



Interoffice memorandum

Delivered via inbox.

Date: November 29, 2022
To: Nick Lelack, County Administrator
From: Kathleen Hinman, Human Resources Director KH
Re: Sheriff's Office New Job Classification: Corrections Licensed Practical Nurse (LPN)

Human Resources has been working closely with the Sheriff's Office on a new Corrections Licensed Practical Nurse (LPN) Job Classification, to provide much needed relief to the medical staff given the difficulty in filling the Correctional Nurse vacancies. Creating this entry-level classification will also provide on-the-job training opportunities for those individuals pursuing a Registered Nurse career. This job classification will be a member of the DCSEA union.

The LPN's assigned job responsibilities will be in accordance with the Oregon State Board of Nursing, Nurse Practice Act. Incumbents will receive direct supervision, including procedural instructions for assisting in the delivery of patient healthcare services through the nursing process of assessment, planning, implementation, and evaluation, regarding the scope and approach to medical care to ensure patients' physical, emotional, and mental well-being.

In collaboration with the Sheriff's Office, a pay analysis was completed to ensure internal equity amongst comparable positions, as well as external market competitiveness. The recommended pay grade is S059, Step 1 \$25.18.

For your reference, please refer to the following:

- Sheriff's Office Job Classification Request
- Pay Grade Analysis
- Job Description

Upon approval of this new Job Classification, the Sheriff's Office intends to either submit a vacant position reallocation request or use existing funds to submit a Board Resolution for approval to add new FTEs.

County Administrator

Approved *Declined*

Additional information Needed: _____



Nick Lelack, County Administrator



Date



Completed by Human Resources - 2022

NEW CLASSIFICATION		FLSA Status		Pay Grade			MIN	MID	MAX	
		*Recommended Pay Grade		S059	\$	25.18	\$	29.15	\$	33.74
		JEM - Job Evaluation Results		109						

Internal Comparison	Job Class Description	Grade	MIN	MID	MAX
	Medical Assistant	A305	21.2083	24.5512	28.4213
	Public Health Nurse I	A311	28.4213	32.9011	38.0871
	Public Health Nurse II	A314	32.9011	39.0871	44.0906
	Public Health Nurse III	A316	36.2733	41.991	48.6099
	Corrections Nurse	S090	36.2733	41.991	48.6099
	Lab Technician	N409	25.7789	29.8423	34.5462
	Behavioral Health Technician	A307	23.3822	27.0678	31.3343
	Behavioral Health Specialist I	A310	27.0678	31.3343	36.2733

Market Comparison	MIN	MID	MAX
Clackamas			
Lane County	\$ 24.40	\$ 28.23	\$ 32.60
Marion County	\$ 23.72	\$ 27.95	\$ 32.18
Jackson County	\$ 23.71	\$ 27.57	\$ 31.71
	\$ 23.94	\$ 27.92	\$ 32.16
	\$ 25.1399	\$ 29.31	\$ 33.77
	Average		
	5% Above Average		

Additional Comparators for Reference	MIN	MID	MAX
City of Bend			
Washington County			
Multnomah County			
	10%	\$ 27.71	\$ 31.91
		\$ 31.91	\$ 36.11

n/a
no comparable (currently outsources)
Licensed Community Practical Nurse (SO RN/LPNs receive +10% premium)

no comparable (currently outsources)
Licensed Practical Nurse (currently outsources)
Licensed Practical Nurse (incentive/hazard - Min @2.5%, Max 5.5%, included in calc)
(outsources Correctional) Licensed Practical Nurse (Mental Health) - salary range 13

incentive included



JOB DESCRIPTION

Classification Title:	Corrections Licensed Practical Nurse (LPN)	Classification Code:	2064
Department:	Sheriff's Office	Grade:	S059
Date Created:	September, 2022	FLSA:	Non-exempt
Date Revised:			

SUMMARY

Under direct supervision, the Licensed Practical Nurse (LPN) operates according to the Oregon State Board of Nursing Nurse Practice Act. The LPN acts as a member of the Sheriff's Office medical team and provides basic direct practical nursing care to Adults in Custody (AIC) in the Adult Jail. Incumbent receives procedural instructions for assisting in the delivery of patient healthcare services through the nursing process of assessment, planning, implementation, and evaluation, regarding the scope and approach to medical care to ensure patients' physical, emotional, and mental well-being.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification. Work performed by employees in this class is governed by: federal and state laws pertaining to illness, communicable diseases, handling of medication, and reporting of child abuse; Oregon Board of Nursing policies and procedures; patient care plans and physicians' orders; policies and procedures of the agency; and practices of the nursing profession.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Completes health assessments on individuals when admitted to the Adult Jail.
- Requires contact with adults in custody, who may become violent, in a correctional setting.
- Provides assistance to registered nurses or medical providers as needed.
- Evaluates, observes, and reports physical and mental health conditions.
- Assists individuals with any treatments prescribed by the licensed medical provider and/or treatment team.
- Ensures individuals receive error free medication at prescribed times.
- Assists in administering/monitoring medications and medication refills as needed.
- Monitors vitals and performs Clinical Laboratory Improvement Amendments (CLIA) waived lab testing.
- Provides wound care including dressings and maintaining aseptic conditions.
- Using routine equipment such as stethoscopes, blood pressure cuffs, and oxygen.
- Providing first aid and CPR.
- Preparing accurate written documentation, records of nursing care given, and patient progress notes.
- Monitoring patient's condition including vital signs, intravenous fluids, and medication needs.
- Respond tactfully with AIC who may be combative or hostile.
- Communicate with patients regarding patient's condition and medical procedures.
- Work effectively with a variety of professional and paraprofessional staff.
- Provides or directs the provision of nursing care in accordance with the nurse practice act and legal responsibilities as defined by the State Board of Nursing.
- Performs other related duties as necessary to carry out the objectives of the position.

MINIMUM QUALIFICATIONS

Knowledge of:

- County policies and procedures.
- Nursing practices and principles as applied to licensed practical nursing.
- Hygiene, sanitation, and sterilization procedures.
- Laws, rules and regulations governing the treatment and care of patients and the scope of responsibility of the provider.
- Clinical processes and procedures including scheduling, paperwork and assisting other professionals.
- Community resources available for patient referral.
- Clinical processing and practices.
- Clinical supplies and medications.

Skill in:

- Interview and assess physical information of clients.
- Assist others in complex exams, analysis and tests.
- Choose appropriate follow-up according to protocol.
- Keep accurate and detailed records and charts on clients.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of clerical processing tasks including typing, work processing, filing and receptionist duties.

Ability to:

- Demonstrate courteous behavior when interacting with visitors and County staff.
- Promote Sheriff's Office goals and comply with all policies and procedures.

Education and Experience

Completion of an accredited Licensed Practical Nurse program; AND one (1) year of related experience; OR any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the essential functions of the job.

Licenses and/or Certifications

- Possession of a State of Oregon license as a Practical Nurse upon date of hire.
- May require certification(s) or successful completion of additional training to perform the job requirements and duties at this level and within assigned program(s).
- Current CPR Certification.
- Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date.

WORK ENVIRONMENT/CONDITIONS

Work is performed in a Correctional Facility.



DESCHUTES COUNTY SHERIFF'S OFFICE

L. Shane Nelson, Sheriff

Proudly Serving Our Community

Interoffice memorandum

Delivered via email and inbox

Date: August 3, 2022
To: Nick Lelack, County Administrator
From: Michael Shults, Captain
Re: New Job Classification Request – Licensed Practical Nurse, Corrections

The Sheriff's Office is in need of a new Licensed Practical Nurse (LPN) classification to assist the Medical Unit of the Sheriff's Office - Adult Jail. The LPN operates according to the Oregon State Board of Nursing, Nurse Practice Act. The LPN will provide direct care services to Adults in Custody (AIC). This is a stand-alone classification. Employees in this class receive general supervision from a nursing supervisor who evaluates work through review of charting and documentation on AIC's medical records and direct observation. Work performed by employees in this classification is governed by: Federal and state laws, physicians' orders, Oregon Board of Nursing policies and procedures, policies and procedures of the Deschutes County Adult Jail and practices of the nursing profession.

While we are working closely with HR to finalize the formal job description and pay grade, in the meantime, below is a summary of duties:

Completes health assessments on individuals when admitted into the Adult Jail.

- Provides first aid/acute care as needed.
- Provides assistance to the licensed medical providers and registered nurses, as needed. Evaluates, observes and assesses physical and mental health conditions.
- Assists individuals with any treatments prescribed by the licensed medical provider and/or treatment team.
- Monitors vitals, medication refills and injections as prescriber orders and as needed.
- Completes documentation as per program regulates.
- Performs other related duties as necessary to carry out the objectives of the Medical Unit.

MINIMUM QUALIFICATIONS:

Completion of an accredited Licensed Practical Nurse program; AND one (1) year of related experience; OR any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job.

Possession of a State of Oregon license as a Practical Nurse upon date of hire.

May require certification(s) or successful completion of additional training to perform the job requirements and duties at this level and within assigned program(s).

Work is performed in a Correctional Facility setting.

The recommended pay grade for his new classification is still under review TBD.