

**RESOLUTION TO AMEND THE COUNTY JOB CLASSIFICATION PLAN AND WAGE RANGE 4533 FOR NURSE PRACTITIONER AND PHYSICIAN ASSISTANT**

**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 Director of Public Health requested the Human Resources Director to assist in the final nursing series classification and wage review for the Nurse Practitioner and Physician Assistant classifications; and

**WHEREAS**, These position under the general direction of the Director of Public Health are to provide direct patient care to clinic patients, conduct physical exams, evaluate treatment needs, and to educate and counsel patients regarding their physical health; and

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job descriptions and is recommending both classifications wage range of 4533; and

**WHEREAS**, the Human Resources Director completed the meet and confer with Operating Engineers Local #3 Union representative with no objections.

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

Approve Resolution to amend revised job descriptions for Nurse Practitioner and Physician Assistant - range of 4533, and amend the Position Allocation for Fiscal Year 2018/2019 to flexibly allocate 1.0 FTE positions:

<u>Public Health #70560</u>	<u>Current FTE</u>
Physician Assistant	1.000
Nurse Practitioner	0.000

<u>Public Health #70560</u>	<u>Amended FTE</u>
Physician Assistant, <i>OR</i>	<b>1.000</b>
Nurse Practitioner	<b>0.000</b>

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 9th day of October, 2018 by the following vote:

AYES:	Supervisors	SIMPSON, THRALL, GOSS, SANCHEZ, ENGEL
NOES:	Supervisors	NONE
ABSENT:	Supervisors	NONE



Chaperson, Board of Supervisors

ATTEST:



Clerk of the Board

**PHYSICIAN ASSISTANT**

**DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PHYSICIAN ASSISTANT - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by the Health Officer.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May represent the Public Health Department with community organizations and on community boards.

### **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.

## **PHYSICIAN ASSISTANT - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Current trends and concepts related to professional physician assistant practice.
- Causes, treatment, and prevention of communicable diseases.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- 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.
- Coordinate assigned activities with community organizations and other government agencies.

## **PHYSICIAN ASSISTANT - 4**

### **Training and Experience:**

Qualifications needed for this position:

- Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee and one (1) year of experience as a Physician Assistant.
- National Board of Medical Examiners Physician's Assistant Certificate.
- Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.
- CPR and First Aid certification.

### **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 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.

**NURSE PRACTITIONER****DEFINITION**

Under the general direction, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for treatment or other services; to educate and counsel patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **NURSE PRACTITIONER - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Develops diagnoses.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Prepares reports and correspondence. Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.

### **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.

## NURSE PRACTITIONER - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, and techniques of public health nursing.
- Causes, treatment, and prevention of communicable diseases.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- 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 public health nursing.
- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Uses and effects of medicines and narcotics.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Evaluate medical findings and make suitable recommendations

## **NURSE PRACTITIONER - 4**

### **Training and Experience:**

Qualification needed for the position:

- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California and two (2) years of experience as a Nurse Practitioner.
- Possession of a valid license as a Registered Nurse in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.
- CPR and First Aid certification.

### **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 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.

# Exhibit A:

Resolution No 16-8191

List of previously approved nursing  
classifications

RESOLUTION NO. 16-8190

**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:

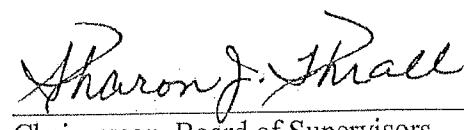
The job descriptions for the nursing classifications attached hereto are approved, and the County's classification plan is hereby amended at the salary ranges listed for these 1.0 FTE Allocated positions.

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:

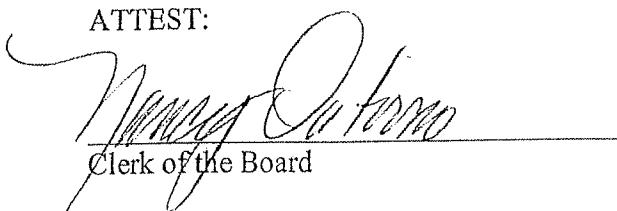
AYES: Supervisors ENGEL, GOSS, SIMPSON, SWOFFORD, THRALL

NOES: Supervisors NONE

ABSENT: Supervisors NONE

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

ATTEST:

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

# Exhibit B:

Nurse Practitioner Job Descriptions, current, draft marked-up with changes, and revised.

## NURSE PRACTITIONER

### DEFINITION

Under the general supervision of a primary care physician, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for other treatment or services; to educate and counsel patients regarding their physical health; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### REPORTS TO

Director of Nursing.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## **NURSE PRACTITIONER - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Develops and implements plans for the professional development of nursing personnel.
- Coordinates assigned nursing program with other community agencies.
- Prepares reports and correspondence.

### **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.

## NURSE PRACTITIONER - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, procedures, and techniques of public health nursing.
- Procedures involved in promoting maternal and child health, child growth and development, and providing for the health needs of children.
- Causes, treatment, and prevention of communicable diseases, handicapping conditions, mental illness, and other disabling conditions.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- 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 public health nursing.

#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

## NURSE PRACTITIONER - 4

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience as a Nurse Practitioner.

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 in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.

CPR and First Aid certification are highly desirable.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

## NURSE PRACTITIONER

### DEFINITION

Under the general direction, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for treatment or other services; to educate and counsel patients regarding their physical health; and to do related work as required.

**Deleted:** supervision of a primary care physician  
**Deleted:** other

### DISTINGUISHING CHARACTERISTICS

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### REPORTS TO

Public Health Director, Director of Public Health Nursing.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## NURSE PRACTITIONER - 2

### EXAMPLES OF DUTIES

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Develops diagnoses.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Prepares reports and correspondence. Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.

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¶Develops and implements plans for the professional development of nursing personnel. ¶ Coordinates assigned nursing program with other community agencies.

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### 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.

## NURSE PRACTITIONER - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, procedures, and techniques of public health nursing.
- Causes, treatment, and prevention of communicable diseases.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- 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 public health nursing.
- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Uses and effects of medicines and narcotics.

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**Deleted:** Procedures involved in promoting maternal and child health, child growth and development, and providing for the health needs of children.

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Last Revised 11/95

## NURSE PRACTITIONER - 4

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience as a Nurse Practitioner.

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 in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.

CPR and First Aid certification

**Deleted:** are highly desirable

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

**NURSE PRACTITIONER**

**DEFINITION**

Under the general direction, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for treatment or other services; to educate and counsel patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **NURSE PRACTITIONER - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Develops diagnoses.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Prepares reports and correspondence. Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.

### **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.

## NURSE PRACTITIONER - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, and techniques of public health nursing.
- Causes, treatment, and prevention of communicable diseases.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- 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 public health nursing.
- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Uses and effects of medicines and narcotics.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Evaluate medical findings and make suitable recommendations

## NURSE PRACTITIONER - 4

### **Training and Experience:**

Qualification needed for the position:

- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California and two (2) years of experience as a Nurse Practitioner.
- Possession of a valid license as a Registered Nurse in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.
- CPR and First Aid certification.

### **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 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.

# Exhibit C:

Physician Assistant Job Descriptions;  
current, draft marked-up with changes, and  
revised.

## **PHYSICIAN ASSISTANT**

### **DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### **REPORTS TO**

Public Health Director, Director of Public Health Nursing.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **PHYSICIAN ASSISTANT - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations, including pelvic examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by a consulting physician.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May drive a van.

### **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.

## **PYHSICIAN ASSISTANT - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Reproductive physiology.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- 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.
- Coordinate assigned activities with community organizations and other government agencies.

## **PYHSICIAN ASSISTANT - 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience as a Physician Assistant.

Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee.

**Special Requirements:** National Board of Medical Examiners Physician's Assistant Certificate.

Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

**PHYSICIAN ASSISTANT**

**DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## PHYSICIAN ASSISTANT - 2

### EXAMPLES OF DUTIES

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by the Health Officer.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May represent the Public Health Department with community organizations and on community boards.

**Deleted:** , including pelvic examinations

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May drive a van.

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numbering

### 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.

## PHYSICIAN ASSISTANT - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Current trends and concepts related to professional physician assistant practice.
- Causes, treatment, and prevention of communicable diseases.

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• Reproductive physiology.

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#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- 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.
- Coordinate assigned activities with community organizations and other government agencies.

## PHYSICIAN ASSISTANT - 4

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience as a Physician Assistant.

Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee.

**Special Requirements:** National Board of Medical Examiners Physician's Assistant Certificate.

Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.

CPR and First Aid certification.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

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**PHYSICIAN ASSISTANT**

**DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PHYSICIAN ASSISTANT - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by the Health Officer.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May represent the Public Health Department with community organizations and on community boards.

### **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.

## PHYSICIAN ASSISTANT - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Current trends and concepts related to professional physician assistant practice.
- Causes, treatment, and prevention of communicable diseases.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- 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.
- Coordinate assigned activities with community organizations and other government agencies.

## **PHYSICIAN ASSTANT - 4**

### **TRAINING AND EXPERIENCE:**

Qualifications needed for this position:

- Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee and one (1) year of experience as a Physician Assistant.
- National Board of Medical Examiners Physician's Assistant Certificate.
- Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.
- CPR and First Aid certification.

### **SPECIAL REQUIREMENTS:**

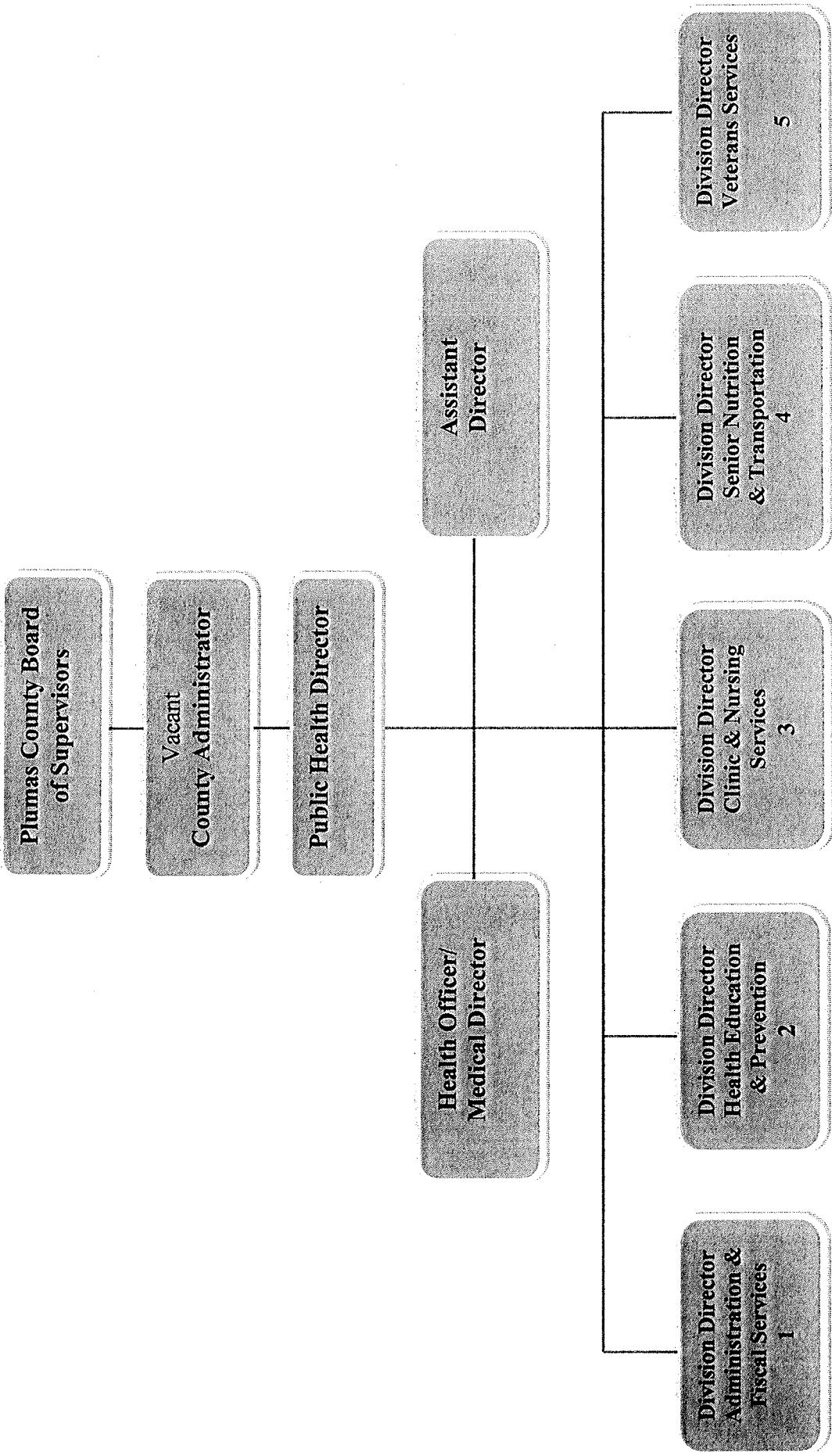
Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

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.

# Exhibit D:

Public Health Organization Chart - Leadership & Management  
Clinic & Nursing Services Division

**PLUMAS COUNTY PUBLIC HEALTH AGENCY  
LEADERSHIP & MANAGEMENT**



PLUMAS COUNTY PUBLIC HEALTH AGENCY  
CLINIC & NURSING SERVICES DIVISION

3

