or III	3.800	0.200	4.000
<b>TOTALS</b>	<b>22.850</b>	<b>1.030</b>	<b>23.880</b>

<b>70561</b>	<b>15/16 FTE</b>	<b>Adjustment</b>	<b>16/17 FTE</b>
Director of Nursing	0.110	-0.010	0.100
Assistant Public Health Director	0.000	0.000	0.000
Public Health Nurse I or II or III or Registered Nurse I or II or Licensed Vocational Nurse I or II	0.000	0.220	0.220
Health Education Coordinator I or II or Health Education Specialist or Community Outreach Coordinator	0.840	-0.400	0.440
Department Fiscal Officer I or II or Management Analyst I or II or Grant Compliance Officer or Administrative Services Officer – Health Services	0.120	0.000	0.120
<b>TOTALS</b>	<b>1.070</b>	<b>-0.190</b>	<b>0.880</b>

<b>70566</b>	<b>15/16 FTE</b>	<b>Adjustment</b>	<b>16/17 FTE</b>
Director of Nursing	0.150	0.000	0.150
Assistant Public Health Director	0.000	0.000	0.000
Public Health Nurse I or II or III or Registered Nurse I or II or Licensed Vocational Nurse I or II	0.000	0.360	0.360
Health Education Coordinator I or II or Health Education Specialist or Community Outreach Coordinator	0.750	-0.500	0.250
Department Fiscal Officer I or II or Management Analyst I or II or Grant Compliance Officer or Administrative Services Officer – Health Services	0.130		0.130
<b>TOTALS</b>	<b>1.030</b>	<b>-0.140</b>	<b>0.890</b>

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 9<sup>th</sup> day of August, 2016 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

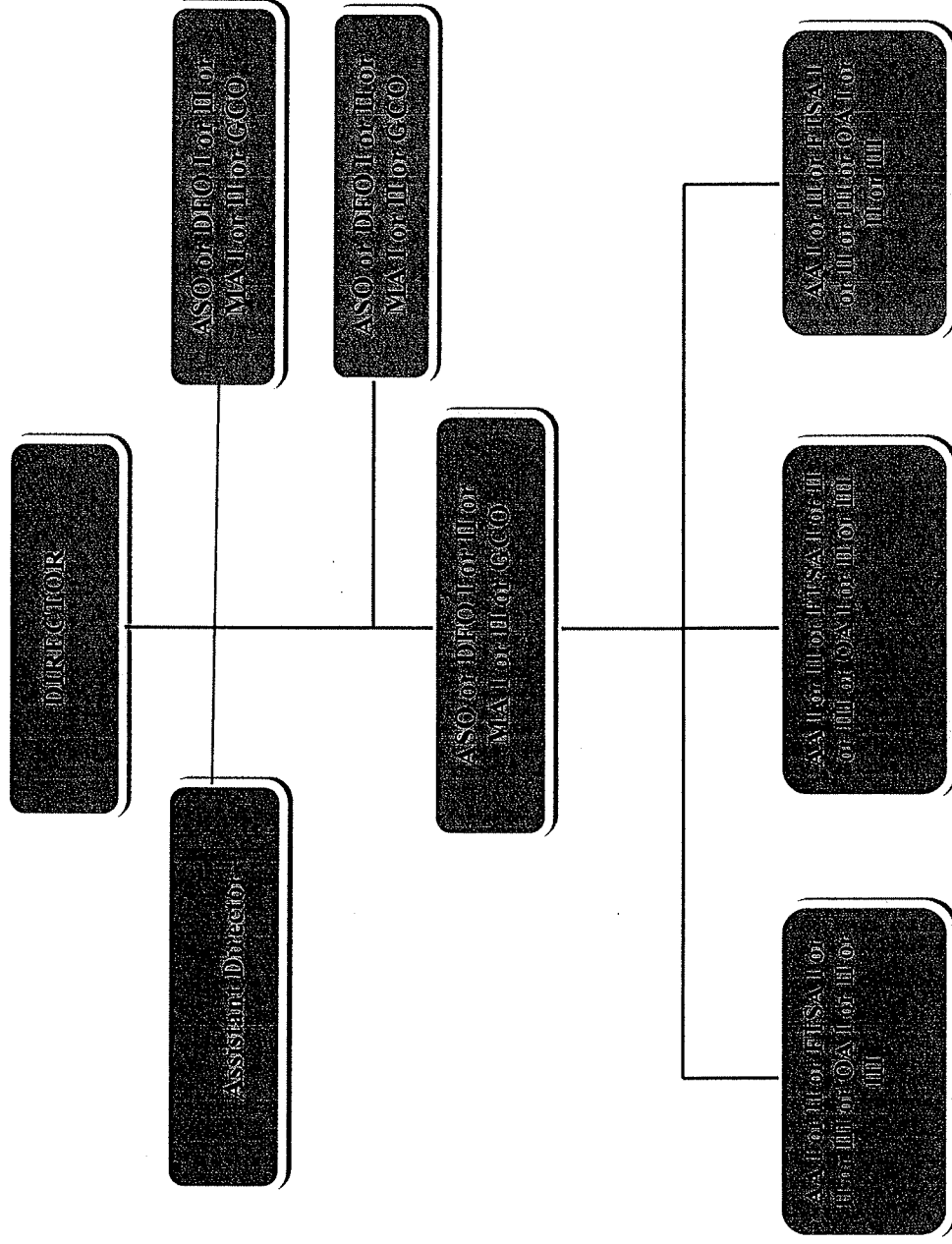
**ABSENT:** Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors

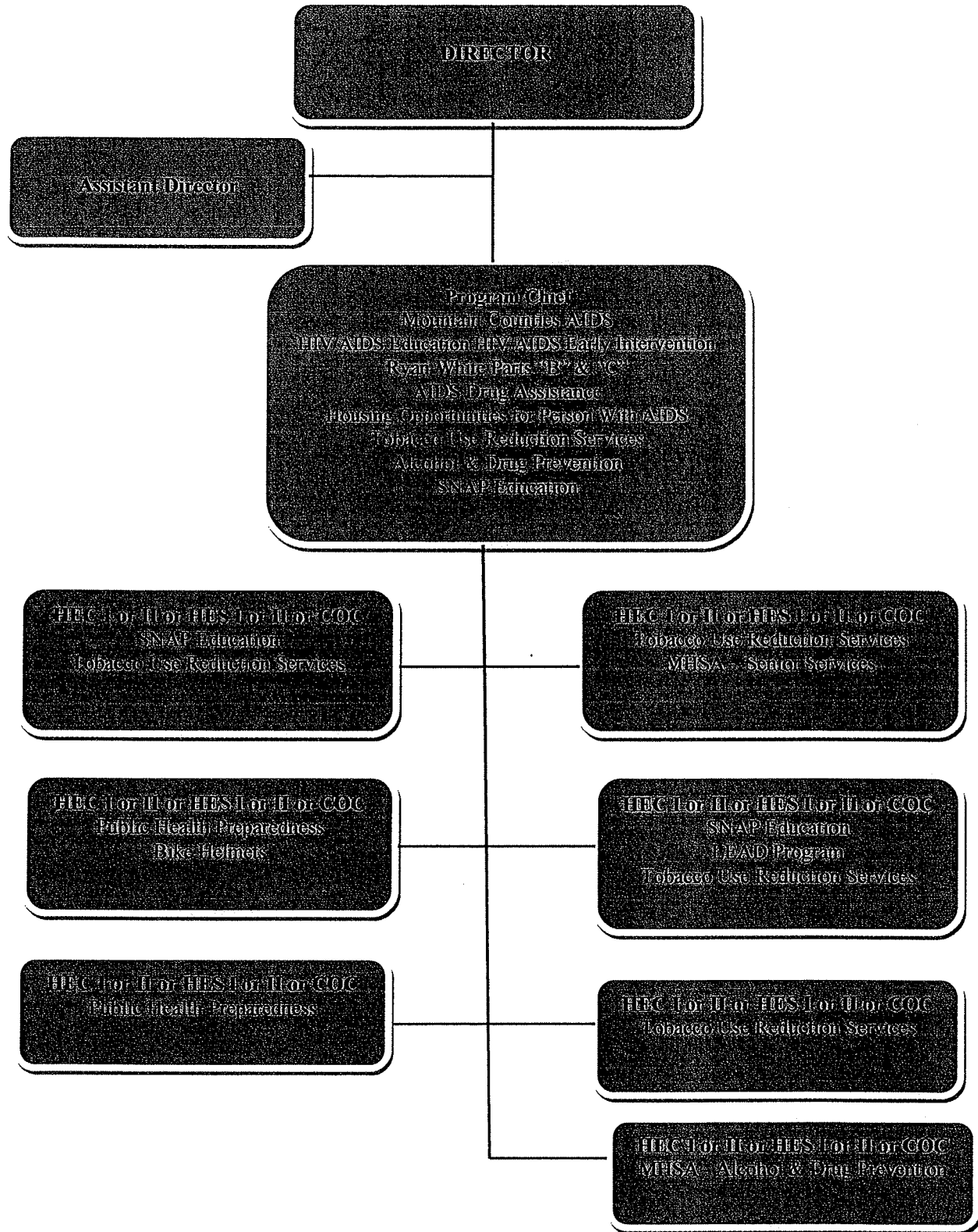
PLUMAS COUNTY PUBLIC HEALTH AGENCY  
ADMINISTRATION & FISCAL SERVICES DIVISION

1

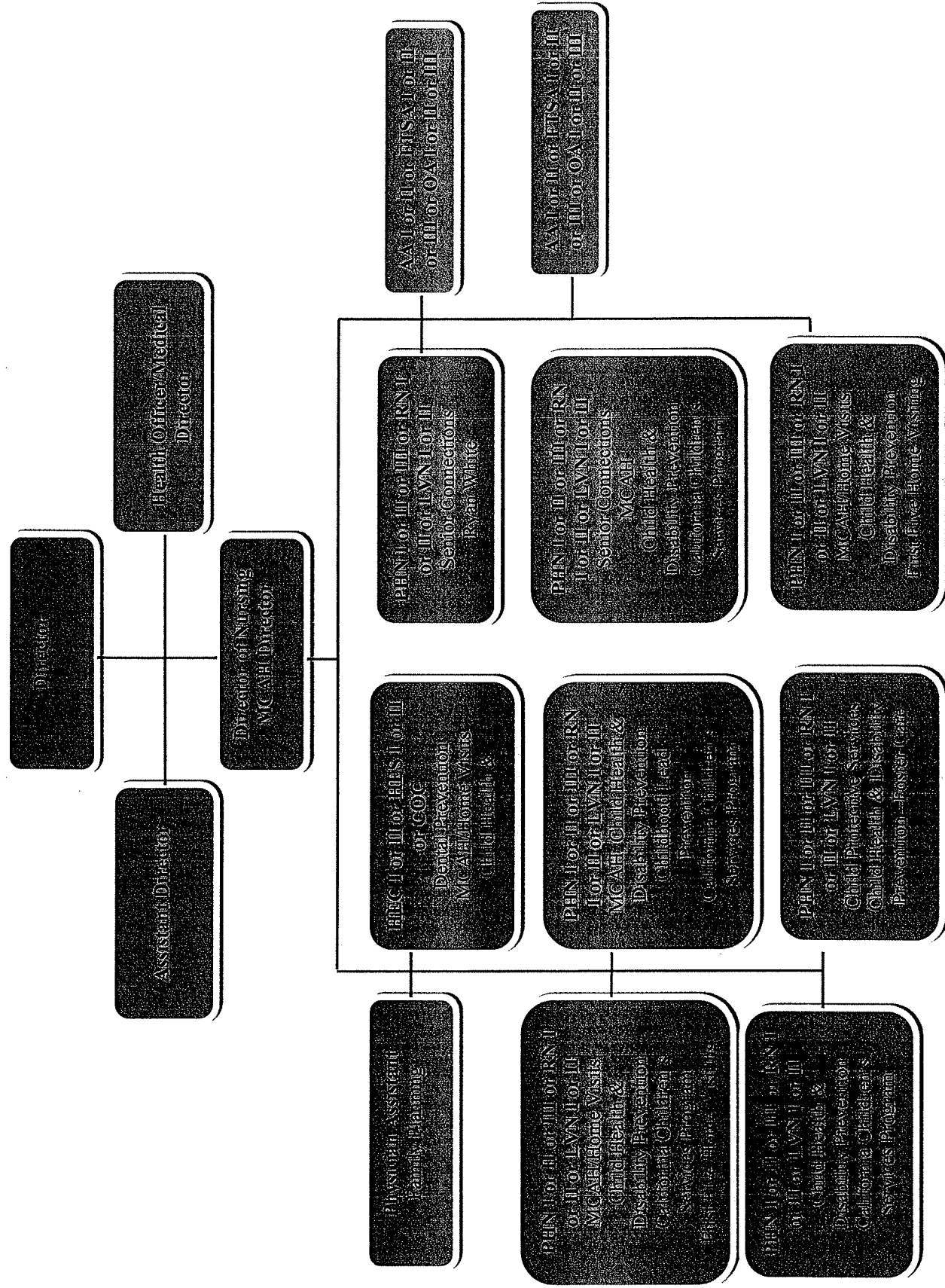


PLUMAS COUNTY PUBLIC HEALTH AGENCY  
HEALTH EDUCATION AND PREVENTION DIVISION

2



**PLUMAS COUNTY PUBLIC HEALTH AGENCY  
CLINIC & NURSING SERVICES DIVISION**



CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: August 2016

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70559, 70560, 70561, 70566

POSITION TITLES: Total 7.4 FTE PHN I/II/II OR RN II/I OR LVN II/I

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO ☐

<b>For Committee use only</b>
-------------------------------

Date of Committee Review: \_\_\_\_\_

Determination of Committee? ☐ Recommended  
☐ Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: ☐ Approved ☐ Denied

Board Modifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Is there a legitimate business, statutory or financial justification to fill the position?</li><li>• Why is it critical that this position be filled at this time?</li><li>• How long has the position been vacant?</li></ul> |
|---|

*This position will provide clinic support for family planning, immunization, and student health services clients, and also acts as Nurse of the Day for call-in and walk-in clients. This position also provides home visits for high risk families and communicable disease control and investigations. It is funded by health fees and other earned revenue.*

- Can the department use other wages until the next budget cycle?

*All positions are budgeted and funded in the current year. Any positions that are not filled permanently could be filled by extra help by moving regular wages to other wages*

*There are many technical aspects to public health clinic vacant positions that require extensive training. We are not in a position to expend resources to train non-permanent staff on an ongoing basis. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also presents safety and liability concerns. The strain on all staff to balance their regular required duties with additional assignments has resulted in an atmosphere of tension and anxiety in the past, particularly when staff know grant funding exists and will be lost if positions are not filled.*

- What are staffing levels at other counties for similar departments and/or positions?

*Compared to regional counties and counties of similar size, we have a very small clinic/nursing staff.*

- What core function will be impacted without filling the position prior to July 1?

*Patient services lack of compliance with local, state and federal contracts, and delayed or incomplete grant compliance, billing and administration are all results of this position.*

What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

*Not filling the position will cost the department funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to local residents. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.*

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*In recent years, funding cuts have impacted our agency in every area. The agency has managed to plan ahead for multiple years, course correct each year, look at priorities and essential services, and not just perform, but flourish. This is due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. We are not currently experiencing budget reduction and if should experience them in the future, as we have in the past, we have experience in reorganizing within our various funding streams without negatively impacting services or the general fund. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.*

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

*N/A. All positions requested are fully funded by contract for the 16-17 fiscal year. Filling these positions helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.*

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

*Yes. The cash reserves for the last three years are as follows:*

<i>2013/14</i>	<i>564,556</i>
<i>2014/15</i>	<i>563,803</i>
<i>2015/16</i>	<i>565,688</i>

Projected Salaries for FY 2016-17 (Current)

0.15239 1516 rate

Employee Name Last First	Range & Step	FTE	PP in Step	Pay rate BW	51000 Regular Wages	51020 Other Wages	Life Ins & Cell Billingual	51070 UI	51081 OPEB	51080 PERS	51080 Grp. Ins.	51100 FICA-Perm 0.077	51110 W/MC	51119 Liability	Total Benefits	Benefit Rate	Total Salary/Benefits
PHN III(Vacant)	3300B	1.000	26.1	2,772.00	72,349.20			278.79	632.61	13,990.89	14,979.60	5,570.89	1,428.63	689.25	37,571.65		109,920.85
			26.10		72,349.20			278.79	632.61	13,990.89	14,979.60	5,570.89	1,428.63	689.25	37,571.65	0.0%	109,920.85
Asst Dir	3434CL4	0.900	24.6	3,892.80	86,186.59			354.63	801.83	16,666.76	6,964.35	7,172.62	1810.79	873.63	34,644.63		120,831.22
Step Increase 6/6/2017	3434DL4	0.900	1.5	4,086.40	5,516.64					1,066.81		124.78			1,491.59		7,008.23
			26.10		91,703.23			354.63	801.83	17,733.57	6,964.35	7,297.40	1,810.79	873.63	36,136.22	39.4%	121,639.45
2% July 1st	1368B	1.000	23.00	1,116.00	25,688.00			113.31	256.20	4963.68	2,400.00	1,976.44	578.58	279.14	10,567.34		36,225.34
Step 5/16/17	1368C	1.000	3.10	1,171.80	3,632.58			113.31	256.20	5,666.15	2,400.00	2,256.74	578.58	279.14	11,549.52	39.4%	40,860.10
			26.10		29,300.58			113.31	256.20	5,666.15	2,400.00	2,256.74	578.58	279.14	11,549.52	39.4%	40,860.10
HEC I	2109EL1	1.000	26.1	2,276.80	59,424.48			229.81	519.60	11,491.51	17,932.00	4,575.68	1173.41	566.12	36,388.12		95,812.60
			26.10		59,424.48			229.81	519.60	11,491.51	17,932.00	4,575.68	1173.41	566.12	36,388.12	61.2%	95,812.60
RDA - HES	2021B	0.500	19.5	1,897.60	16,551.60	6,500.00		89.14	201.56	3,200.75	1,344.00	1,774.97	455.18	219.61	7,285.21		30,336.81
			19.50		16,551.60	6,500.00		89.14	201.56	3,200.75	1,344.00	1,774.97	455.18	219.61	7,285.21	31.6%	30,336.81
RN II \$39.40 pr hr	2800AL3	0.900	26.1	3,158.80	74,153.23			286.76	648.38	14,339.75	14,043.36	5,709.80	1,464.25	706.44	37,198.74		111,351.97
			26.1		74,153.23			286.76	648.38	14,339.75	14,043.36	5,709.80	1,464.25	706.44	37,198.74	50.2%	111,351.97
LVNI	1931C	0.900	22.00	1,703.14	33,722.17			155.93	352.56	6521.19	2,160.00	2,566.61	796.19	384.13	12,966.60		46,688.78
3/4/17 step	1931D	0.900	4.10	1,788.30	6,598.83			155.93	352.56	7,797.27	2,160.00	3,104.72	796.19	384.13	12,966.60		46,688.78
			26.1		40,321.00			155.93	352.56	7,797.27	2,160.00	3,104.72	796.19	384.13	12,966.60	36.6%	60,791.66
L Increase 9/25/2016	1386EL1	1.000	6.00	1,498.40	8,990.40			157.06	355.12	1,738.56	7,495.20	692.26	801.98	386.92	11,627.11		20,617.51
	1386EL2	1.000	20.10	1,573.32	6,162.73			157.06	355.12	6,115.40	7,495.20	2,435.03	801.98	386.92	11,627.11		20,617.51
			26.10		40,614.13			157.06	355.12	7,353.96	7,495.20	3,127.25	801.98	386.92	20,177.53	49.7%	60,791.66
HIV Therapist		0.019	26.1	4,800.00		2,380.32	OVERTIME	9.21	20.81	460.31	-	183.28	47.00	22.68	743.29		3,123.61
			26.10			2,380.32		9.21	20.81	460.31	-	183.28	47.00	22.68	743.29	31.2%	3,123.61
MA II	2021A	1.000	26.10	1,616.80	42,198.48			163.19	368.98	8,160.34	7,495.20	3,248.28	833.26	402.01	20,672.26		62,870.74
			26.10		42,198.48			163.19	368.98	8,160.34	7,495.20	3,248.28	833.26	402.01	20,672.26	49.0%	62,870.74
FR \$53.94/hr		1.000	5.00	4,315.20	21,576.00			453.15	1,024.59	14,871.76	14,801.36	1,861.35	2,313.85	1,116.34	26,303.01		47,879.01
			21.10	4,530.96	95,603.26			341.76	1,024.59	22,660.12	14,801.36	9,022.80	2,313.85	1,116.34	52,493.98	44.8%	169,873.24
L2 Increase Sep 11, 2016		1.000	26.10		117,179.26			453.15	1,024.59	22,660.12	14,801.36	9,022.80	2,313.85	1,116.34	52,493.98	44.8%	169,873.24
			26.1		48,539.74			187.71	424.42	9,386.61	14,043.36	3,737.56	958.48	462.43	29,200.57	60.2%	77,740.31
2021L1		0.900	26.1	2,066.40	48,539.74			187.71	424.42	9,386.61	14,043.36	3,737.56	958.48	462.43	29,200.57	60.2%	77,740.31
LVNI	1931A	1.000	15.00	1,544.80	23,172.00			159.24	360.04	4481.00	2,400.00	1,784.24	813.08	382.28	10,389.89		33,561.89
Step 1/27/17	1931B	1.000	11.10	1,622.04	18,004.64			159.24	360.04	7,962.71	2,400.00	3,170.63	813.08	382.28	15,253.00	37.1%	56,434.63
			26.1		41,175.64			159.24	360.04	7,962.71	2,400.00	3,170.63	813.08	382.28	15,253.00	37.1%	56,434.63
Merit 12/11/16	1913B	1.000	12.5	1,698.40	21,230.00			175.89	397.70	4,890.07	7,495.20	1,534.71	898.12	433.31	14,566.80		35,796.80
	1913C	1.000	13.6	1,783.32	24,253.15			175.89	397.70	4,890.07	7,495.20	1,534.71	898.12	433.31	14,566.80		35,796.80
			26.1		45,463.15			175.89	397.70	8,795.53	7,495.20	3,502.2	898.12	433.31	21,897.49	47.7%	67,181.10
LVNI II	2027E	0.900	26.1	1,971.05	46,300.20			179.05	404.84	8,953.53	14,043.36	4,646.45	914.26	441.09	29,592.58		75,882.78
			26.1		46,300.20			179.05	404.84	8,953.53	14,043.36	4,646.45	914.26	441.09	29,592.58	63.9%	75,882.78
HES	1913B	1.000	6.50	1,698.40	11,039.60			161.79	411.04	6,934.84	7,495.20	1,427.18	928.26	447.85	13,476.16		24,515.76
Promotion to HEC I	2184B	1.000	19.60	1,835.20	35,969.92			161.79	411.04	6,934.84	7,495.20	1,427.18	928.26	447.85	13,476.16		24,515.76
			26.10		47,009.52			161.79	411.04	9,090.70	7,495.20	1,427.18	928.26	447.85	13,476.16	49.4%	70,211.23
4207E		0.500	26.1	4,323.20	56,417.76			218.18	493.31	10,910.07	1,350.00	4,344.17	1,114.04	537.48	19,387.23	34.4%	75,804.99
			26.10		56,417.76			218.18	493.31	10,910.07	1,350.00	4,344.17	1,114.04	537.48	19,387.23	34.4%	75,804.99
1913EL4		1.000	13.0	2,392.80	31,106.40			247.57	559.77	6,015.36	7,495.20	2,395.19	1,264.14	609.90	8,410.55		39,516.95
1913EL5		1.000	13.10	2,512.44	32,912.96			247.57	559.77	6,384.71	7,495.20	2,534.30	1,264.14	609.90	9,725.55		51,988.56
			26.10		64,019.36			247.57	559.77	12,380.06	7,495.20	4,329.49	1,264.14	609.90	27,486.14	42.9%	91,505.50
HEC I	2109EL3	0.310	26.1	2,511.20	20,318.12			78.57	177.66	3,929.12	4,643.68	1,564.50	401.21	193.57	10,988.29		31,306.41
			26.1		20,318.12			78.57	177.66	3,929.12	4,643.68	1,564.50	401.21	193.57	10,988.29	54.1%	31,306.41

FOA II	10658	1,000	26-10	894.40	23,343.84	90.27	204.11	4,514.23	7,495.20	1,797.48	460.95	222.39	14,784.84	38,128.48
			26.1		23,343.84	90.27	204.11	4,514.23	7,495.20	1,797.48	460.95	222.39	14,784.84	38,128.48
HEC II		1,000	14.00	2,276.00	31,884.00	235.05	531.45	6,161.86	7,495.20	2,453.53	1,200.19	579.04	18,656.32	50,520.32
2325D		1,000	12.10	2,349.80	28,916.58			5,591.89		2,226.58			7,818.46	36,735.04
Jan 21st step increase								0.00						
			26.1		60,780.56	235.05	531.45	11,753.75	7,495.20	4,880.10	1,200.19	579.04	26,474.79	87,255.37
FTSA III														
1367D		1,000	13.00	1,292.80	16,806.40	133.76	302.44	3,250.02	7,495.20	1,294.09	683.00	329.52	13,488.03	30,294.43
1367E		1,000	13.10	1,357.44	17,782.45			3,436.77		1,360.25			4,808.02	22,590.49
Step 12/29/16			26.10		34,988.36	133.76	302.44	6,686.79	7,495.20	2,663.34	683.00	329.52	16,286.06	52,884.92
DFOII														
2184EL2		0.650	7.00	2,392.80	10,887.24	162.73	367.93	2,105.37	9,736.74	1,588.05	830.91	400.88	15,192.60	26,079.84
2184EL3		0.850	19.1	2,572.44	31,191.94			6,031.90					6,031.90	37,223.84
L3 10/7/16			26.10		42,079.18	162.73	367.93	8,137.27	9,736.74	1,588.05	830.91	400.88	21,224.50	61,303.66
PHN II \$31.50 pr hr		0.600	12.00	2,520.00	18,144.00	156.73	354.38	3,508.69	13,500.00	1,501.04	800.30	386.11	8,057.25	26,201.25
12/15/2016 step increase		0.600	14.10	2,646.00	22,985.16			4,328.84		1,723.66			6,052.50	28,437.66
PHN II \$31.50 pr hr			26.1		40,529.2	156.73	354.38	7,837.5	13,500.00	3,224.7	800.30	386.11	14,106.7	54,638.91
PHN II \$38.47 pr hr		1,000	26.1	2,918.40	76,170.24	294.56	666.02	14,729.80	14,979.60	7,015.54	1,504.08	725.65	39,918.25	116,088.49
Step 12/29/16			26.1		76,170.24	294.56	666.02	14,729.80	14,979.60	7,015.54	1,504.08	725.65	39,918.25	116,088.49
\$53.47 pr hr		0.750	26.1	4,279.20	83,765.34			16,198.54	13,374.00	6,149.93	1,654.05	798.01	40,490.90	124,256.24
2800B		0.410	26.1	2,352.00	25,168.75	97.33	220.07	4,867.13	6,141.84	1,397.99	496.99	239.78	14,000.93	39,169.66
			26.10		25,168.75	97.33	220.07	4,867.13	6,141.84	1,397.99	496.99	239.78	14,000.93	39,169.66
Program Chief		0.550	26.1	2,633.60	37,805.33	600.00	146.20	330.56	4,122.36	2,911.01	746.51	360.16	16,527.60	54,332.93
2653E		0.550	26.10		37,805.33	600.00	146.20	330.56	4,122.36	2,911.01	746.51	360.16	16,527.60	54,332.93
1913B		1,000	26.1	1,698.40	41,328.24	171.43	367.60	8,572.20	7,495.20	3,413.27	875.32	422.30	21,337.31	65,665.55
Jan 21st step increase			26.10		44,328.24	171.43	367.60	8,572.20	7,495.20	3,413.27	875.32	422.30	21,337.31	65,665.55
GRAND TOTAL SALARIES & BENEFITS					1,421,619.21	8,880.32	3,731.76	5,532.00	12,508.00	275,373.03	227,966.20	111,948.52	13,628.00	2,109,434.04
					Overtime	2,380.32								2,109,434.04

FY 2017/18

Employee Name Last First PHN III(Vacant)	Range & Step	FTE	PP In Step	Pay rate BW	51000 Regular Wages	51020 Other Wages	Life Ins & Cell Bilingual	51070 UI	51081 OPEB	51080 PERS	51090 Grp. Ins	51100 FICA-Perm 0.077	51110 WVWC	51119 Liability	Total Benefits	Benefit Rate	Total Salary/Benefits
Asst Dir Prior Director Retired	3300C	1.000	26.0	3,273.79	85,118.59			329.17	744.26	16,460.23	14,979.60	6,554.13	1,680.77	810.90	41,559.07	0.0%	126,677.66
	3434B	1.000	26.0	2,942.50	76,504.90			295.86	668.94	14,794.52	7,495.20	6,468.01	1,510.68	728.84	31,962.05	41.8%	108,466.95
2% July 1st Step 5/16/18	1368C 1368D	1.000 1.000	23.00 3.00	1,230.40 1,291.92	28,299.20 3,875.76			124.43	281.33	5,472.50	2,400.00	2,179.04	635.33	306.52	11,398.15	39.69	39,698.35
		26.00			32,174.96			124.43	281.33	6,221.99	2,400.00	2,477.47	635.33	306.52	12,244.08	38.7%	44,822.04
HEC I	2109EL1	1.000	26.0	2,322.34	60,380.74			233.50	527.96	11,676.43	17,932.00	4,649.32	1,192.29	575.23	36,686.73	60.8%	97,067.46
		26.00			60,380.74			233.50	527.96	11,676.43	17,932.00	4,649.32	1,192.29	575.23	36,686.73	60.8%	97,067.46
RDA - HES	2021B	0.500	26.0	1,897.60	22,068.80			85.34	192.97	4,267.66	1,344.00	1,699.30	435.78	210.24	8,235.29	37.3%	30,304.09
		26.00			22,068.80			85.34	192.97	4,267.66	1,344.00	1,699.30	435.78	210.24	8,235.29	37.3%	30,304.09
RN II	2800EL3 2800EL4	0.900 0.900	21.0 5.0	3,219.94 3,380.93	60,856.79			235.34	532.12	11,768.49	14,043.36	4,685.97	1,201.69	579.77	33,046.74	64.3%	93,903.53
		26.0			60,856.79			235.34	532.12	11,768.49	14,043.36	4,685.97	1,201.69	579.77	33,046.74	64.3%	93,903.53
LVN I step	1931D 1931E	0.900 0.900	22.00 4.00	1,824.07 1,915.27	36,116.51 6,894.97			166.33	376.08	6,884.21	2,160.00	2,780.97	849.32	409.76	13,726.67	37.2%	49,843.18
		26.0			43,011.48			166.33	376.08	8,317.56	2,160.00	3,311.48	849.32	408.76	15,690.93	36.2%	58,602.41
1368EL2		1.000	26.0	1,573.32	40,906.32			158.19	357.68	7,910.46	7,495.20	3,149.79	807.75	389.70	20,268.77	49.5%	61,175.09
		26.00			40,906.32			158.19	357.68	7,910.46	7,495.20	3,149.79	807.75	389.70	20,268.77	49.5%	61,175.09
HIV Therapist	\$40.00 per hr	0.019	26.10	4,800.00		2,380.32	OVERTIME	9.21	20.81	460.31	-	183.28	47.00	22.68	745.29	31.2%	1,232.61
		26.10				2,380.32		9.21	20.81	460.31		183.28	47.00	22.68	745.29	31.2%	1,232.61
MA II	2021B	1.000	26.00	1,732.00	45,032.00			174.15	393.75	8,708.29	7,495.20	3,467.46	889.21	429.01	21,557.07	47.9%	66,599.07
		26.00			45,032.00			174.15	393.75	8,708.29	7,495.20	3,467.46	889.21	429.01	21,557.07	47.9%	66,599.07
L2 increase Sep 11, 2016	FR \$53.94/hr	1.000	26.00	4,530.96	117,804.96			344.51	778.94	22,781.12	14,601.36	9,070.98	1,759.11	848.70	51,144.72	43.7%	168,948.68
		1.000			117,804.96			344.51	778.94	22,781.12	14,601.36	9,070.98	1,759.11	848.70	51,144.72	43.7%	168,948.68
Step to L2 4/30/2018	2021L1 2021L2	0.900 0.900	22.0 4.0	2,066.40 2,169.72	40,914.72 7,810.59			188.43	428.05	7,912.08	14,043.36	3,150.43	862.15	464.20	27,146.71	66.0%	88,061.43
		0.900	26.0		48,725.71			188.43	426.05	9,422.68	14,043.36	3,751.88	962.15	464.20	29,266.64	60.0%	77,984.36
LVN I Step 12/7/18	1931B 1931C	1.000 1.000	15.00 11.10	1,622.04 1,703.14	24,330.60 18,904.88			167.20	378.04	4,705.05	2,400.00	1,873.46	853.74	411.89	10,789.38	44.1%	35,119.98
		26.1			43,235.48			167.20	378.04	8,360.9	2,400.00	1,873.46	853.74	411.89	15,900.9	36.5%	58,156.36
Merit 12/11/16	2021B 2021C	1.000 1.000	12.5 13.6	1,732.37 1,818.99	21,654.60 24,738.22			179.41	405.65	4,783.88	7,495.20	1,904.84	916.08	441.97	14,709.23	36.32	36,362.83
		26.1			46,392.42			179.41	405.65	8,971.4	7,495.20	3,572.2	916.08	441.97	21,982.0	47.4%	68,374.82
LVN II Step 12/1/2017	2027E 2027EL1	0.900 0.900	11.0 15.0	2,010.48 2,111.01	19,903.76 28,498.57			187.18	423.22	5,511.05	14,043.36	3,150.43	862.15	461.12	27,146.71	66.0%	88,061.43
		26.0			48,402.3			187.18	423.22	9,560.0	14,043.36	4,008.3	955.76	461.12	30,299.0	62.5%	76,641.3
HES Step	2228B 2228C	1.000 1.000	8.50 19.60	1,808.80 2,004.24	12,407.20 39,263.10			199.90	451.97	2,399.30	7,495.20	1,532.48	1,020.89	492.44	14,041.98	47.7%	76,353.65
		26.10			51,690.30			199.90	451.97	9,995.87	7,495.20	4,557.28	1,020.89	492.44	24,663.35	47.7%	76,353.65
4207E		0.500	26.1	4,332.20	56,417.76			218.18	493.31	10,910.07	1,350.00	4,344.17	1,114.04	537.48	19,387.23	34.4%	75,804.99
		26.10			56,417.76			218.18	493.31	10,910.07	1,350.00	4,344.17	1,114.04	537.48	19,387.23	34.4%	75,804.99
2021L5		1.000	26.0	2,563.20	66,643.20			257.72	582.71	12,887.46	7,495.20	1,532.48	1,020.89	492.44	14,041.98	47.7%	76,353.65
		1.000			66,643.20			257.72	582.71	12,887.46	7,495.20	1,532.48	1,020.89	492.44	14,041.98	47.7%	76,353.65

HEC I	26.00	56,643.20	257.72	592.71	72,887.46	7,495.20	5,131.53	1,315.95	634.89	28,305.47	42.5%	94,348.57
2228L3	0.310	2,560.61	20,638.50	79.81	180.46	4,643.68	1,589.16	407.53	196.62	11,088.34		31,726.84
1065C	26.00	25,024.68	96.77	219.81	4,839.27	7,495.20	1,928.90	494.14	238.40	15,308.51		40,334.19
2458E	1.000	2,436.53	63,350.98	244.99	553.93	12,250.81	4,878.03	1,250.94	603.53	27,277.43	61.2%	40,334.19
1394E	1.000	1,384.00	35,984.00	139.16	314.64	6,958.59	2,770.77	710.55	342.81	18,731.71		54,715.71
2228L3	0.650	2,560.00	43,264.00	167.31	378.29	8,366.39	4,081.06	854.30	412.16	23,996.26	55.5%	67,260.26
3000C	0.600	2,700.00	42,120.00	162.89	368.29	8,145.17	1,350.00	3,347.19	831.71	14,606.51		56,726.51
3000E	1.000	2,976.77	59,535.36	302.76	684.54	11,512.95	5,737.65	1,545.91	745.84	35,509.25	51.8%	95,044.61
3000EL1	1.000	3,125.61	18,753.84	302.76	684.54	11,512.95	5,737.65	1,545.91	745.84	35,509.25		95,044.61
3800EL3	0.750	4,364.78	16,367.94	342.44	774.27	13,958.87	1,444.03	1,845.91	745.84	40,579.86	51.8%	116,888.96
3800EL4	0.750	4,593.02	72,192.62	342.44	774.27	13,958.87	1,444.03	1,845.91	745.84	40,579.86		116,888.96
2800C	0.410	2,520.00	28,966.52	104.28	235.79	5,214.79	2,076.42	532.49	256.80	14,582.31		41,528.83
2708E	0.550	2,686.27	38,413.69	148.55	335.88	7,428.44	2,957.85	759.53	385.86	16,717.57		55,131.26
2021C	1.000	1,819.20	47,299.20	182.91	413.57	9,146.72	3,642.04	933.98	450.61	22,285.04	47.1%	69,564.24
Program Chief												
GRAND TOTAL SALARIES & BENEFITS		1,455,288.25	2,380.32	5,525.93	12,494.27	231,880.08	228,497.05	116,481.65	28,215.99	13,613.04	0.47	2,148,088.34
Overtime			2,380.32	6.07	13.73					14.96		2,148,088.34

## FY 2018/19

Employee Name Last First PHN III(Vacant)	Range & Step	FTE	PP In Step	Pay rate BW	51000 Regular Wages	51020 Other Wages	Life Ins & Cell Billingual	51070 UI	51081 OPEB	51080 PERS	51090 Grp. Ins.	51100 FICA-Perm	51110 W/WAC	51119 Liability	Total Benefits	Benefit Rate	Total Salaries/Benefits
PHN III(Vacant)	3300D	1.000	26.0	3,437.48	89,374.52			328.69	743.18	17,293.24	14,979.60	0.077	1,678.33	809.73	42,704.61	0.0%	132,079.13
Asst Dtr Prior Director Retired	3434C	1.000	26.0	3,089.62	80,330.14			328.69	743.18	17,293.24	14,979.60	0.077	1,678.33	809.73	42,704.61	0.0%	132,079.13
Step 5/16/19	1368D 1368E	1.000 1.000	23.00 3.00	1,291.92 1,356.52	29,714.16 4,069.55			124.25	280.92	5,746.12	2,400.00	2,287.99	634.41	306.08	11,779.77	41.493.93	51,699.87
HEC I	2108EL1 2108EL2	1.000 1.000	6.0 20.0	2,322.34 2,438.45	13,924.02 48,769.06			230.60	521.40	2,694.56	17,832.00	1,072.92	1,177.48	568.08	24,097.04	38.031.06	38,031.06
RDA - HES	2021C	0.500	26.0	1,818.40	23,639.20			86.94	196.57	4,571.35	1,344.00	1,820.22	443.91	214.17	8,677.15	36.7%	32,316.35
RN II	2800EL4	0.900 0.900	26.0	3,380.93	79,113.76			290.96	657.86	15,299.02	14,043.36	6,091.76	1,485.65	716.76	38,585.36	48.9%	117,699.13
LVNI	1931E	0.900 0.900	26.0	1,915.27	44,817.32			164.82	372.67	8,666.77	2,160.00	3,450.93	841.61	406.04	16,062.35	35.9%	60,880.17
1368EL2		1.000 1.000	26.00	1,573.32	40,906.32			150.44	340.15	7,910.46	7,495.20	3,149.79	768.16	370.61	20,184.81	49.3%	61,091.13
HIV Therapist	\$40.00 per hr	0.019	26.1	4,800.00		2,380.32 OVERTIME		8.75	19.79	460.31		183.28	44.70	21.57	738.40	31.0%	3,118.72
MA II			26.10			2,380.32		8.75	19.79	460.31		183.28	44.70	21.57	738.40	31.0%	3,118.72
2021C		1.000	26.00	1,818.60	47,283.60			173.89	393.18	9,143.70	7,495.20	3,640.84	887.92	428.39	22,163.12	46.9%	69,446.72
L2 Increase Sep 11, 2016		1.000	26.00	4,530.96	117,804.96			433.35	979.59	22,781.12	14,601.36	9,070.98	2,212.22	1,067.30	52,447.58	44.9%	170,252.54
Step to L2 4/30/2018		0.900 0.900	26.0	2,169.72	50,771.45			186.72	422.18	9,818.18	14,043.36	3,909.40	953.42	459.98	29,793.25	53.7%	80,564.70
LVNI	1931C 1931D	1.000 1.000	15.00 11.10	1,703.14 1,788.30	25,547.10 19,850.10			166.96	377.49	4,940.30	2,400.00	1,967.13	852.50	411.29	11,115.67	36.662.77	25,217.17
2021C		1.000	26.1	1,818.99	45,397.20			166.96	377.49	4,940.30	2,400.00	1,967.13	852.50	411.29	11,115.67	36.6%	61,078.33
2021D		1.000	13.6	1,909.84	25,975.18			179.15	405.06	5,023.08	7,495.20	2,000.09	914.76	441.33	14,899.02	37.736.39	33,562.56
LVNI	2027EL1	0.900	26.0	2,111.01	49,397.63			181.67	410.76	9,552.51	14,043.36	3,803.62	927.62	447.54	29,793.25	53.7%	80,564.70
Step 12/12/2017			26.0			49,397.63		181.67	410.76	9,552.51	14,043.36	3,803.62	927.62	447.54	29,793.25	53.7%	80,564.70
HES	2228C 2228D	1.000 1.000	6.50 19.60	2,004.24 2,104.45	13,027.56 41,247.26			199.61	451.31	2,519.27	7,495.20	1,580.25	1,019.21	491.72	14,206.57	27.234.13	52,399.69
4207E		0.500	26.1	4,323.20	56,417.76			207.49	469.13	10,910.07	1,350.00	4,344.17	1,059.45	511.14	19,271.44	34.7%	75,689.20
2021L5		1.000	26.0	2,563.20	66,643.20			245.09	554.16	12,887.46	7,495.20	5,131.53	1,251.47	603.78	10,149.70	15.149.99	84,662.19

step 1/1/2019	2228L3	0.310	26.00	2,560.61	10,319.25	245.09	554.16	12,887.46	7,495.20	5,331.53	1,251.47	603.76	28,168.69	42.3%	94,611.89
	2228L4	0.310	13.0	2,688.64	10,850.21	39.85	90.10	2,095.31	4,643.68	834.31	203.47	98.17	2,780.12		13,109.37
OA II		13.0	13.0	10,852.21	10,852.21	39.85	90.10	2,095.31	4,643.68	834.31	203.47	98.17	2,780.12		13,109.37
	1085D	1.000	26.00	1,006.74	26,175.24	96.26	217.68	5,061.77	7,495.20	2,015.49	491.54	237.15	15,615.06	73.9%	15,640.10
		26.0	26.0	26,175.24	26,175.24	96.26	217.68	5,061.77	7,495.20	2,015.49	491.54	237.15	15,615.06		41,790.30
HEC II	2456E	1.000	26.00	2,436.58	63,350.98	232.98	526.78	12,250.81	7,495.20	4,378.03	1,189.64	573.95	27,147.40	59.7%	41,790.30
		26.0	26.0	63,350.98	63,350.98	232.98	526.78	12,250.81	7,495.20	4,378.03	1,189.64	573.95	27,147.40		90,498.38
FTSA III	1394E	1.000	26.00	1,384.00	35,984.00	132.34	299.22	6,956.59	7,495.20	2,770.77	675.73	326.01	18,657.85	42.9%	90,498.38
		26.00	26.00	35,984.00	35,984.00	132.34	299.22	6,956.59	7,495.20	2,770.77	675.73	326.01	18,657.85		54,641.85
DFOII	2228L3	0.650	26.00	2,560.00	43,264.00	159.11	359.75	8,366.39	9,736.74	4,081.06	812.44	391.97	23,907.46	51.9%	54,641.85
		26.00	26.00	43,264.00	43,264.00	159.11	359.75	8,366.39	9,736.74	4,081.06	812.44	391.97	23,907.46		67,171.46
PHN II	3000C	0.800	5.00	2,700.00	8,100.00	161.16	364.39	1,566.38	1,350.00	727.65	822.90	397.01	5,389.49	55.3%	67,171.46
	3000D	0.800	21.00	2,835.00	35,721.00	690.73	8,474.1	1,350.00	1,350.00	3,478.2	822.90	397.01	15,947.7		13,489.49
		26.0	26.0	35,721.00	35,721.00	690.73	8,474.1	1,350.00	1,350.00	3,478.2	822.90	397.01	15,947.7		45,379.24
PHN II	3000EL1	1.000	26.0	3,125.61	81,265.86	298.87	675.75	15,715.19	14,973.60	7,410.90	1,526.06	736.26	41,342.64	34.3%	58,868.73
		26.0	26.0	81,265.86	81,265.86	298.87	675.75	15,715.19	14,973.60	7,410.90	1,526.06	736.26	41,342.64		122,608.50
HEC II	3900EL4	0.750	26.00	4,583.02	89,368.89	398.87	743.13	17,282.16	13,374.00	6,881.40	1,678.23	809.67	24,183.56	50.9%	122,608.50
		26.00	26.00	89,368.89	89,368.89	398.87	743.13	17,282.16	13,374.00	6,881.40	1,678.23	809.67	24,183.56		113,532.45
PHN II	2800D	0.410	26.1	2,646.00	28,314.85	104.13	235.45	5,475.52	6,141.64	2,180.24	551.71	256.53	14,925.23	47.1%	17,893.70
		26.10	26.10	28,314.85	28,314.85	104.13	235.45	5,475.52	6,141.64	2,180.24	551.71	256.53	14,925.23		31,426.15
Program Chief	2708E	0.550	26.0	2,886.27	38,413.69	141.27	319.42	7,428.44	4,122.36	2,957.85	721.36	348.02	16,638.73	52.7%	43,240.07
		26.00	26.00	38,413.69	38,413.69	141.27	319.42	7,428.44	4,122.36	2,957.85	721.36	348.02	16,638.73		55,052.42
2021D		1.000	26.0	1,910.16	49,684.16	182.65	412.97	9,604.06	7,495.20	3,824.14	932.63	449.95	22,901.60	46.1%	72,565.76
		26.00	26.00	49,684.16	49,684.16	182.65	412.97	9,604.06	7,495.20	3,824.14	932.63	449.95	22,901.60		72,565.76
GRAND TOTAL SALARIES & BENEFITS				1,501,829.09	2,380.32	3,731.76	5,532.00	12,508.00	238,497.05	120,066.83	28,247.00	13,628.00	703,054.66	0.47	2,207,304.07
				Overtime	2,380.32										2,207,304.07

## FY 2019/20

Employee Name Last, First	Range & Step	FTE	PP in Step	Payrate BW	51000 Regular Wages	51020 Other Wages	Life Ins & Cell Billingual	51070 UI	51081 OPEB	51080 PERS	51080 Grp. Ins.	51100 FICA-Perm 0.077	51110 W/WC	51119 Liability	Total Benefits	Benefit Rate	Total Salaries/Benefits
PHN III(Vacant)	3300E	1.000	26.0	3,609.36	93,843.25			336.61	761.08	18,147.41	14,978.60	7,225.93	1,718.77	829.23	43,988.63	0.0%	137,841.88
Asst Dir	3434D	1.000	26.0	3,244.10	84,346.65			302.55	684.07	16,310.95	7,495.20	7,071.82	1544.83	745.32	34,154.74		118,501.39
					84,346.65			302.55	684.07	16,310.95	7,495.20	7,071.82	1,544.83	745.32	34,154.74	0.5%	119,501.39
	1368E	1.000	26.00	1,356.52	35,269.52			126.51	286.04	6820.42	2,400.00	2,715.75	645.97	311.85	13,306.35		48,575.87
		1.000	26.00		35,269.52			126.51	286.04	6,820.42	2,400.00	2,715.75	645.97	311.85	13,306.35	37.7%	48,575.87
HEC I	2109EL2	1.0000	26.0	2,438.45	63,399.77			227.41	514.18	12,280.25	17,932.00	4,881.78	1161.19	560.22	37,437.03	69.0%	100,836.81
			26.00		63,399.77			227.41	514.18	12,280.25	17,932.00	4,881.78	1,161.19	560.22	37,437.03	69.0%	100,836.81
RDA - HES	2021C	0.500	26.0	1,818.40	23,639.20			84.79	191.72	4,571.35	1,344.00	1,820.22	432.96	208.88	8,653.92		32,293.12
			26.00		23,639.20			84.79	191.72	4,571.35	1,344.00	1,820.22	432.96	208.88	8,653.92	36.6%	32,293.12
RN II	2800EL4	0.900 0.900	26.0	3,380.93	79,113.76			283.78	641.93	15,299.02	14,043.36	6,091.76	1448.99	699.08	38,507.81		117,621.37
			26.0		79,113.76			283.78	641.93	15,299.02	14,043.36	6,091.76	1,448.99	699.08	38,507.81	48.7%	117,621.37
LVN I	1931E	0.900 0.900	26.00	1,915.27	44,817.32			160.76	363.48	8666.77	2,160.00	3,450.93	820.84	396.02	16,018.80		60,836.12
			26.0		44,817.32			160.76	363.48	8,666.77	2,160.00	3,450.93	820.84	396.02	16,018.80	35.7%	60,836.12
1368EL2		1.000 1.000	26.00	1,573.32	40,906.32			146.73	331.76	7,910.46	7,495.20	3,149.79	749.21	361.46	20,144.61		61,050.93
			26.00		40,906.32			146.73	331.76	7,910.46	7,495.20	3,149.79	749.21	361.46	20,144.61	49.2%	61,050.93
HIV Therapist	\$40.00 per hr	0.019	26.10	4,800.00				8.54	19.30	480.31		183.28	43.60	21.03	736.06		3,116.38
			26.10					8.54	19.30	480.31		183.28	43.60	21.03	736.06	30.9%	3,116.38
MA II	2021D	1.000	26.00	1,909.53	49,647.78			178.08	402.65	9800.89	7,495.20	3,822.88	909.31	438.71	22,847.72	46.0%	72,495.50
			26.00		49,647.78			178.08	402.65	9,800.89	7,495.20	3,822.88	909.31	438.71	22,847.72	46.0%	72,495.50
		1.000 1.000	26.00	4,530.96	117,804.96			422.56	955.42	22,781.12	14,601.36	9,070.98	2,157.63	1,040.97	51,990.04		169,795.00
			26.00		117,804.96			422.56	955.42	22,781.12	14,601.36	9,070.98	2,157.63	1,040.97	51,990.04	44.4%	170,136.76
2021L2		0.900 0.900	26.0	2,169.72	50,771.45			182.11	411.76	9,818.18	14,043.36	3,909.40	929.89	448.64	28,743.35		80,514.80
			26.0		50,771.45			182.11	411.76	9,818.18	14,043.36	3,909.40	929.89	448.64	28,743.35	55.6%	80,514.80
LVN I	1931E	1.000	26.00	1,877.72	48,820.72			175.12	395.94	9,440.95	2,400.00	3,759.20	894.17	431.40	17,496.77		66,317.49
			26.00		48,820.72			175.12	395.94	9,440.95	2,400.00	3,759.20	894.17	431.40	17,496.77	35.3%	66,317.49
2021D		1.000	12.5	1,909.94	23,874.25			126.51	286.04	6,820.42	2,400.00	2,715.75	645.97	311.85	13,306.35		48,575.87
2021E		1.000	13.6	2,005.44	27,273.94			183.47	414.82	5,274.24	7,495.20	2,100.09	936.79	451.86	23,311.7	45.6%	74,459.89
			26.1		51,148.19			183.47	414.82	9,818.18	7,495.20	3,909.40	929.89	448.64	28,743.35	55.6%	80,514.80
LVN II	2027EL1	0.900	26.0	2,111.01	49,397.63			177.19	400.62	9,552.51	14,043.36	3,909.40	929.89	448.64	28,743.35		80,514.80
Step 12/1/2017			26.0		49,397.63			177.19	400.62	9,552.51	14,043.36	3,909.40	929.89	448.64	28,743.35	55.6%	80,514.80
HES	2228D	1.000	6.50	2,104.45	13,678.93			204.41	462.19	2,845.23	7,495.20	1,630.41	1,043.76	503.57	14,434.77		28,113.70
Step 9/29/19	2228E	1.000	19.60	2,209.67	43,309.58			204.41	462.19	11,020.44	7,495.20	1,630.41	1,043.76	503.57	14,434.77		28,113.70
			26.10		56,988.51			204.41	462.19	11,020.44	7,495.20	1,630.41	1,043.76	503.57	14,434.77	45.9%	83,193.32
4207E		0.500	26.1	4,323.20	56,417.76			202.37	457.56	10,910.07	1,350.00	4,344.17	1,033.31	498.53	19,216.00		75,633.76
			26.10		56,417.76			202.37	457.56	10,910.07	1,350.00	4,344.17	1,033.31	498.53	19,216.00	34.1%	75,633.76
2021L5		1.000	26.0	2,563.20	66,643.20			239.05	540.49	12,887.46	7,495.20	5,131.53	1,220.59	588.88	18,018.99		84,662.19
			26.0		66,643.20			239.05	540.49	12,887.46	7,495.20	5,131.53	1,220.59	588.88	18,018.99	10.084.21	10,084.21

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FY 2020/21

Employee Name Last First PHN III(Vacant)	Range & Step 3300E	FTE	PP In Step	Pay rate BW	51000 Regular Wages	51020 Other Wages	Life Ins & Cell Billingual	51070 UI	51081 OPEB	51083 PERS	51090 Grp. Ins	51100 FICA-Perm 0.077	51110 WMC	51119 Liability	Total Benefits	Benefit Rate	Total Salary/Benefits
Asst Dir Prior Director Retired	3434E	1.000	26.0	3,609.36	93,843.25		334.26	334.26	755.78	18,147.41	14,979.60	7,225.93	1,706.79	823.45	43,973.22	0.0%	137,816.47
					88,563.98		315.46	315.46	713.26	17,126.50	7,495.20	7,396.56	1610.77	777.13	35,034.88		123,998.86
	1368E	1.000	26.00	1,356.52	35,269.52		315.46	315.46	713.26	17,126.50	7,495.20	7,396.56	1610.77	777.13	35,034.88	40.0%	123,998.86
		1.000			35,269.52		125.63	125.63	284.05	6820.42	2,400.00	2,715.75	641.47	309.48	13,296.80		48,566.32
HEC1	2109EL2	1.000	26.0	2,438.45	63,399.77		225.83	225.83	510.60	12,260.25	17,832.00	4,881.78	1,153.09	556.32	37,419.87	37.7%	100,819.64
					63,399.77		225.83	225.83	510.60	12,260.25	17,832.00	4,881.78	1,153.09	556.32	37,419.87	59.0%	117,589.95
SDA - HES	202ID	0.500	26.0	1,909.32	24,821.16		88.41	88.41	199.90	4,799.92	1,344.00	1,811.23	451.44	217.80	9,012.70		33,833.86
		0.900			24,821.16		88.41	88.41	199.90	4,799.92	1,344.00	1,811.23	451.44	217.80	9,012.70	36.3%	33,833.86
RN II	2800EL4	0.900	26.0	3,380.93	79,113.76		281.80	281.80	637.15	15,299.02	14,043.36	6,091.76	1,438.89	694.21	38,466.19		117,589.95
		0.900			79,113.76		281.80	281.80	637.15	15,299.02	14,043.36	6,091.76	1,438.89	694.21	38,466.19	48.6%	117,589.95
LVN I	1931E	0.900	26.00	1,915.27	44,817.32		159.64	159.64	360.94	8666.77	2,160.00	3,450.93	815.12	393.26	16,006.67		60,823.99
		0.900			44,817.32		159.64	159.64	360.94	8666.77	2,160.00	3,450.93	815.12	393.26	16,006.67	35.7%	60,823.99
1366EL2		1.000	26.00	1,573.32	40,906.32		145.71	145.71	329.44	7,910.46	7,495.20	3,148.79	743.99	358.94	20,133.54		61,039.86
		1.000			40,906.32		145.71	145.71	329.44	7,910.46	7,495.20	3,148.79	743.99	358.94	20,133.54	49.2%	61,039.86
HIV Therapist	\$40.00 per hr	0.019	26.1	4,800.00		2,390.32	8.48	8.48	19.17	460.31		183.28	43.29	20.89	735.42		3,115.74
NA II			26.10			2,390.32	8.48	8.48	19.17	460.31		183.28	43.29	20.89	735.42	30.9%	3,115.74
2021E		1.000	26.00	2,005.01	52,130.17		185.68	185.68	419.84	10,080.93	7,495.20	4,014.02	948.13	457.43	23,601.23		75,731.40
		1.000			52,130.17		185.68	185.68	419.84	10,080.93	7,495.20	4,014.02	948.13	457.43	23,601.23	45.3%	75,731.40
		1.000	26.00	4,530.96	117,804.96		419.61	419.61	948.76	22,781.12	14,601.36	9,070.98	2,142.60	1,033.71	51,968.15		169,763.11
		1.000			117,804.96		419.61	419.61	948.76	22,781.12	14,601.36	9,070.98	2,142.60	1,033.71	51,968.15	44.4%	170,104.87
2021L2		0.900	26.0	2,169.72	50,771.45		180.84	180.84	408.89	9,815.18	14,043.36	3,905.40	923.41	445.51	29,729.61		80,501.05
		0.900			50,771.45		180.84	180.84	408.89	9,815.18	14,043.36	3,905.40	923.41	445.51	29,729.61	56.6%	80,501.05
1931E		1.000	26.00	1,877.72	48,820.72		173.90	173.90	393.18	9,440.95	2,400.00	3,759.20	887.93	428.39	17,483.55		66,304.27
		1.000			48,820.72		173.90	173.90	393.18	9,440.95	2,400.00	3,759.20	887.93	428.39	17,483.55	35.8%	66,304.27
2021E		1.000	26.0	2,005.44	52,141.44		185.72	185.72	419.93	10,083.11	7,495.20	4,014.89	948.33	457.53	22,989.06		75,140.50
		1.000			52,141.44		185.72	185.72	419.93	10,083.11	7,495.20	4,014.89	948.33	457.53	22,989.06	45.3%	75,140.50
2027EL1		0.900	26.0	2,111.01	49,397.63		175.95	175.95	397.83	9,552.51	14,043.36	3,803.62	898.43	433.45	13,356.13		62,753.77
		0.900			49,397.63		175.95	175.95	397.83	9,552.51	14,043.36	3,803.62	898.43	433.45	13,356.13	61.5%	79,764.17
2228E		1.000	26.00	2,209.87	57,451.42		204.84	204.84	462.69	11,109.96	7,495.20	5,000.89	1,044.91	504.12	28,272.41		83,723.83
		1.000			57,451.42		204.84	204.84	462.69	11,109.96	7,495.20	5,000.89	1,044.91	504.12	28,272.41	45.7%	83,723.83
4207E		0.500	26.1	4,323.20	56,417.76		200.96	200.96	454.37	10,910.07	1,350.00	4,344.17	1,026.11	495.05	19,200.72		75,618.48
		0.500			56,417.76		200.96	200.96	454.37	10,910.07	1,350.00	4,344.17	1,026.11	495.05	19,200.72	34.0%	75,618.48
2021L5		1.000	26.0	2,563.20	66,643.20		237.38	237.38	536.72	12,887.46	7,495.20	5,131.53	1,212.08	584.78	18,018.99		84,662.19
		1.000			66,643.20		237.38	237.38	536.72	12,887.46	7,495.20	5,131.53	1,212.08	584.78	18,018.99	10.66%	10,066.16

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5A



California State Association of Counties ®  
1100 K Street, Suite 101  
Sacramento, CA 95814  
Phone (916) 327- 7500  
Facsimile (916) 321- 5047

September 15, 2016

TO: Chairs, Boards of Supervisors

FROM: Matt Cate, Executive Director

**SUBJECT: Selection of CSAC Board of Directors Members**

Under provisions of the CSAC Constitution, members of the Board of Directors and alternates are nominated by their respective boards of supervisors and appointed by the Executive Committee to one-year terms of office commencing with the first day of the CSAC annual conference. This year that will be on November 29, 2016. Any member of your Board of Supervisors is eligible for the directorship.

CSAC's Board of Directors holds its first meeting of each year at the association's annual conference. **Thus, it is important that your county has its newly appointed board representative at this first meeting.** Enclosed is a list of current directors, along with a form for use in notifying us of your Board's nomination.

The new Board of Directors will meet at the annual conference, first by caucus (urban, suburban and rural) to nominate CSAC officers and Executive Committee members, and again as a full Board to elect the 2017 Executive Committee and to conduct other business. Details of these meetings will be sent to you at a later date. Please note that under the CSAC Constitution, Executive Committee members are elected from the membership of the Board of Directors.

If you have any questions or need further information, please contact Sue Ronkowski of my staff at 916.327.7500 x508 or e-mail [sronkowski@counties.org](mailto:sronkowski@counties.org).

Enclosures

cc: 2016 Board of Directors  
Clerks, Board of Supervisors



California State Association of Counties  
1100 K Street, Suite 101  
Sacramento, CA 95814  
Phone (916) 327- 7500  
Facsimile (916) 321- 5047

---

## **NOMINATION OF CSAC BOARD OF DIRECTORS MEMBER FOR YEAR 2016 – 2017**

The Board of Supervisors nominates the following named Supervisor(s) to a position on the CSAC Board of Directors for the 2016 - 2017 Association year beginning November 29, 2016.

County name:

Director:

Alternate:

Name of individual completing form:

Does the Board of Directors member plan to attend the CSAC Annual Conference (Nov. 29 – Dec. 1, 2016) in Palm Springs, Riverside County?

Yes:

No:

**PLEASE RETURN BY NOVEMBER 16, 2016 TO:**

Sue Ronkowski  
California State Association of Counties  
1100 K Street, Suite 101  
Sacramento, CA 95814  
E-mail: [sronkowski@counties.org](mailto:sronkowski@counties.org)  
Fax: (916) 321-5047

**CALIFORNIA STATE ASSOCIATION OF COUNTIES**  
**Board of Directors**  
**2016**

<u>Section</u>	<u>County</u>	<u>Director</u>
U	Alameda County	Keith Carson
R	Alpine County	Terry Woodrow
R	Amador County	Louis Boitano
S	Butte County	Bill Connelly
R	Calaveras County	Michael Oliveira
R	Colusa County	Kim Dolbow Vann
U	Contra Costa County	John Gioia
R	Del Norte County	David Finigan
R	El Dorado County	Ron Mikulaco
U	Fresno County	Henry Perea
R	Glenn County	John Viegas
R	Humboldt County	Virginia Bass
S	Imperial County	Raymond Castillo
R	Inyo County	Jeff Griffiths
S	Kern County	Leticia Perez
R	Kings County	Doug Verboon
R	Lake County	Anthony Farrington
R	Lassen County	Jim Chapman
U	Los Angeles County	Don Knabe
R	Madera County	David Rogers
S	Marin County	Damon Connolly
R	Mariposa County	John Carrier
R	Mendocino County	Carre Brown
S	Merced County	Hubert "Hub" Walsh
R	Modoc County	Jim Wills
R	Mono County	Larry Johnston
S	Monterey County	Fernando Armenta
S	Napa County	Diane Dillon
R	Nevada County	Ed Scofield
U	Orange County	Lisa Bartlett
S	Placer County	Jim Holmes
R	Plumas County	Lori Simpson
U	Riverside County	John Benoit

U	Sacramento County	Susan Peters
R	San Benito County	Jaime De La Cruz
U	San Bernardino County	James Ramos
U	San Diego County	Greg Cox
U	San Francisco City & County	vacant
S	San Joaquin County	Bob Elliott
S	San Luis Obispo County	Bruce Gibson
U	San Mateo County	Carole Groom
S	Santa Barbara County	Doreen Farr
U	Santa Clara County	Ken Yeager
S	Santa Cruz County	Bruce McPherson
S	Shasta County	Leonard Moty
R	Sierra County	Lee Adams
R	Siskiyou County	Ed Valenzuela
S	Solano County	Linda Seifert
S	Sonoma County	Efren Carrillo
S	Stanislaus County	Vito Chiesa
R	Sutter County	Larry Munger
R	Tehama County	Robert Williams
R	Trinity County	Judy Morris
S	Tulare County	Steve Worthley
R	Tuolumne County	Sherri Brennan
U	Ventura County	Kathy Long
S	Yolo County	Jim Provenza
R	Yuba County	Roger Abe

President:	Richard Forster, Amador
First Vice President:	Dave Roberts, San Diego
Second Vice President:	Leticia Perez, Kern
Immed. Past President:	Vito Chiesa, Stanislaus

SECTION:    U=Urban    S=Suburban    R=Rural

6B

Rec'd  
9/6/16

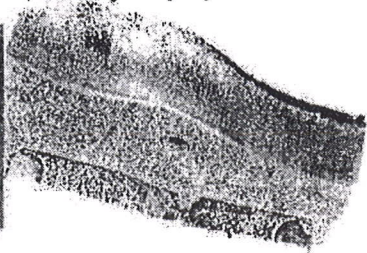
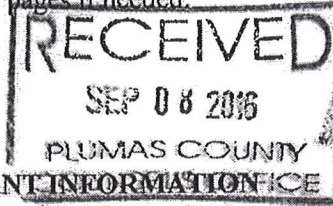
PLUMAS COUNTY  
BOARD OF SUPERVISORS  
520 Main St. Room 309  
Quincy, CA 95971

CLAIM AGAINST THE COUNTY OF PLUMAS  
(Pursuant to Government Code §910.4)

NOTICE: All claims must be presented to the County of Plumas in accordance with Government Code §915.4. Failure to fully complete this form will result in your claim being returned. Plumas County employees are not allowed to provide legal advice. Attach additional pages if needed.

MAIL TO:

Clerk of the Board  
520 Main St, Rm 309  
Quincy, CA 95971

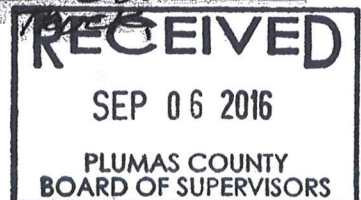


1. Name of Claimant: DENNIS d'Autremont
2. Date of Birth: 8/24/49
3. Gender (circle one): ☒ Male ☐ Female
4. Mailing Address of Claimant:  
735 THREE SISTERS Rd. San Luis Obispo CA 93401  
Address City State Zip
5. Mailing Address where notices are to be sent (if different than mailing address of claimant):  
Address City State Zip
6. Telephone Number of Claimant: (805) 546-1870 (805) 441-1667 (cell)

INFORMATION ABOUT CLAIM

7. Incident Date: Month August Day 17 Year 2016
8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):  
IT WAS AT THE TURN OFF TO GOLD LAK LODGE, 7.6 MILES UP FROM HIGHWAY 89. IT WAS AT THE "BORDER" OF THE PLUMAS COUNTY LINE & THE SIERRA COUNTY LINE, ON THE PLUMAS SIDE.
9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):  
See Attached sheet - Separate page.
10. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim:

yellow highway paint (for striping) All over the Left Side of Truck I don't want to include the Tailgate, both bumpers & diamond plate step, and both wheel wells. Yellow speckles & splatters on all over the Paint on the Drivers side of truck.



Question #9 on Claim form against the County of Plumas:

Circumstances that led to the alleged damage to my vehicle

My family and relatives were on a family vacation, camping out at Gold Lake, from August 14 to August 20, 2016. On Wednesday, August 17, we went swimming at Lakes Basin campground, down the road from Gold Lake. We were returning to our campsite at Gold Lake at around 3:00 pm in the afternoon.

As we were driving back, we noticed a slowdown of traffic ahead of us of about 8 cars. They never stopped, and we had slowed down their speed. As we approached the Gold Lake Lodge turn off, which was marked the "Round Lake Trail", we noticed two large Plumas County trucks. One was parked on the side road to our right, and the second was parked on the highway partially on the road. The cars ahead of us slowed down, but continued up the hill, as I did. I had move a little to the left to avoid hitting the county truck. We (there were 2 other people in my truck with me), noticed there were two men standing in the center of the highway. We thought this very strange, and discussed it. These two men were just standing there, not moving, or not making any motion to stop us or ask us to slow down (although we were moving slow, way below the speed limit.) There was one or maybe two others on the side of the road by the parked county trucks. We had not idea was they were doing.

There were no orange cones, no signs stating wet paint, no lights of any kind, or no attempt to ask us to stop our vehicle. We proceeded on to our campsite at Gold Lake. The next morning at breakfast, my wife and I noticed all of the yellow paint on the left side (driver's side) of my truck.

After breakfast we drove down the hill to the town of GraeEagle, and went to the Plumas County road maintenance yard in town. There was no one there on each of our 3 visits that day. I saw some phone numbers listed on a locked door, and called the one listed as the Qunicy office. A lady named Colleen answered the phone, and I explained the whole situation to her. She said she made notes and would forward the information on. She then said I would need to talk to the Deputy Director of Plumas County Public Works. His name was Joe Blackwell, but would not be back in the office until Monday, August 29. She then connected me to his voice mail, and I left a lengthy message explaining the whole situation.

He returned my call on Tuesday, August 30. He informed me that he knew my story, as he had a written report of it in front of him that his workers had given him. In it he said his workers stated that they had waved me over to stop, as they saw paint on my truck. THIS IS TOTALLY FALSE INFORMATION. NO ONE MADE ANY ATTEMPT WHATSOEVER TO ASK US TO STOP. I HAVE TWO WITNESSES THAT WILL CONCUR WITH THIS.

I am enclosing along with this claim form photos of the damage to my truck, along with a repair estimate from a body shop in my town.

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ 4,454.49
12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: ☐ YES ☒ NO
13. Name(s) of public employee(s) causing the injury, damage or loss, if known:  
Not Known

#### CLAIMS INVOLVING MOTOR VEHICLES

14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? ☐ YES ☒ NO
15. Name of insurance carrier and telephone number (including area code):  
FARMERS INSURANCE (805) 548-8530  
Name Telephone Number  
1228 Broad St. San Luis Obispo CA 93401  
Address City State Zip
16. Policy Number: 186 373 123
17. Are you the registered owner: ☒ YES ☐ NO
18. Amount of deductible: \$ 500.-
19. Make: FORD Model: F350 Pickup Year: 1999

**Section 72 of the Penal Code provides that a person found guilty of submitting a fraudulent claim may be punished by imprisonment in the County Jail or State Prison, and/or by the imposition of a fine up to \$10,000.00.**

Signature of Claimant, or by some person legally authorized to submit this claim on your behalf.

Signature

Date

DENNIS d'Autepermont  
Printed Name of Person Completing Claim



## B & B Collision Repair

Best in the Business  
845 Fiero Lane, San Luis Obispo, CA 93401  
Phone: (805) 541-2771  
FAX: (805) 541-2775

Workfile ID: dd7cb178  
Federal ID: 46-1638027  
Resale Number: SR GHC 100-449871  
State EPA: CAL000285664  
BAR: ARD 235652

### Preliminary Estimate

**Customer: D'AUTREMONT, DENNY**

Written By: Bart Johnson

Insured: D'AUTREMONT, DENNY  
Type of Loss:  
Point of Impact: 19 All Over

Policy #:  
Date of Loss:

Claim #:  
Days to Repair: 9

**Owner:**  
D'AUTREMONT, DENNY  
735 THREE SISTERS RD  
SAN LUIS OBISPO, CA 93401  
(805) 544-6346 Evening  
(805) 441-1667 Other

**Inspection Location:**  
B & B Collision Repair  
845 Fiero Lane  
San Luis Obispo, CA 93401  
Repair Facility  
(805) 541-2771 Business

**Insurance Company:**  
CASH

### VEHICLE

1999 FORD F350 4X4 CREW CAB XLT DRW 4D LONG 8-7.3L-TD WHITE

VIN: 1FTWW33F6XEB99188  
License: DSLASHB  
State: CA

Interior Color:  
Exterior Color: WHITE  
Production Date: 9/1998

Mileage In: 246,386  
Mileage Out:  
Condition:

Vehicle Out:  
  
Job #:

#### TRANSMISSION

Overdrive  
5 Speed Transmission  
4 Wheel Drive

#### POWER

Power Steering  
Power Brakes  
Power Windows  
Power Locks

#### DECOR

Dual Mirrors  
Body Side Moldings

#### CONVENIENCE

Air Conditioning  
Intermittent Wipers  
Tilt Wheel  
Cruise Control

#### RADIO

#### AM Radio

FM Radio  
Stereo  
Search/Seek  
Cassette

#### SAFETY

Drivers Side Air Bag  
Anti-Lock Brakes (4)  
4 Wheel Disc Brakes

#### SEATS

Cloth Seats

#### WHEELS

Aluminum/Alloy Wheels

#### PAINT

Clear Coat Paint

Get live updates at [www.carwise.com/e/UDY2V](http://www.carwise.com/e/UDY2V)

# Preliminary Estimate

**Customer: D'AUTREMONT, DENNY**

1999 FORD F350 4X4 CREW CAB XLT DRW 4D LONG 8-7.3L-TD WHITE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2		O/H front bumper		0	0.00	1.6	0.0
3	R&I	R&I bumper assy		0	0.00	Incl.	0.0
4	*	Rpr <u>Bumper chrome (REMOVE YELLOW PAINT)</u>		0	0.00	<u>0.5</u>	0.0
5	Repl	Valance panel upper medium platinum	1C3Z17626AAC	1	69.76	Incl.	0.0
6	Repl	LT Bumper filler	F81Z17A861AB	1	8.47	Incl.	0.0
7		<b>FRONT LAMPS</b>					
8	R&I	LT Headlamp assy		0	0.00	0.2	0.0
9	R&I	LT Park & side lamp		0	0.00	0.3	0.0
10		<b>FENDER</b>					
11	*	Rpr LT Fender		0	0.00	<u>1.0</u>	2.2
12		Add for Clear Coat		0	0.00	0.0	0.9
13	Repl	LT Fender liner	5C7Z16055AA	1	108.07	0.6	0.0
14	*	Repl <u>LT Splash shield</u>	F81Z16102AA	1	29.82	0.0	0.0
15	#	Subl REPLACE D/B DECAL, FENDER AND TAILGATE		1	25.00 X	0.0	0.0
16	**	Repl A/M LT FENDER WHEEL OPENING MLDG		1	15.00	0.4	0.0
17	*	R&I LT Nameplate "F350 XLT SUPER DUTY"		0	0.00	<u>0.2</u>	0.0
18	#	Repl RETAPE EMBLEMS/MOULDDINGS		1	3.00 T	0.3	0.0
19	*	R&I <u>LT Nameplate "TRITON V8"</u>		0	0.00	<u>0.2</u>	0.0
20	#	Repl RETAPE EMBLEMS/MOULDDINGS		1	3.00 T	0.3	0.0
21		<b>CAB</b>					
22	**	Repl <u>A/M LT DeeZee Running board</u>	YC3Z16450EAB	1	<u>326.83</u>	<u>1.5</u>	0.0
23		<b>PICK UP BOX</b>					
24	*	Rpr LT Side panel 8 foot bed dual wheels		0	0.00	<u>1.0</u>	3.5
25		Overlap Major Adj. Panel		0	0.00	0.0	-0.4
26		Add for Clear Coat		0	0.00	0.0	0.6
27	R&I	LT R&I rear fender		0	0.00	1.4	0.0
28	*	Rpr LT Rear fender		0	0.00	<u>2.0</u>	2.6
29		Overlap Major Adj. Panel		0	0.00	0.0	-0.4
30		Add for Clear Coat		0	0.00	0.0	0.4
31	**	Repl A/M LT BEDSIDE FENDER WHEEL OPENING MLDG		1	15.00	0.4	0.0
32	Repl	LT Splash shield dual rear wheel	F81Z9928370BA	1	61.05	0.3	0.0
33	R&I	R&I tailgate assy		0	0.00	0.5	0.0
34	*	Rpr Tail gate		0	0.00	<u>1.0</u>	2.0
35		Overlap Major Adj. Panel		0	0.00	0.0	-0.4
36		Add for Clear Coat		0	0.00	0.0	0.3
37	Repl	Nameplate "F350 SUPER DUTY"	F81Z9942528CB	1	48.40	0.2	0.0

# Preliminary Estimate

**Customer: D'AUTREMONT, DENNY**

1999 FORD F350 4X4 CREW CAB XLT DRW 4D LONG 8-7.3L-TD WHITE

from 9/14/98

38		Repl	Handle w/tail gate lock	7L3Z9943400AA	1	45.30	0.5	0.0
39	*	R&I	Emblem		0	0.00	0.2	0.0
40	#	Repl	RETAPE EMBLEMS/MOULDINGS		1	3.00 T	0.3	0.0
41		R&I	Access cover		0	0.00	0.3	0.0
42	*	R&I	Tail gate mldg to 11/3/98		0	0.00	0.3	0.0
43		R&I	Fuel door		0	0.00	0.3	0.0
44	#	R&I	LT UPPER BED RAIL CAP		0	0.00	0.0	0.0
45		Repl	LT Decal "4x4" red & silver	F81Z9925622BAA	1	69.03	0.4	0.0
46			<b>REAR LAMPS</b>					
47		R&I	LT Tail lamp assy		0	0.00	0.3	0.0
48		R&I	LT Side marker lamp amber (front)		0	0.00	0.2	0.0
49		R&I	LT Side marker lamp red (rear)		0	0.00	0.2	0.0
50			<b>REAR BUMPER</b>					
51		R&I	R&I bumper assy		0	0.00	1.0	0.0
52	*	Rpr	Bumper chrome (REMOVE YELLOW)		0	0.00	0.5	0.0
53		Repl	LT Step pad upper	F81Z17B807AA	1	27.88	0.2	0.0
54		Repl	Step pad lower	XL3Z17B807AAA	1	22.00	0.2	0.0
55	#	Rpr	Tint Color		0	0.00	1.0	0.0
56	#	Repl	Cover for Overspray		1	10.00 T	0.5	0.0
57	#		COLORSAND & POLISH		1	0.00	2.0	0.0
58	#	Subl	HAZARDOUS WASTE REMOVAL		1	5.00 X	0.0	0.0
59	#	Rpr	CLEAN UNDERSIDE AND TIRES AS GOOD AS POSSIBLE		0	0.00	2.0	0.0
60	#	Subl	REPLACE TAPE STRIPES		1	150.00 X	0.0	0.0
<b>SUBTOTALS</b>						<b>1,045.61</b>	<b>24.3</b>	<b>11.3</b>

## ESTIMATE TOTALS

Category	Basis			Rate	Cost \$
Parts					846.61
Body Labor	24.3 hrs	@	\$ 78.00 /hr		1,895.40
Paint Labor	11.3 hrs	@	\$ 78.00 /hr		881.40
Paint Supplies	11.3 hrs	@	\$ 40.00 /hr		452.00
Body Supplies	15.1 hrs	@	\$ 5.00 /hr		75.50
Miscellaneous					199.00
<b>Subtotal</b>					<b>4,349.91</b>
Sales Tax	\$ 1,393.11	@	7.5000 %		104.48
<b>Grand Total</b>					<b>4,454.39</b>

## Preliminary Estimate

**Customer: D'AUTREMONT, DENNY**

1999 FORD F350 4X4 CREW CAB XLT DRW 4D LONG 8-7.3L-TD WHITE

"THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

THE INSURER WARRANTS THAT ANY NON-ORIGINAL EQUIPMENT MANUFACTURER PARTS SPECIFIED IN THIS ESTIMATE ARE AT LEAST EQUAL TO THE ORIGINAL EQUIPMENT MANUFACTURER PARTS IN TERMS OF KIND, QUALITY, SAFETY, FIT AND PERFORMANCE."

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

I hereby authorize the above repair work to be done along with necessary materials. You and your employees may operate vehicle for purposes of testing, inspection or delivery at my own risk. An express mechanic's lien is acknowledged on vehicle to secure the amount of the repairs thereto. You will not be held responsible for loss or damage to articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

Signed \_\_\_\_\_

Date \_\_\_\_\_

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

THE FOLLOWING IS A LIST OF ABBREVIATIONS OR SYMBOLS THAT MAY BE USED TO DESCRIBE WORK TO BE DONE OR PARTS TO BE REPAIRED OR REPLACED:

MOTOR ABBREVIATIONS/SYMBOLS: D=DISCONTINUED PART, A=APPROXIMATE PRICE. LABOR TYPES: B=BODY LABOR, D=DIAGNOSTIC, E=ELECTRICAL, F=FRAME, G=GLASS, M=MECHANICAL, P=PAINT LABOR, S=STRUCTURAL, T=TAXED MISCELLANEOUS, X=NON TAXED MISCELLANEOUS. CCC ONE: ADJ=ADJACENT, ALGN=ALIGN, A/M=AFTERMARKET, BLND=BLEND, CAPA=CERTIFIED AUTOMOTIVE PARTS ASSOCIATION, D&R=DISCONNECT AND RECONNECT, EST=ESTIMATE, EXT. PRICE=UNIT PRICE MULTIPLIED BY THE QUANTITY, INCL=INCLUDED, MISC=MISCELLANEOUS, NAGS=NATIONAL AUTO GLASS SPECIFICATIONS, NON-ADJ=NON ADJACENT, O/H=OVERHAUL, OP=OPERATION, NO=LINE NUMBER, QTY=QUANTITY, RECOND=RECONDITION, REFN=REFINISH, REPL=REPLACE, R&I=REMOVE AND INSTALL, R&R=REMOVE AND REPLACE, RPR=REPAIR, RT=RIGHT, SECT=SECTION, SUBL=SUBLET, LT=LEFT, W/O=WITHOUT, W/\_=WITH/\_ SYMBOLS: #=MANUAL LINE ENTRY, \*=OTHER [IE..MOTORS DATABASE INFORMATION WAS CHANGED], \*\*=DATABASE LINE WITH AFTERMARKET, N=NOTES ATTACHED TO LINE. OPT OEM=ORIGINAL EQUIPMENT MANUFACTURER PARTS EITHER OPTIONALLY SOURCED OR OTHERWISE PROVIDED WITH SOME UNIQUE PRICING OR DISCOUNT.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

## Preliminary Estimate

---

**Customer: D'AUTREMONT, DENNY**

1999 FORD F350 4X4 CREW CAB XLT DRW 4D LONG 8-7.3L-TD WHITE

THIS ESTIMATE MAY LIST PARTS FOR USE IN THE REPAIR OF YOUR VEHICLE THAT ARE MANUFACTURED BY A COMPANY OTHER THAN THE ORIGINAL MANUFACTURER OF YOUR VEHICLE. THESE PARTS ARE COMMONLY REFERRED TO AS AFTERMARKET PARTS OR COMPETITIVE PARTS, AND MAY INCLUDE COSMETIC OUTER BODY CRASH PARTS SUCH AS HOODS, FENDERS, BUMPER COVERS, ETC. THE INSURANCE COMPANY GUARANTEES THE AFTERMARKET OR COMPETITIVE CRASH PARTS ARE AT LEAST EQUAL TO THE ORIGINAL EQUIPMENT MANUFACTURER PARTS IN TERMS OF KIND, QUALITY, SAFETY, FIT AND PERFORMANCE THAT ARE LISTED ON THIS ESTIMATE AND ACTUALLY USED IN THE REPAIR OF YOUR VEHICLE FOR AS LONG AS YOU OWN IT. IF A PROBLEM DEVELOPS WITH THE KIND, QUALITY, SAFETY, FIT AND PERFORMANCE OF THESE PARTS, THEY WILL BE REPAIRED OR REPLACED AT THE INSURANCE COMPANY'S EXPENSE. THIS GUARANTEE IS LIMITED TO THE REPAIR OR REPLACEMENT OF THE PART. HOWEVER, IF YOU CHOOSE NOT TO USE ONE OR MORE OF THE AFTERMARKET OR COMPETITIVE CRASH PARTS THAT MAY BE LISTED ON THIS ESTIMATE IN THE REPAIR OF YOUR VEHICLE, THE INSURANCE COMPANY WILL SPECIFY THE USE OF ORIGINAL EQUIPMENT MANUFACTURER PARTS, EITHER NEW OR RECYCLED AT THE INSURANCE COMPANY'S OPTION, AT NO ADDITIONAL COST TO YOU. THE INSURANCE COMPANY DOES NOT SEPARATELY GUARANTEE THE PERFORMANCE OF ORIGINAL EQUIPMENT MANUFACTURER PARTS, AND MAKES NO REPRESENTATION ABOUT THE AVAILABILITY OF ANY MANUFACTURER'S GUARANTEE. THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

## Preliminary Estimate

### Customer: D'AUTREMONT, DENNY

1999 FORD F350 4X4 CREW CAB XLT DRW 4D LONG 8-7.3L-TD WHITE

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DE2ME99, CCC Data Date 8/17/2016, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (\*) or Double Asterisk (\*\*) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2017 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

#### SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

#### SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

#### OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blend=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

**22 PHOTOS OMITTED  
AVAILABLE ON  
REQUEST**