

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

TO: Board of Supervisors
FROM: Nancy Nittler, Personnel Director *NAL*
BY: Ann Craig, Personnel Services Manager
DATE: June 04, 2013
SUBJECT: Introduction of Ordinances to amend the manner in which compensation is paid for Physicians & Psychiatrists to comply with CalPERS regulations

REQUESTED ACTION AND RECOMMENDATION:

It is recommended that the Board approve the following:

- 1) The revised classification specification for Physician
- 2) Introduce an un-codified ordinance to amend the Allocation and Compensation ordinance to re-title Physician II to Physician and update the corresponding Salary Grades
- 3) Introduce an ordinance amending Placer County Code Chapter 3 Section 3.12.030 - Unclassified Service Salary and Benefit Notations to continue the associated pays for the Health and Human Services contract physicians
- 4) Introduce an un-codified ordinance adopting the additional pays for Health and Human Services Psychiatrists

BACKGROUND:

The California Public Employees Retirement System (CalPERS) governs the manner and types of compensation that are reported to CalPERS for earnings and service credit for retirement and actuarial determinations. As part of these regulations, CalPERS requires that in order to be considered as compensation earnable for the calculation of retirement benefits that the salary must be on a publicly available pay schedule and adopted in accordance with the requirements of applicable public meeting laws. Further CalPERS defines the pay rate for the position as "the normal monthly rate of pay of base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis."

The County utilizes employee contracts for a very limited number of unclassified physician and psychiatrist positions in Health and Human Services (HHS) as well as a few other departments. In the past, departments and the contract employees wanted the additional flexibility that an employee contract could provide. Over the course of the last several years the employee contracts have become more uniform in the benefits that are offered and similar to what other county employees receive. The contracts have also become more complex in trying to maintain the necessary language for CalPERS and IRS compliance. As contracts are coming up for possible renewal, we are reviewing them in light of the CalPERS compliance issues and recommending that the changes be made going forward.

HHS Physician and Psychiatrist Contracts:

HHS utilizes employee contracts for six physicians and psychiatrists in the Adult System of Care and Children System of Care programs. These contracts and the associated compensation package have been adopted annually by the Board of Supervisors following the applicable public meeting laws; however, the salary stated in the HHS contracts is between the pay steps of the corresponding pay grade of the physician class and thus may not meet the CalPERS definition of pay rate. To comply with the CalPERS laws and to minimize any potential liability, the department will discontinue these employee contracts and place the employees on the Physician salary pay grade and step which results in no loss of compensation. The existing HHS contracts have provided for additional compensation to retain the very difficult to recruit for psychiatrist positions. In order to maintain the other pay components as these employees are moved to a regular employee status for CalPERS compliance, the attached ordinance needs to be adopted so the County can continue to pay the associated on-call pay and retention bonus for these particular classes.

Additionally, the Physician classification specification has been updated and approved by HHS and the CEO's Office to meet current expectations and job requirements. The classification specification has been re-titled and includes updates relative to industry standards and practices. Updating the title and classification specification also requires approval by your Board along with an un-codified ordinance to amend the Allocation and Compensation ordinance to reflect the title change.

FISCAL IMPACT:

The fiscal impact of changing these seven employees to regular employee status is approximately \$46,780 and the department will absorb the increased cost within their budget.

Cc: Dr. Richard Burton, Director Health and Human Services
Maureen Bauman, Client Services Program, Director Adult System of Care
Richard Knecht, Client Services Program, Director Children System of Care
Brian Hacker, Sr. Management Analyst
Allison McCrossen, Sr. Management Analyst

Attachments:

- 1) Revised Physician Classification Specification
- 2) Un-codified Ordinance Allocation and Compensation amendment for the Physician
- 3) Codified Ordinance amending Placer County Code Chapter 3 Section 3.08.030
- 4) Un-codified Ordinance Additional Pay for HHS Psychiatrists

PHYSICIAN H

DEFINITION:

To perform responsible work providing a variety of medical specialty services and consultation for Placer County Department of Health and ~~Medical~~ Human Services.

DISTINGUISHING CHARACTERISTICS

This single level physician classification is responsible to provide general and specialty medical services within the scope of their certified specialty. This position serves at the pleasure of the Appointing Authority having no specific term and no property right to continuous employment and can be released without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Physician within a Division in the Department of Health and ~~Medical~~ Human Services.

May exercise technical and functional medical supervision over professional, technical and clinical staff in the administration of program areas.

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

Provide medical supervision and consultation to Division physicians in the absence of the Chief Physician, or as directed.

Provide medical direction for the agency in the absence of the Chief Physician.

Examine patients and diagnose their illnesses.

Prescribe and administer medical treatment within the scope of practice associated with licensure and board certification, if required.

Perform or assist in performing medically indicated treatments, operations, procedures and follow-up care consistent with their scope of practice, licensure, and certifications.

Provide Expert Witness court testimony in related cases as required.

Order laboratory examinations and analysis, x-rays and special diets.

Write prescriptions; make rounds and review reports, records and general progress of patients.

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Physician II (Page 2)

Instruct and oversee physicians, surgeons, nurses, technicians and personnel assigned for special training.

Attend and participate in staff conferences for the surgical, medical and mental condition of various patients and their diagnosis and treatment.

~~Maintain and oversee the maintenance of records and case histories~~keep current appropriate clinical documentation as required.

Prepare reports and related correspondence.

~~Build~~Using a multi disciplinary and family and consumer centered approach to care, build and maintain positive working relationships with co-workers, other county employees, and the public using principles of good customer service and professional communication.

Provide on call/stand by coverage when assigned.

Perform related duties as assigned.

For Mental Health assignments: admit and discharge clients as necessary. Examine clients and diagnose their mental illness, prescribe and administer psychiatric treatment, order laboratory examination and analysis, write and adjust prescriptions, review reports, records interventions and general progress of clients, consult with other physicians, practitioners, counselors and staff regarding ongoing or problem cases.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and principles of general medicine, psychiatry and surgery.

Modern hospital and clinical practice and administration.

Gross pathology and psychiatric social work, physical therapy, and the various rehabilitation therapies.

Current methods and standards for the medical, psychiatric, and/or surgical care of patients.

Equipment, tools, supplies and technologies used in the diagnosis and treatment of disease.

Principles and practices of leadership, motivation, team building and conflict resolution.

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Principles and practices of supervision, training and personnel management.

Pertinent local, state and federal rules, regulations and laws.

Principles and practices of work safety, especially as related to communicable diseases.

For Mental Health assignments: practices and principles of general psychiatry, modern inpatient hospital practice, rehabilitation therapies for mental disorders, chemical dependency and dual diagnosis.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; explain medical findings, diagnoses, and treatment to staff, patients, families, and court officers.

On an intermittent basis, sit at desk for long periods of time while reviewing charts and patient histories and preparing reports; intermittently walk, stand, bend, twist and reach while examining/treating patients. Intermittently twist to reach equipment surrounding desk or treatment area; perform simple task grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; see and hear with acuity sufficient to examine, diagnose and treat patients; and lift or carry weight of 25 pounds or less.

Examine, diagnose and treat mental disorders in adults, adolescents, and children, coordinate with case manager or nursing staff when appropriate for a particular case, interpret laboratory analyses.

Interpret autopsy findings.

Interpret laboratory analysis.

Work with various cultural and ethnic groups in a tactful and effective manner.

Work unusual and/or prolonged work schedules.

Obtain information through interview; deal fairly and courteously with the public; handle multiple cases; and work effectively with interruption.

Analyze situations quickly and objectively and determine proper course of action.

Communicate clearly and concisely, both orally and in writing.

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

When assigned to Mental Health:

Provide medical direction to mental health staff as a part of a clinical team, prepare and oversee the preparation of case histories, evaluations, diagnoses and the maintenance of client records.

Consult with clinic staff, provider staff and primary care physicians as necessary for the treatment and triage of clients, evaluate clients with complex psychiatric issues, attend staff meetings and clinic meetings as appropriate, and provide testimony at court appearances when clients are involved in legal system.

Experience and Training:

Experience:

Two years of responsible experience in a medical setting providing medical services to identified target populations, ~~in a capacity equivalent to the classification of Physician I.~~

Training:

Possession of the required medical license is proof of sufficient education in this class.

~~Completion of one year of graduate work in a recognized Public Health program is desirable, but not required.~~

License or Certification:

Possession of a valid California Physician and Surgeon License and Federal DEA License.

Eligible to possess a narcotics license issued by the State of California.

~~Eligible for hospital privileges and staff status at local hospitals and medical care facilities.~~

~~Obtain and maintain hospital privileges at local hospital and medical care facilities, at the direction of the Director of Health Services.~~

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

~~Possession of, or ability to obtain, an appropriate California operator's license issued by the State Department of Motor Vehicles. Proof of adequate vehicle insurance and medical clearance may also be required.~~

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Medical Services only:

May require license to supervise midlevel practitioners and/or x-ray technicians. Board certification in Internal Medicine or Family Practice is highly desirable.

Mental Health only:

Approved psychiatric residency training as reflected by certification of the American Board of Psychiatry and Neurology in psychiatry.

FOOTNOTE: The physician selected for this position must maintain insurability through the professional liability insurance carrier of Placer County's choice.

Before the Board Of Supervisors
County of Placer, State of California

In the matter of: An ordinance amending the un-codified Allocations of Positions to Departments and the Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:

The un-codified Allocation of Positions to Departments Ordinance and the un-codified Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows:

Section 1. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended and shall read as follows:

Health and Human Services			
(f)	Community Clinics		
	Physician I/II	3	
(g)	Adult System of Care		
	Physician I/II	4	
(i)	Children's System of Care		
	Physician I/II (Part-Time)	2	
TOTAL – HEALTH AND HUMAN SERVICES			9

Section 2. That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended and shall read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
19134	Physician I	UNCL	U50
19838	Physician II	UNCL	U60

Section 2. That this ordinance shall be effective June 29, 2013.

Section 3. That this ordinance is adopted as an un-codified ordinance.

Before the Board Of Supervisors
County of Placer, State of California

In the matter of: An ordinance amending
Section 3.12.030 Unclassified Service Salary
and Benefit Notations of Chapter 3 of the
Placer County Code

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer
at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. That Section 3.12.030 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

3.12.030 Unclassified Service—Salary and benefits notations.

JOB CODE	CLASSIFICATION TITLE
19825	Chief Physician *2
19131	Physician I*2
19838	Physician II*2

*2 Physicians are eligible to receive the following additional compensation:

Section 3. That this ordinance shall be effective June 29, 2013.

Section 4. That this ordinance is adopted as a codified ordinance.

Before the Board Of Supervisors
County of Placer, State of California

In the matter of: An un-codified ordinance adopting
the Compensation Adjustments for Health and Human
Services Psychiatrists

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer
at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:

That the compensation provisions incorporated herein by this reference are hereby adopted
and approved as to Placer County designated employees and shall read as follows:

Retention Bonus

Regular unclassified employees in the classifications of Chief Physician and Physician who are employed as psychiatrists may receive a retention bonus of 2.5% of his/her salary for hours paid every six months based on the employee's satisfactory performance of the assigned duties and responsibilities. Determination shall be made at the discretion of the Director of Health and Human Services, or his or her designee, with concurrence from the County Executive Office.

On-Call Pay

Regular unclassified employees in the classifications of Chief Physician and Physician who are employed as psychiatrists, may receive on call pay in the amount of \$1530 per week for HHS Adult System of Care Services and \$300 per week for HHS Children System of Care Services when assigned to on call duty and upon approval of the Director of Health and Human Services, or his or her designee.

Section 2. That this ordinance shall be effective June 29, 2013.

Section 3. That this ordinance is adopted as an un-codified ordinance.

