



LANE COUNTY

HUMAN RESOURCES DIVISION / 125 East 8th Ave. / Eugene, OR 97401
Phone: (541) 682-3665/ Fax: (541) 682-4290

W. 10.a-

AGENDA COVER MEMORANDUM

AGENDA DATE: April 13, 2005
PRESENTED TO: Board of County Commissioners
PRESENTED BY: Cindy Tofflemoyer, Human Resources Analyst
AGENDA TITLE: **IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR MEDICAL ASSISTANT 1**

I. MOTION

MOVE APPROVAL OF ORDER 05 -- _____/IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR MEDICAL ASSISTANT 1

II. ISSUE

There is the need in Health and Human Services to create a Medical Assistant 1 classification. Creating an entry level Medical Assistant 1 classification will aide the Human Services Commission in future staffing needs for their Federally Qualified Health Center as well as creates a career ladder.

III. DISCUSSION

A. Background

The Lane County Strategic Plan for years 2000-2005 lists developing more flexible staffing and encouraging career development as strategies for service improvement.

B. Analysis

Creating an entry -level Medical Assistant 1 classification will allow the FQHC to hire Medical Assistants without the one year of Medical Office Assistance experience which is required in the current Medial Assistant classification.

The Medical Assistant classification was originally created in November of 2003, at that time the FQHC was in the start up phase of operations and consequently they did not have the staffing levels or support structure to accept Medical Assistants without some direct work experience. This new classification will create a progressive career ladder for employees and enable growth opportunity within the organization as well as provide future staffing flexibility. The Medical Assistant positions have proven difficult to fill in the past and creating this entry level classification will expand our ability to successfully recruit Medical Assistant's in the future.

Human Resources (HR) point factored the Medical Assistant 1 classification at grade 17 (\$27,851-\$38,542) of the AFSCME compensation plan.

AFSCME was notified per contract and there was no opposition expressed to creating this flex series classification, the salary range or placing the classification within the AFSCME General bargaining unit.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the proposed classification and salary range for the Medical Assistant 1 classification.

Medical Assistant 1

Grade 17 (\$27,851-\$38,542)

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification.

V. ATTACHMENT

Board Order

Medical Assistant 1 classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

***)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR MEDICAL ASSISTANT I***

WHEREAS, Human Resources has completed a review and point factor of the proposed Medical Assistant 1 classification

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval; and

IT IS NOW HEREBY ORDERED that there be created the new classification of Medical Assistant 1:

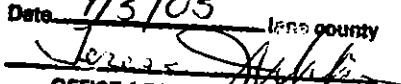
Medical Assistant 1

Range 17 (\$27,851-\$38,542)

DATED this ____ day of April 2005.

Anna Morrison, Chair
Lane County Board of Commissioners

**IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR MEDICAL ASSISTANT I**

APPROVED AS TO FORM
Date 4/5/05 Lane County

OFFICE OF LEGAL COUNSEL

Medical Assistant 1
Medical Assistant 2

LANE COUNTY

MEDICAL ASSISTANT 1
MEDICAL ASSISTANT 2

DEFINITION

Performs delegated routine clinical and administrative duties within the supervising Physician's scope of practice; assists healthcare providers team in the delivery of patient care in the clinic setting; interacts with patients, both in person and by phone; provides outstanding customer services to patients families and co-workers; and performs related duties as assigned.

CLASS CHARACTERISTICS

Medical Assistant 1: This is the entry level class in the Medical Assistant series. This class is distinguished from the Medical Assistant 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level.

Medical Assistant 2: This is the full journey level class within the Medical Assistant series. This class is distinguished from the Medical Assistant 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED

Medical Assistant 1

Receives supervision from assigned supervisory and management staff. May work under the technical and functional supervision of assigned professional staff.

Medical Assistant 2

Receives general supervision from assigned supervisory and management staff. May work under the technical and functional supervision of assigned professional staff.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in these classes.

for tests. Arranges for and tracks referrals as directed by Physician/provider.

Assists Physician/provider and other staff with determining appropriate action with urgent and emergent patient care.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of clinic patient care, and necessary equipment and supplies.

Methods and techniques to assist with primary medical care.

Principles and procedures of record keeping and recording.

Medical terminology and medical record documentation and confidentiality.

Medical insurance processes.

Laboratory techniques.

Clinical and diagnostic procedures.

Pharmaceutical principles and medication administration.

Principles and techniques of sanitation and sterilization.

First aid.

Ability to:

Understand, analyze and transmit information effectively; receive and act upon verbal and written information; learn assigned tasks quickly, anticipate patient and provider needs.

Prioritize work and practice time management to ensure timelines are met and the needs of multiple clients are addressed.

Maintain accurate records for medical charts and reports; develop and maintain professional, effective, working relationships with supervisors, peers and clients.

Experience:

One year of Medical Assistant experience.

Any combination of experience and training that provides the required knowledge and abilities is qualifying.

Special Requirements:

Current, certification through a nationally recognized Medical Assistant certification program and current CPR card and First Aid training.