AGENDA COVER MEMO

Memorandum Date: December 31, 2024

Order Date: January 14, 2025

TO:	Board of County Commissioners
DEPARTMENT:	Human Resources
PRESENTED BY:	Eliza Kashinsky, Sr. HR Analyst, Classification & Compensation
AGENDA ITEM TITLE:	IN THE MATTER OF ESTABLISHING THE ASSISTANT MEDICAL DIRECTOR – ADVANCED PRACTICE CLINICIAN CLASSIFICATION AND CORRESPONDING PAY GRADE

I. MOTION

Move to approve order 25-01-14-XX In the Matter of Establishing the Assistant Medical Director – Advanced Practice Clinician Classification and Corresponding Pay Grade.

II. AGENDA ITEM SUMMARY

The Department of Health and Human Services has identified a need to establish an Assistant Medical Director – Advanced Practice Clinician classification. The Assistant Medical Director – Advanced Practice Clinician classification is similar to the existing Assistant Medical Director classification, with the primary difference being the minimum qualification of position of licensure as a Nurse Practitioner or Physician Associate, as opposed to licensure as a medical doctor.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The existing Assistant Medical Director classification was established per Board Order 24-01-30-02 on January 30th, 2024.

B. Policy Issues

Lane Code 2.020.025 states that "The Board shall cause to be prepared and shall adopt a position classification plan…. The Board may modify the classification plan by creating or eliminating classifications."

Lane Manual 2.220 (3)(a) states that "the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment" and that "the Board may make adjustments in a salary range or ranges as necessary to attract and hold competent personnel and to provide equity between the various classifications."

Under the Charter (Section 25), the Lane Code (2.265) and Lane Manual (2.235), the Board sets the compensation plans for the County.

C. Board Goals

The establishment of the Assistant Medical Director – Advanced Practice Clinician classification and corresponding pay grade is in alignment with the strategic priority goal to "invest in our employees who are the backbone of our organization and invest in our system and organizational health so that employees can thrive and residents can experience a more effective government."

D. Financial and/or Resource Considerations

At this time, no positions are proposed to be reclassified into the Assistant Medical Director – Advanced Practice Clinician classification. Financial impacts will be reviewed at such a time as a position is proposed for reclassification and will be added through normal budget processes. The rate of pay for an Assistant Medical Director – Advanced Practice Clinician is less than the rate of pay for an Assistant Medical Director – Physician, and a reclassification from a vacant Assistant Medical Director – Physician position to an Assistant Medical Director – Advanced Practice Clinician would result in a cost savings for the County.

E. Health Implications

There are no known health implications.

F. Analysis

The Assistant Medical Director classification provides supervision and clinical oversite for medical providers in Lane County's Community Health Centers and Public Health Division and provides coverage and support for the County's Medical Directors and County Health Officer. The existing Assistant Medical Director classification requires the possession of licensure as a Medical Doctor. The proposed new classification will serve a similar role but will require the possession of licensure as a Nurse Practitioner or a Physician Associate.

Roughly two-thirds of the medical providers employed by the County are Advanced Practice Clinicians - Nurse Practitioners or Physician Associates, as opposed to medical doctors. While advanced practice clinicians cannot provide clinical oversight to medical doctors, they can provide clinical oversight for other advanced practice clinicians. Providing flexibility in the minimum qualifications for the

Assistant Medical Directors provides advancement opportunities for Advanced Practice Clinicians and increases the likelihood of success in recruiting for the positions by creating a wider pool of qualified applicants. There are currently three approved positions classified as Assistant Medical Director, one of which is vacant.

Based on internal wage structures for alignment within the job family, the recommended grade is NREP 068, which has a pay range of $153,862.40 per year to $209,996.80 per year.

G. Alternatives/Options

1. Approve the establishment of the Assistant Medical Director – Advanced Practice Clinician classification and adopt the proposed salary grade.
2. Deny the creation of the classification and salary grade.

IV. RECOMMENDATION

Human Resources staff recommend approving the establishment of the Assistant Medical Director – Advanced Practice Clinician classification and the indicated salary grade.

V. TIMING/IMPLEMENTATION

Upon Board approval, Human Resources staff will assign job code P080 to the Assistant Medical Director – Advanced Practice Clinician classification. Vacant positions may be reclassified as Assistant Medical Director – Advanced Practice Clinician as appropriate, using existing County processes for vacant reclassifications.

VI. FOLLOW-UP

There is no anticipated follow-up.

VII. ATTACHMENTS

A. Board Order 25-01-14-XX
B. Assistant Medical Director – Advanced Practice Clinician Classification Description

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 25-01-14-XX	In the Matter of Establishing the Assistant Medical Director- Advanced Practice Clinician Classification and Corresponding Pay Grade

WHEREAS, Human Resources staff have completed an analysis of the Assistant Medical Director classification; and

WHEREAS, establishing the Assistant Medical Director- Advanced Practice Clinician classification would allow licensed Nurse Practitioners and licensed Physician Associates to serve as Assistant Medical Director; and

WHEREAS, allowing qualified medical providers to serve as Assistant Medical Director assists the County with the retention and recruitment of medical providers.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

The establishment of the Assistant Medical Director – Advanced Practice Clinician classification with the associated pay grade of NREP 068 ($73.78-$100.96)

ADOPTED this 14th day of January, 2025.

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David Loveall, Chair
Lane County Board of Commissioners

Assistant Medical Director- Advanced Practice Clinician P080

Last Updated: 1/14/2025

CLASSIFICATION SUMMARY

Provide supervision to medical, administrative, and supervisory staff within a clinical or public health office and oversee the day-to-day work and clinical administration of a medical care team, including providing technical direction and problem solving, and provide direct patient care in accordance with training, experience, and licensure.

CLASSIFICATION CHARACTERISTICS

This is a supervisor level supervisory classification in the Medical Director family. It is distinguished from the Associate Medical Director by the responsibility to provide direct supervision and by the limited amount of direct medical care expected. It is distinguished from the Assistant Medical Director- Physician by the requirement to hold licensure as a Nurse Practitioner or Physician Associate. It is distinguished from the Medical Director and County Health Officer by the fact that it reports to a Medical Director or County Health Officer and provides clinical and administrative backup. It is distinguished from other supervisory classifications by the requirement to hold licensure as an advanced practice provider.

FLSA Status: Exempt
Union/Association Representation: Non-Represented

SUPERVISION RECEIVED AND EXERCISED

- Receive minimal supervision from management staff and often works independently.
- Supervise regular employees, including full range of oversight, hiring, and corrective action.

CLASSIFICATION DETAILS

Typical Duties

- Supervise advanced practice providers and assigned support staff, including conduct performance evaluations, ensure staff follow policies and procedures, and make hiring, termination, and disciplinary decisions.
- Develop and train assigned staff, including identify training needs, provide constructive feedback and reinforcement, coach on how to perform tasks, and act as a mentor.
- Plan, prioritize, distribute, coordinate, and monitor work assignments for assigned staff, including assign resources, review work product, and provide feedback and guidance on tasks and priorities. Ensure work is completed in a timely fashion, meets quality standards, and accomplishes organizational objectives.
- Supervise the day-to-day clinical activities of a medical clinic, clinics, or public health unit, including plan, coordinate, implement, administer, and evaluate programs, projects, processes, procedures, systems, and service offerings to achieve unit goals and objectives and ensure compliance with federal, state, and local laws, regulations, codes, and/or standards. Prioritize and coordinate the delivery of services and activities, assess outcomes, and recommend process improvements.
- Receive, respond to, investigate, and/or resolve complaints, concerns, requests for information, and/or other related items received from internal staff, the general public, outside agencies, and/or other interested parties.

- Serve as a liaison with a variety of internal and external committees, tasks forces, workgroups, or similar. Coordinate with community partners, maintain positive relationships, and address assigned issues.
- Develop and review a variety of documents, including research, data collection, and analyzing of information, such as: procedural guidelines, proposal applications, reports, status updates, and other related documents. Maintain applicable databases, files, and/or records.
- Assist in the development and administration unit budgets, including approve expenditures, review financial information and statements, prepare cost estimates for budget recommendations, and submit justifications for budget items.
- As needed, examine individuals requesting care, diagnoses their medical conditions, prescribe and carry out, or direct others in carrying out, appropriate treatment, or refer individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines; record patient transactions as they occur in the patient's record; and complete referrals and data collections.
- As needed, educate individuals related to medical conditions and in the general promotion of disease prevention and assist in the provision of technical assistance and health education to the community as requested.
- Other duties of a similar nature and level as assigned.

Knowledge and Skills

- Knowledge of supervisory and leadership principles.
- Knowledge of the principles, practices, and techniques of primary medical care and public health.
- Knowledge of requirements, regulations, laws, and policies related to primary medical care and public health.
- Knowledge of the role that culture plays in work relationships, operations and dynamics, and culturally competent practices.
- Knowledge of financial, accounting, and budgeting principles.
- Knowledge of modern office procedures, methods, and computer equipment.
- Ability to perform all required medical procedures and preventive medical care activities on adults, adolescents and children in a culturally sensitive manner for all clients; diagnose, treat, and control medical conditions and diseases.
- Ability to affect constructive change in behavior.
- Ability to develop the ability of others to perform and contribute by providing ongoing feedback and opportunities to learn through formal and informal methods.
- Ability to identify and analyze problems, weigh relevance and accuracy of information, generate and evaluate alternative solutions, and make recommendations.
- Ability to show a commitment to serve the public, ensuring actions meet public needs and align with organizational objectives and practices.
- Ability to work with others to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.
- Ability to demonstrate commitment to provide quality products and services.
- Ability to manage and resolve conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative impacts.
- Ability to understand the organization's financial processes and monitor expenditures.

- Ability to establish and maintain effective working relationships with those contacted in the course of the work.
- Ability to communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Education, Experience & Special Requirements

- Bachelor's degree or equivalent from an accredited college or university with major course work in primary care program for Physician Associates, or completion of a Nurse Practitioner program specific to the expanded specialty role.
- Possession of a State of Oregon Physician Associate or Nurse Practitioner license.
- Possession of a Drug Enforcement Agency number at the time of appointment.
- Four years of responsible experience in medical care, including one year of experience in a supervisory, management, or leadership role; or a combination sufficient to successfully perform the essential duties of the position.

CLASSIFICATION HISTORY

Establishing Board Order:		BO # 25-01-14-XX, January 14, 2025
Previous Job Codes/Titles:		N/A
History of Updates:	Date:	Description: Classification established effective January 14, 2025 per BO #25-01-14-XX.