



Date: September 16, 2020
To: Civil Service Commission
From: Maria Cano, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION –
LICENSED VOCATIONAL NURSE**

Correspondence has been received from Alex Basquez, Director of Human Resources, requesting Civil Service Commission approval and adoption of the revised classification specification for Licensed Vocational Nurse. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration

- The classification specification for Licensed Vocational Nurse was last adopted in September 1969. Licensed Vocational Nurse will be used in the Health and Human Services Department. Currently, there is not an incumbent holding the Licensed Vocational Nurse classification at any of the departments within the City.
- The revisions made to the Licensed Vocational Nurse classification specification encompass modernizing language, removing redundancies and updates to reflect State of California licensing requirements.
- Revisions to the classification are as follows:
 - Changes under Definition include, modernizing language, clarifying, duties and supervision received.
 - Revisions under Examples of Duties include, specifying duties, removing redundancies, and clarifying direction and supervision received.
 - Updates under Requirements to File include, removing the requirement for a course of study at a Vocational school, removing the requirement for one year of experience and removing requirements for a motor vehicle operator's license and driving record. Further changes include, adding requirements for Cardio Pulmonary Resuscitation and Phlebotomy certifications.

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- Civil Service staff has been in communication with the Health and Human Services Department, Human Resources, and with the International Association of Machinists and Aerospace Workers (IAM) regarding the proposed Licensed Vocational Nurse classification specification revisions. All parties have been notified that this request is on today's agenda.
- A representative from the Health and Human Services Department will be present to respond to any questions from the Civil Service Commission.

Date: September 9, 2020

To: Civil Service Commission

From: Alejandrina Basquez, Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – LICENSED VOCATIONAL NURSE**

Attached for your consideration is an update to the Licensed Vocational Nurse Classification Specification. The Health and Human Services Department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language and to better reflect supervision received. In addition, a certificate of Phlebotomy and Cardiopulmonary Resuscitation (CPR) was added to the minimum qualifications section.

Human Resources staff worked with Civil Service and the Health and Human Services department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Licensed Vocational Nurse classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Sherry Gaur, Human Resources Officer at (562) 570-7147.

Attachments

Licensed Vocational Nurse Class Specification.

AB:FV:TH

TITLE: **LICENSED VOCATIONAL NURSE**

DEFINITION: Under supervision of a Public Health Physician, Nurse Practitioner, or Registered Nurse, performs nursing duties in a variety of clinical settings.

EXAMPLES OF DUTIES:

- Prepares examining rooms, equipment, supplies and medications for use in a variety of clinical settings;
- Cleans and sterilizes equipment;
- Interviews patients and obtains medical histories;
- Prepares patients for examination, assists with examinations, takes vital signs and assists with collection of specimens, which may include blood draw or treatments by physicians, nurse practitioners, or registered nurses;
- Prepares and administers injections or oral medications under the direction of a public health physician or nurse practitioner;
- Renders first aid in a variety of clinical settings;
- Renders first aid in a variety of clinical settings;
- Conducts public health education to promote healthy habits and risk reduction strategies, including preparation and distribution of health education materials;
- Orders, stocks, and conducts inventory of supplies;
- Schedules clinic appointments, registers patients, locates and files medical records;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- A valid State of California Vocational Nurse's license;
- A current Cardiopulmonary Resuscitation (CPR) certificate;
- A valid Phlebotomy Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:

Approval/Adoption Date: 09/01/1969
Revised: XX/XX/2020

TITLE: LICENSED VOCATIONAL NURSE

DEFINITION: Under supervision of a Public Health Physician, Nurse Practitioner, or Registered Nurse, performs sub-professional nursing duties in a variety of clinical settings. public health clinics and school and home health services.

EXAMPLES OF DUTIES:

- Prepares examining rooms, equipment, supplies and medications for use in a variety of clinical settings in clinics and school immunization programs;
- Cleans and sterilizes equipment;
- Interviews patients and obtains medical histories;
- Prepares patients for examination, and assists with examinations, takes vital signs and assists with collection of specimens, which may include including blood draw or treatments by physicians, nurse practitioners, or registered nurses; or treatments by physicians including taking and recording temperature, blood pressure and pulse and respiration rates;
- Performs assigned diagnostic and therapeutic procedures including preparing and administering, upon specific orders of physicians, injections or oral medications not involving adjustments of dosage; Prepares and administers injections or oral medications under the direction of a public health physician or nurse practitioner;
- Renders first aid in a variety of clinical settings; and subsequent treatment to injured or ill employees including dressing wounds, administering aspirins and antiseptic solutions, giving alcohol rubs and massages, applying compresses and dispensing prescribed medicines;
- Renders first aid in a variety of clinical settings; and subsequent treatment to injured or ill employees including dressing wounds, administering aspirins and antiseptic solutions, giving alcohol rubs and massages, applying compresses and dispensing prescribed medicines;
- Conducts public health education to promote healthy habits and risk reduction strategies, including preparation and distribution of health education materials; Instructs patients in pro health education risk reduction good health habits and risk reduction strategies illness prevention;
- Orders, stocks, medical and other supplies and conducts inventory of supplies;
- Schedules clinic appointments, registers patients, locates and files medical records;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- A valid State of California Vocational Nurse's license;
- ~~Completion of a prescribed course of study in an accredited Vocation School of Nursing and one-year nursing experience in a clinic, hospital doctor's office, nursing home, or the armed services;~~
- A valid motor vehicle operator's license;
- ~~a current DMV driving record must be submitted to the hiring department at the time of the selection;~~
- A current Cardiopulmonary Resuscitation (CPR) certificate;
- A valid Phlebotomy Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:

Approval/Adoption Date: 09/01/1969
Revised: XX/XX/2020