TO: Board of Supervisors
FROM: Lori Walsh, Human Resources Director
SUBJECT: Amendment of Un-Codified Schedule of Classifications and Compensation Ordinance related to the Creation of the Sexual Assault Response Team (SART) Nurse/Coordinator

ACTION REQUESTED

Adopt an ordinance, introduced September 19, 2017, amending the un-codified Schedule of Classifications and Compensation Ordinance related to the creation of the classification of Sexual Assault Response Team (SART) Nurse/Coordinator in Salary Grade PROF 228 ($6,114.65 - $7,432.41/monthly).

BACKGROUND

The Placer County District Attorney's Office oversees a Sexual Assault Response Team (SART), which was created to provide immediate medical care, victim advocacy and criminal justice services for sexual assault victims in Placer County. The SART is comprised of a team coordinator, a specially trained District Attorney Investigator, a Victim Specialist, and a Sexual Assault Forensic Examiner. In the past, the County used the classification of Public Health Nurse - Senior to perform the function of coordinator and Sexual Assault Forensic Examiner, with medical supervision provided by the Placer County Public Health Officer. This model was effective until the incumbent retired in December 2015, and the County was unable to fill the position. The most recent recruitment for a Public Health Nurse-Senior assigned to SART only attracted 3 applicants, and they were deemed not qualified.

As an interim solution, the County has worked with Sutter Health Sacramento's Bridging Evidence Assessment and Resources (B.E.A.R.) Program to provide SART forensic examination services, which is the closest SART service provider to Placer County. This interim solution is not ideal; the Program's SART forensic examination services are only provided at their clinic location in south Sacramento.

In an effort to successfully recruit for a SART nurse/coordinator in Placer County, and to ensure the County attracts the right candidates for the assignment, it was determined a new job classification should be created. After careful consideration of prior recruitments, it was determined the minimum qualifications and licensing requirements of the Public Health Nurse-Senior higher-level nursing classification could be hindering recruitment, and the job specification needed to be tailored.
specific to the SART assignment. Upon review of counties with similar demographics and program needs, it was determined that the creation of a new SART Nurse Coordinator classification would best meet the needs of Placer County.

As indicated in the attached draft classification specification, the essential functions of the SART Nurse/Coordinator include, but are not limited to, coordinating services for Placer County residents who have been victims of sexual assault, collaborating with a team of multidisciplinary agencies, and escorting victims to and from medical facilities. The SART Nurse/Coordinator will stay with the victims throughout the interview and examination process. The SART Nurse/Coordinator serves as primary liaison between law enforcement, hospital emergency departments, and representatives from a variety of agencies including HHS Public Health, Child Welfare Services, the District Attorney’s Office, and County Victim Witness. The SART Nurse/Coordinator will also promote collaborative relationships between all stakeholders, and conduct community outreach and training. The candidate hired for this single-position classification will plan, organize, and direct the activities of the Placer County SART Program as well as perform forensic examinations on behalf of adults, adolescents and children. This classification specification was unanimously approved by the Placer County Civil Service Commission on August 14, 2017.

BASIS FOR RECOMMENDATION

The creation of the classification of Sexual Assault Response Team (SART) Nurse/Coordinator is necessary in order to recruit qualified candidates to perform the function of SART coordinator and forensic examiner for Placer County. It is anticipated that the use of a classification tailored specifically to the needs of the SART Program will alleviate the recruitment difficulties experienced when staffing this position with the Public Health Nurse Senior classification.

FISCAL IMPACT

There is no overall anticipated fiscal impact from the creation of this classification. The SART nurse coordinator position was previously allocated as Public Health Nurse-Senior in Health and Human Services. With the allocation changes in the FY 2017-18 Final Budget, one allocation was removed from HHS and one SART Nurse Coordinator allocation was added to the District Attorney’s Office. The total salary and benefit cost for the SART Nurse/Coordinator is estimated to be $122,170 at step 1, which is less than the Public Health Nurse-Senior classification.

ATTACHMENTS

Attachment 1  Ordinance
Attachment 2  SART Nurse/Coordinator Class Specification
In the matter of: An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance regarding the creation of the Sexual Assault Response Team (SART) Nurse/Coordinator.

Ordinance No.: ____________
Introduced: ____________

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.

Chair, 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 Schedule of Classifications and Compensation Ordinance is hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

**Section 1**  That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows:

<table>
<thead>
<tr>
<th>ADMIN CODE</th>
<th>CLASSIFICATION TITLE</th>
<th>SALARY PLAN — APPENDIX</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11779</td>
<td>SART Nurse-Coordinator</td>
<td>PROF</td>
<td>228</td>
</tr>
</tbody>
</table>

**Section 2**  That this ordinance shall be effective the first day of the pay period following adoption.

**Section 3**  That this ordinance is adopted as an un-codified ordinance.
SEXUAL ASSAULT RESPONSE TEAM (SART) NURSE/COORDINATOR

DEFINITION

To plan, organize, and direct the activities of the Sexual Assault Response Team (SART) working in partnership with the District Attorney's Office and Health and Human Services, with medical oversight from the Placer County Health Officer; and coordinate and perform forensic examinations to persons of all ages.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned manager and medical oversight from the Placer County Health Officer.

May exercise technical and functional supervision over professional, technical and clerical staff.

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

Plan, organize and direct the operation and activities of the Sexual Assault Response Team (SART) program; schedule and maintain 24/7 on-call staffing; provide nursing/medical consultation; initiate nursing interventions and interpret serious and/or emergent situations; conduct and document SART examinations for adults, adolescents and children; identify and obtain evidence for the sexual assault evidence kit and maintain chain of custody; order specific laboratory testing and studies per SART protocol; provide referrals for continuation of care; act as a resource for pediatric and adult/adolescent sexual assault/abuse issues; remain on call for after-hours examinations and/or other duties; consult with hospital emergency room physicians for additional diagnosis and/or treatment.

Develop and maintain SART policies and procedures in compliance with hospital medical protocols, Placer County District Attorney’s Office and Placer County Department of Health and Human Services (HHS) and a variety of other licensing agencies;

Serve as primary liaison between law enforcement, hospital emergency departments, and representatives from a variety of agencies including HHS Public Health and Child Welfare Services (CWS), DAO, and County Victim Witness; promote collaborative relationships between all stakeholders; conduct community outreach; provide community and/or technical training to various groups and colleagues regarding sexual assault and physical abuse.

Oversee the performance of assigned clinical and administrative staff; interview, recruit and make recommendations to management regarding potential forensic examiners; coordinate forensic examiners work assignments and review work to assure compliance with established
PLACER COUNTY
Sexual Assault Response Team (SART) Coordinator

standards, requirements and procedures; provide clinical supervision, review each medical/legal examination for completeness and appropriate follow-up, discuss and resolve areas of concern; monitor the on-call schedule to ensure 24/7 coverage; develop, implement and conduct training sessions; oversee contracts with professionals in order to meet all SART examination requirements; schedule, organize, and lead monthly Sexual Assault Forensic Examiners’ meetings.

Collaborate with physicians, the DAO, other law enforcement agencies, and HHS in implementing the County's sexual assault response program objectives; assist the assault response services; may serve as clinical prosecution witness in sexual assault and abuse cases.

Identify learning needs and participate in the development of nursing orientation activities and training in all clinical settings and provide sexual assault response education to hospital staff; act as a consultant to department managers on required competencies related to caring for sexual assault victims.

Act as Custodian of Records for medical/legal examinations and interviews; ensure chain of custody on physical evidence; maintain medical documentation and testify in court as needed.

Participate in the development and preparation of the annual SART budget; analyze and review budgetary and financial data; make recommendations for program expenditures in accordance with established limits.

Represent assigned department to the public as well as other County employees and managers in a positive and productive manner.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Professional nursing theory, practice and techniques in the areas of sexual assault and suspected abuse.
- Principles and standards of forensic medical examinations.
- State of California and local SART programs.
- Licensure, accreditation and regulatory requirements for sexual assault response services.
- Legal terminology, medical and ethical responsibilities in SART examinations.
- Requirements of medical documentation and record keeping.
- Standard and accepted principles and practices of motivation, team building, and conflict resolution.
PLACER COUNTY
Sexual Assault Response Team (SART) Coordinator

- Community resources and public relations techniques.
- Basic principles and practices of budget preparation and administration.
- English usage, spelling, punctuation and grammar.
- Basic office practice, procedures and equipment.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, patient charts reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On an intermittent basis, sit at desk for long periods of time while reviewing patient charts and histories and preparing patient charts and reports; intermittently walk, stand, bend, climb and reach while making field visits, conducting clinics or making educational presentations or demonstrations; twist to reach equipment surrounding desk or treatment areas; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; see and hear with sufficient acuity to examine and assess patient conditions; and lift moderate weight.
- Complete highly specialized medical examinations with recommendations for follow-up care.
- Obtain information through interview; treat traumatized clients with respect and dignity/use of trauma focused care.
- Demonstrate advanced clinical problem solving and leadership skills including monitoring critical practice indicators, identifying training issues, and providing appropriate training.
- Ensure compliance with hospital, DAO and/or HHS goals, objectives, strategic plans, policies and procedures; prepare and maintain reports and clinical records.
- Maintain pharmaceuticals for SART patients and dispense medication pursuant to SART protocol, upon an order by the Public Health Officer or his physician designee authorized to prescribe medications.
- Coordinate with HHS to order/stock SART medications upon an order by the Public Health Officer or his physician designee authorized to prescribe medications.
- Manage SART documents with appropriate compliance to HIPPA and chain of custody.
- Make sound decisions using problem-solving skills.
- Accurately assess requests for services and take effective course of action.
- Act quickly and calmly in emergency situations.
- Plan conduct and coordinate in-service training programs and community training outreach.
- Interpret, apply and explain complex rules, regulations, administrative and clinical procedures and protocols.
- Identify the need for and obtain physician consultation in appropriate clinical situations.
- Work courteously with the public; and handle multiple case assignments; and work with interruptions.
- Work unusual and/or prolonged work schedules.
- Use a personal computer and office equipment necessary for successful job performance.
- Monitor Placer County SART equipment.
PLACER COUNTY
Sexual Assault Response Team (SART) Coordinator

- Prepare clear, concise, and comprehensive financial analyses, reports, and written materials.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training:**
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Two (2) years of post-license professional clinical experience in an acute care facility or a public health department specializing in Obstetrics and Gynecology, Pediatrics, Emergency Room, Intensive Care Unit and/or Cardiac Care Unit or a closely related medical field.

**OR:**

Two (2) years of experience as a forensic examiner.

**Training:**
Equivalent to an Associate of Science Degree from an accredited college or university with major coursework in nursing or a related field.

**License or Certificate:**
- Possession of a valid California license as a Registered Nurse.
- Certificates of completion for the Basic Pediatric Sexual Assault Forensic Examiner (SAFE) for Healthcare Professionals and Adult Sexual Assault Forensic Examiner (SAFE) for Healthcare Professionals Training Programs through the California Clinical Forensic Medical Training Center (CCFMTC) are required within one year from date of hire, and certifications must be maintained throughout employment.
- 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.