

W-11-b.



AGENDA COVER MEMORANDUM

AGENDA DATE: March 9, 2005

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Jan Wilbur, Personnel Program Manager
Greta Utecht, Human Resource Manager

AGENDA TITLE: IN THE MATTER OF ADJUSTING THE SALARY RANGES AND ADOPTING THE COMPENSATION PACKAGE FOR MENTAL HEALTH MEDICAL OFFICER, PSYCHIATRIST, COMMUNITY HEALTH CENTER MEDICAL OFFICER, PUBLIC HEALTH OFFICER, AND PHYSICIAN CLASSIFICATIONS IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

I. MOTION

MOVE APPROVAL OF ORDER 05- _____ /IN THE MATTER OF ADJUSTING THE SALARY RANGES AND ADOPTING THE COMPENSATION PACKAGE FOR MENTAL HEALTH MEDICAL OFFICER, PSYCHIATRIST, COMMUNITY HEALTH CENTER MEDICAL OFFICER, PUBLIC HEALTH OFFICER, AND PHYSICIAN CLASSIFICATIONS.

II. ISSUE

The department of Health and Human Services (H&HS) requested that Human Resources review the salary ranges for all of their physician-based classifications. H&HS raised concerns that the current salary ranges do not adequately reflect the scope and complexity of these positions. It has become increasingly evident that there is a need to ensure that our compensation levels for physicians are both equitable and competitive in order to recruit and retain qualified staff.

III. DISCUSSION

A. Background

Lane County currently has five classifications employing physicians. The most highly compensated physician classification is the Mental Health Medical Officer. The Mental Health Medical Officer classification was created in 1999, and placed at grade 70. The Psychiatrist classification has been in existence for many years and was placed at grade 64 in the 1989 compensation plan where it currently remains. The Public Health Officer classification also has been in existence for many years, and in the 1989 compensation plan it is also placed at grade 64 where it remains.

In October of 2003 the Community Health Center Medical Officer (grade 63), and Physician (grade 59) classifications and salary ranges were approved in conjunction with the opening of the Federally Qualified Health Center (FQHC). Internal equity with the other physician classifications was given a high level of consideration when assigning pay levels to the two new classifications. The more highly compensated physician classifications in Lane County had not been reviewed for some time, and so internal equity constrained us from assigning higher grades to the two new classifications. Market data indicated that physician classifications in other jurisdictions were typically aligned in this order:

1. Mental Health Medical Officer
2. Psychiatrist
3. Community Health Center Medical Officer
4. Public Health Officer
5. Physician.

At the time there were also significant timing issues because we needed to move forward with posting and recruiting the new classifications for the FQHC as quickly as possible. When the two new classifications were presented to the Board, concern was expressed that we might have difficulty recruiting the new classifications at the proposed salary ranges, as our initial analysis indicated we were significantly under market. We knew that at some point in the future all of the physician-based classifications would need to be looked at as a group.

Subsequent to a very challenging recruitment period, both the Community Health Center Medical Officer and Physician positions for the FQHC were filled. However, in order to convince the top candidates for the positions to accept the job offers, all positions were filled hired at the top step of their salary ranges (step 12).

B. Analysis

Several months ago, Human Resources asked Linda Norris (Norris Consulting & Associates) to perform an analysis of internal equity and market survey data for the physician classifications. The Lane Manual indicates that Lane County will maintain a plan

of classification and compensation which is both internally equitable and externally competitive. The focus of the analysis undertaken was to assess all physician classifications with this in mind. These classifications exist at the top grade levels of our organization, and so it is very important to analyze what adjustments might be needed at those levels in order to maintain a total compensation structure that reflects appropriate internal equity in terms of job worth hierarchy. As we consider future possible adjustments of other classifications, including other hard-to-fill medical positions, it will be increasingly important to address the issues involved with being both internally equitable and externally competitive. As shown in Attachment 1, it is typical that the physician classifications are among the most highly compensated in the organization.

There are always variations between some of the classifications in various jurisdictions, and it is difficult to find perfect matches. However, the trends are still clear in terms of what the market data indicates regarding our position in the market. This data does not take into account additional comp credits, longevity pay and deferred comp contributions that some jurisdictions may contribute, or PERS contribution on behalf of the employee, as is the case in Clackamas County. This salary analysis focused on base wage comparison and is as follows:

Mental Health Care Medical Officer

Clackamas, Marion, Benton	Average Min	\$128,442
	Average Max	\$170,298
Lane County	Minimum	\$103,189
	Maximum	\$142,854
LC % above/below average		-24% at the min/-19% at the max

Psychiatrist

Clackamas, Marion, Benton	Average Min	\$112,228
	Average Max	\$145,311
Lane County	Minimum	\$88,982
	Maximum	\$123,178
LC % above/below average		-26% at the min /-18% at the max

Community Health Center Medical Officer

Multnomah, Clackamas, Benton	Average Min	\$105,193
	Average Max	\$141,063
Lane County	Minimum	\$86,819
	Maximum	\$120,162
LC % above/below average		-21% at the min /-17% at the max

Public Health Officer

Multnomah, Marion	Average Min	\$ 98,879
	Average Max	\$135,621
Lane County	Minimum	\$88,982
	Maximum	\$123,178
LC % above/below average		-11% at the min / -10% at the max

Physician

Multnomah, Clackamas, Benton	Average Min	\$ 93,245
	Average Max	\$125,120
Lane County	Minimum	\$78,645
	Maximum	\$108,888
LC above/below average		-19% at the min / -15% at the max

Human Resources also met with Health and Human Services Department management, and the physicians of Lane County to discuss other indirect compensation options and/or alternatives. We also reviewed and revised the class specifications of the three physician classifications that hadn't been reviewed for several years. The class specifications for all five classifications are attached (Attachments 2, 3, 4, 5, 6) and now more accurately describe the duties of the classifications.

Based on the results of the compensation analysis and pursuant to **Lane Manual 2.220 (3)(a)**, which 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," Human Resources recommends that all of the physician classifications need to be adjusted both to recruit and retain, and also to provide needed equity as adjustments are made between the various classifications on our compensation plan. We further recommend that this be accomplished with a combination of both a base wage adjustment, and deferred compensation or tuition reimbursement contribution:

Mental Health Med Officer

- Change from grade 70 to grade 76 (\$119,704-\$165,714) which equates to a 15% increase
- Lane County to contribute an additional 4% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Psychiatrist

- Change from grade 64 to grade 70 (\$103,189-\$142,854) which equates to a 15% increase
- Lane County to contribute an additional 4% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Comm Health Cntr. Med Director

- Change from grade 63 to grade 69 (\$100,672-\$139,381) which equates to a 15% increase
- An additional 4% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Public Health Officer

- Change from grade 64 to grade 68 (\$98,238-\$135,990) which equates to a 10% increase
- Lane County to contribute an additional 2% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Physician

- Change from grade 59 to grade 64 (\$88,982-\$123,178) which equates to a 12.5% increase
- Lane County to contribute an additional 2% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

In addition, we recommend that all physician-based classifications receive the following:

- \$1,500 per physician for continuing education, and furnishing up to 40 hours paid for this time.
- Licensure fees
- Up to two (2) relevant association memberships paid.
- Increased Time Management (TM) sale from 80 to 100 hours per calendar year.

- Bilingual pay differential 3% if required for position and if the employee's language skills meet the County's bilingual standards.
- TM bank of 40 hours upon hire (pro-rated for part-time).

C. Budget

The budget impact to Health and Human Services for adjusting the physician classifications is:

FY 04/05	\$45,589
FY 05/06	\$165,611

Each of the program areas will be responsible for covering the cost of the increased physician compensation. This can be handled in one or more ways, depending on the program area:

- Existing resources will sufficiently cover the added expense
- Reallocation of existing budget
- Reductions to M&S and/or personnel as needed

D. Alternatives/Options

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

E. Recommendation

It is recommended that adjustments be made in the point factor tables for each classification and that the salary ranges be increased for each of the physician classifications, and the physician compensation package be adopted.

IV. IMPLEMENTATION/FOLLOW-UP

If approved by the Board, these changes will become effective beginning March 12, 2005.

V. ATTACHMENTS

- Board Order
- Physician Comp As Compared To Other Classifications (Attachment 1)
- Classification Specifications (Attachments 2, 3, 4, 5, 6)

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) *IN THE MATTER OF ADJUSTING
) THE SALARY RANGES AND
) ADOPTING THE COMPENSATION
) PACKAGE FOR MENTAL HEALTH
) MEDICAL OFFICER, PSYCHIATRIST,
) COMMUNITY HEALTH MEDICAL
) OFFICER, PUBLIC HEALTH
) OFFICER, AND PHYSICIAN
) CLASSIFICATIONS IN THE
) DEPARTMENT OF HEALTH AND
) HUMAN SERVICES*

WHEREAS, Human Resources has completed an analysis of all of the Lane County classifications employing physicians.

WHEREAS, it is the intent of Lane County to properly classify positions in regards to duties and compensation,

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

IT IS HEREBY RESOLVED AND ORDERED that the adjusted salary ranges and compensation package be as follows:

Mental Health Med Officer

grade 76 (\$119,704-\$165,714)

- An additional 4% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Psychiatrist

grade 70 (\$103,189-\$142,854)

- An additional 4% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Comm Health Cntr. Med Director

grade 69 (\$100,672-\$139,381)

- An additional 4% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Public Health Officer

grade 68 (\$98,238-\$135,990)

- An additional 2% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

Physician

grade 64 (\$88,982-\$123,178)


- An additional 2% to deferred comp beyond what non-representatives get currently, or the option of equivalent tuition reimbursement for unpaid qualifying educational loans obtained for education leading to their degree and board certification, as applicable.

The following offered additionally to our physician classifications:

- \$1,500 per physician for continuing education, and furnishing up to 40 hours paid for this time.
- Licensure fees
- Up to two (2) relevant association memberships paid.
- Increased Time Management (TM) sale from 80 to 100 hours per calendar year.
- Bilingual pay 3% if required for position and if the employee's language skills meet the County's bilingual standards.
- TM bank of 40 hours upon hire (pro-rated for part-time)

DATED this 9th day of March, 2005

Anna Morrison, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 3/1/05 Lane County

OFFICE OF LEGAL COUNSEL

IN THE MATTER OF ADJUSTING THE SALARY RANGES AND ADOPTING THE COMPENSATION PACKAGE FOR MENTAL HEALTH MEDICAL OFFICER, PSYCHIATRIST, COMMUNITY HEALTH MEDICAL OFFICER, PUBLIC HEALTH OFFICER, AND PHYSICIAN CLASSIFICATIONS IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.

ATTACHMENT (1)

2005 PHYSICIANS AS COMPARED TO OTHER CLASSIFICATIONS

Clackamas (not including their 6% PERS pickup)

Mental Health Med Officer (called Psychiatrist Supervisor in Clackamas)	\$148,025-\$199,792
Psychiatrist	\$133,201-\$169,477
County Administrator	\$105,195-\$141,988
Medical Director	\$105,199-\$141,988
Physician	\$ 90,604-\$115,278
County Counsel/Chief Deputy	\$ 82,414-\$111,260

Marion (Not including comp credits & 401k)

Behavioral Health Med Director	\$128,606-\$172,370
Psychiatrist	\$105,934-\$141,981
Public Health Officer	\$ 96,075-\$128,773
Chief Administrative Officer	\$ 95,493-\$127,941
Legal Counsel	\$ 71,261-\$ 95,493
Physician (acts as Public Health Officer – see above)	

Multnomah

Mental Health Med Officer	no survey data
Psychiatrist	no survey data
Medical Director	\$101,683-\$142,469
Health Officer	\$101,683-\$142,469
Chief of Staff	\$100,000
Physician	\$ 92,230-\$129,222
County Attorney	\$ 83,623-\$129,222

Lane County

County Administrator	\$118,248
Mental Health Medical Officer	\$103,189-\$142,854
County Counsel	\$100,796
Psychiatrist	\$ 88,982-\$123,178
Public Health Officer	\$ 88,982-\$123,178
Comm Health Cntr. Med Officer	\$ 86,819-\$120,162
Physician	\$ 78,645-\$108,888

MENTAL HEALTH MEDICAL OFFICER

DEFINITION

To perform direct psychiatric, consultative, diagnostic, and therapeutic services for mentally and emotionally disturbed adults and children, developing reports, and making decisions on treatment and/or placement as a State of Oregon licensed physician trained in the field of psychiatry. To provide medical direction and oversight and participate in the overall management of public psychiatric services in Lane County. To coordinate program services and policies with other community, regional, and state, agencies. To provide highly complex staff assistance to the Director of Health and Human Services and assists the Mental Health Manager in managing complex service systems for adult and children's mental health. To perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Health & Human Services Director and the Mental Health Manager.

Exercises direct supervision over assigned medical and administrative personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Diagnoses the psychiatric condition of patients and clients referred to Lane County Mental Health by psychiatric assessment and physical examination.

Determines and establishes and administers an overall treatment program for Mental Health clients.

Monitors psychiatric status of patients, determines the clinical need for psychotropic medication, and prescribes them for patients at Lane County Mental Health as part of a treatment program.

Assumes medical responsibility for those patients requiring medical services, in conjunction with the clients' primary care physician.

Carries clinical caseload for ongoing medication management.

Serves as the Medical Director for the Lane County's managed mental health organization.

Provides consultation to other mental health staff including Mental Health Specialists, Mental Health Associates, and Nurse Practitioners on medical aspects of a treatment program; participates in clinical staff meetings for the development and evaluation of individual treatment plans. Discusses case management practices and techniques with staff.

Provides expert testimony in court on the mental health status of patients and/or former patients.

Coordinates care of assigned patients with primary care physicians.

Participates in the planning and implementation of mental health educational activities in the clinic and community.

Attends meetings with various internal and external boards or committees to provide consultation and leadership and/or participate in the planning and development of activities, events, and policies.

Recommends goals and objectives; assists in the development of program policies and procedures; coordinates the implementation of department policies and procedures within Lane County Mental Health.

Interprets and applies provisions of laws, rules, and regulations to the administration and management of Lane County Mental Health programs and Health & Human Services department.

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends employee terminations.

Assists the Health & Human Services Director and the Mental Health Manager with liaison with community agencies, the press, and the public; provides Lane County Mental Health representation to various professional and community organizations in city, county, region, and state.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and theories of Psychiatry and the physiological effects of medications on the human body and psyche and clinical supervision, psychological testing, and reporting.

Working knowledge of the theory and practice of psychotherapy, psychopharmacology, psychopathology, behavior modification, normal and abnormal human development, behavior analysis and assessment.

Treatment therapies and plans clients with mental illness.

Techniques and practices of program planning, organizing, managing, case management, and coordination of mental health programs.

Pertinent federal, state, county, and local laws, codes and regulations.

Ethical practices of the Mental Health Professions (i.e. American Psychological Association, Association of Clinical Social Workers, Professional Counselor Association, American Psychiatric Association).

Community service systems and resources.

Investigative techniques for gathering, evaluating, and conveying sensitive and confidential information.

Quality assurance guidelines from Medicare/Medicaid and National Committee on Quality Assurance and generally accepted community standards clinical practice. Knowledge of Managed Mental Health Care.

English usage, spelling, grammar, and punctuation.

Ability to:

Diagnose patients' problems, psychopathology, support systems, and the extent of their ability to care for themselves.

Diagnose and treat patients with mental problems or other diseases using a variety of psychodiagnostic techniques.

Correctly interpret and apply pertinent laws and policies to specific problems relating to local mental health problems.

Plan, organize, and implement a comprehensive community mental health and psychiatric services program.

Establish and maintain effective working relationships with those contacted in the course of work; work as a team member and work with professional independence.

Supervise, train, and evaluate assigned staff.

Prepare clear and concise reports and recommendations as needed.

Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Training:

Graduation from an approved school of medicine with an MD degree, completion of an approved residency program in psychiatry and board certification as a psychiatrist.

Experience:

Five years of increasingly responsible clinical psychiatric experience

Special Requirements:

Possession of a State of Oregon Medical license at the time of appointment.

Possession of a Drug Enforcement Agency number at the time of appointment.

Eligibility for appointment to the medical staff at Sacred Heart Hospital.

Diplomate in Psychiatry of the American Board of Psychiatry and Neurology.

PSYCHIATRIST

DEFINITION

To provide patient treatment as a State of Oregon licensed physician trained in the field of psychiatry; to perform psychiatric diagnosis of patients and administration of patient treatment and care; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Mental Health Manager.

Exercises technical and functional supervision over technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Medically evaluates patients and assesses their medical status.

Diagnoses the mental status of patients and clients of the Mental Health Division by mental assessment and physical examination.

Determines, establishes and administers an overall treatment program for patients with a persistent or serious mental illness.

Determines the clinical need for medications, and prescribes medications as part of a treatment program.

Acts as the departmental expert on psychiatry and provides information, consultation and assistance to other mental health care professionals.

Coordinates care with private physicians.

Provides expert testimony in court on the mental status of individuals.

Discusses case management practices and techniques with therapists.

MINIMUM QUALIFICATIONS

Knowledge of:

Medical science and its related principles, practices and theories.

Principles, practices and theories of Psychiatry and the physiological effects of medications on the human body and psyche.

Treatment therapies and plans for mentally disturbed patients.

Ability to:

Diagnose patients' problems, psychopathology, support systems and the extent of their ability to care for themselves.

Diagnose and treat patients with mental problems or other diseases using a variety of psychoanalytical techniques.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Training:

Graduation from an approved school of medicine with an MD degree, completion of an approved residency program in psychiatry and board certification as a psychiatrist.

Experience:

Three years of increasingly responsible clinical psychiatric experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a State of Oregon medical license at the time of appointment.

Possession of a Drug Enforcement Agency number at time of appointment.

Eligibility for appointment to the medical staff at Sacred Heart General Hospital.

ATTACHMENT (4)

LANE COUNTY

*B057

Established: 10/01/03

COMMUNITY HEALTH CENTER MEDICAL OFFICER

DEFINITION

To perform professional work as a physician, and to plan, organize, direct, and supervise medical activities within the programs of the Human Services Commission Community Health Centers. To serve as primary medical practice consultant, and perform a variety of technical tasks relative to the area of responsibility; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the program manager.

Exercises direct supervision over assigned medical and other assigned personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Evaluates and treats patients in both the clinic and hospital setting; provides on-site consultation for providers regarding patient evaluation and clinic operation issues; serves as facility contact for all medical emergencies, and provides emergency treatment and after hours call coverage.

Provides appropriate medical records documentation on all patients in accordance with policy.

Leads the clinic provider group in setting standards in medical excellence; refers patients for specialty care as appropriate; coordinates scheduling for provider staff ensuring appropriate coverage for patients, including an extended hours plan; coordinates after-hours call coverage.

Provides consultation to staff on medical aspects of a treatment program including difficult cases involving legal or ethical issues, and use of unusual or costly tests or therapies.

Provides appropriate information and educates patient and family members regarding diagnoses, treatment, prevention, safety, etc. Participates in resolving and evaluating client complaints regarding quality of care.

Participates in clinical staff meetings for the development and evaluation of individual treatment plans, and quality assurance. Discusses case management practices and techniques with staff.

Ensures compliance with legal and regulatory requirements related to medical practice; ensures delivery of services conforms to standards, policies and legal guidelines.

Participates in the planning and implementation of health educational activities in the clinic and community; participates in the development, review and adoption of standing medical orders and diagnostic protocols.

Attends meetings with various internal and external boards, groups, or committees to provide consultation, advice, and leadership and/or to participate in the planning and development of activities, events, and policies.

Recommends and collaborates in the development of goals and objectives, and program policies and procedures.

Participates in recommending the appointment of personnel; provides or coordinates staff training, orientation, education, and development; approves all continuing medical education in accordance with established policies. Supervises and evaluates all provider staff and works with employees to correct deficiencies; recommends employee terminations.

Directs and/or participates in the development, implementation and monitoring of appropriate standards of care, quality assurance indicators, patient care protocols, and medical records. Oversees the quality assurance process, and compliance with quality assurance indicators established in managed care contracts.

Participates in assessing future needs for direct medical services, developing and organizing range of services offered. Oversees implementation and follow-up of the clinical component of grant requirements.

Supervises learners, including medical students and physician extenders, nurse practitioner students; maintains quality of supervision and oversees the educational experiences and development of learners.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of family medicine, including preventative medicine, obstetrics, and pharmacology.

Pertinent federal, state, county, and local laws, codes and regulations.

Methods and techniques of diagnosing and treating a variety of diseases and injuries.

Working knowledge of clinic office procedures and practices.

Principles and techniques of supervision, training and performance management.

Community service systems and resources.

Knowledge of: (con't)

Principles, practices and objectives of community health administration.

Techniques and practices of program planning, organizing, managing, case management, and coordination of community health services.

Quality assurance guidelines from Medicare/Medicaid, the National Committee on Quality Assurance, and generally accepted community standards clinical practice. Knowledge of managed health care and ethical practice.

English usage, spelling, grammar, and punctuation.

Ability to:

Effectively gather, evaluate, and convey sensitive and confidential information.

Diagnose, treat and control diseases and physical injuries/ailments in a culturally sensitive manner, using a variety of techniques.

Correctly interpret and apply pertinent laws and policies to specific problems governing health care.

Develop and implement program goals and policies.

Organize, direct, supervise, train, and evaluate assigned staff.

Direct staff in continuous efforts to improve quality, productivity and effectiveness.

Prepare clear and concise reports and recommendations as needed.

Establish and maintain effective working relationships with those contacted in the course of work; work as a team member, and with professional independence.

Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Training:

Graduation from an approved school of medicine with an MD degree, completion of an approved residency program in family practice, and board certified in family practice. If board eligible at time of hire, must be board certified within one year.

Experience:

Three years of increasingly responsible professional experience as a physician in a primary care or public health clinic setting. Previous public health administrative experience preferred.

Special Requirements:

Possession of an appropriate and valid license to practice medicine in the State of Oregon at the time of appointment.

Eligibility for appointment to the medical staff at local hospitals.

ATTACHMENT (5)

LANE COUNTY

*B033

REV: 7-23-97

PUBLIC HEALTH OFFICER

To provide professional medical services, advice and leadership in establishing public health policy and programs; to plan, direct and coordinate all medical activity within the programs of Public Health and Environmental Health; to provide clinical and technical consultation to public health staff; serve as County Health officer as provided for by state statute; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Health Manager.

Exercises functional and technical supervision over professional medical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Participates with other members of the Department of Health and Human Services staff by providing medical opinion and assessment in development of program plans and operating procedures.

Assists professional staff in developing clinical procedures, protocols and standing orders; signs all standing orders.

Reviews laboratory functions for relevant technical and medical capabilities and evaluates them periodically. Serves as Lab Director for moderate complexity lab within Lane County Public Health.

Develops guidelines for medical aspects of public health nursing services.

Serves as county leader during epidemiological investigations of disease outbreaks or in cases of bioterrorism and/or natural disasters.

Provides medical direction to nurse practitioners as specified under Oregon law.

Provides consultation on medical issues to public health and environmental health personnel as needed.

Provides clinical care to patients in clinics.

Discharges responsibilities as Health Officer as provided by state and federal statutes.

EXAMPLES OF DUTIES (Continued)

Promotes interest of and participation in public health activities by physicians and other health professionals and their organizations within Lane County.

Provides public health representation to various professional and community organizations.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general and preventive medicine.

Principles, practices and objectives of public health administration.

Health laws, regulations and their enforcement.

Principles and practices of epidemiology and the clinical aspects of communicable disease.

Principles and practices of family planning and maternal child health.

Public health bacteriology and immunology.

Ability to:

Make differential diagnosis, particularly of communicable diseases and determine precautionary control measures.

Collect, record, and interpret statistical and epidemiological data.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both in oral and written form.

Experience and Training

Training:

Graduation from an accredited school of medicine, completion of one year rotating internship in an approved hospital. Prefer Master's Degree in Public Health with completion of a public health residency program.

Experience:

Four years of increasingly responsible experience as a licensed physician following internship and/or residency, including two years of experience in a public health setting, to contain epidemiology, communicable disease, STD programs, family planning and laboratory management.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

License in the State of Oregon as a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.).

Laboratory experience which will provide qualifications to serve as lab director of a moderate complexity lab. Information submitted by applicant physician will be reviewed by laboratory consultant at Oregon Health Division to determine if stated experience and/or training qualifies as lab director under Clinical Laboratory Improvement Amendments (CLIA) rules.

PHYSICIAN

DEFINITION

The Physician provides professional, comprehensive primary medical care and treatment services to a diverse population of patients in a public health clinic setting. The Physician diagnoses and treats a wide variety of health problems, provides counseling and referrals for patients when appropriate, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Health Center Medical Officer.

Exercises technical and functional supervision over technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Medically evaluates patients and assesses their medical status in both the clinic and hospital setting.

Determines, establishes and administers an overall treatment program for patients and chronically ill clients.

Determines the clinical need for medications, and prescribes medications as part of a treatment program.

Provides information, consultation and assistance to other health care professionals.

Discusses case management practices and techniques with health care professionals.

Provides appropriate medical records documentation on all patients in accordance with policy.

Provides emergency treatment and after hours coverage.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general, preventive and clinical medicine, surgery and pharmacology.

Federal, state and local health statutes, rules, regulations, and ordinances.

Knowledge of (con't):

Medical and nursing care standards.

Clinical aspects of communicable diseases and disease control measures.

Causes, treatment, prevention and/or early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness, and other disabling conditions.

Preventive medicine and sanitation.

Standard laboratory tests and procedures.

Medical records documentation and charting formats.

Issues of medical ethics and liability.

Ability to:

Diagnose, treat and control diseases and physical injuries in a culturally sensitive manner for underserved populations.

Effectively gather, evaluate, and convey sensitive and confidential information.

Work with professional independence and use initiative and judgment in performing medical diagnostic and treatment services for the patient population.

Prepare concise, accurate and effective medical reports, recommendations, policies and procedures.

Implement clinic services within resource limits.

Apply appropriate teaching and training techniques to improve nursing staff skills.

Establish and maintain cooperative work relationships with patients, staff, peer groups, and varied agency and institutional representatives.

Develop therapeutic relationships with a wide variety of patients from diverse educational, social, and cultural backgrounds.

Communicate effectively, both orally and in writing.

Experience and Training

Training:

Graduation from an accredited school of medicine with completion of a one-year internship and/or completion of residency program in a primary care setting.

Experience:

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid State of Oregon license as a Medical Doctor (M.D.)

Eligible for appointment to the medical staff at local hospitals.

AGENDA DATE: March 9, 2005

(CC) ORDER _____ / IN THE MATTER OF ADJUSTING THE SALARY RANGES AND ADOPTING THE COMPENSATION PACKAGE FOR MENTAL HEALTH MEDICAL OFFICER, PSYCHIATRIST, COMMUNITY HEALTH CENTER MEDICAL OFFICER, PUBLIC HEALTH OFFICER, AND PHYSICIAN CLASSIFICATIONS IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.