



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:
Open Until Filled
Apply Immediately!

Staff Nurse
\$5,884 - \$6,547/Monthly
\$70,603 - \$78,560/Annually

THE POSITION: Under supervision, provides professional nursing care for patients/clients in the Psychiatric Health Facility, Public Health Clinic and/or other assigned area. This position requires shift work, occasional overtime and evening and/or weekend work. The current position is assigned to the Psychiatric Health Facility. *The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.*

JOB DUTIES: Makes preliminary observations of patients' conditions and prepares them for medical treatment; assists physicians with treatment, dressings, tests and procedures; prepares equipment for treatment and tests; assists physicians with physical examinations; receives and executes physician orders; observes symptoms, the progress of cases and the results of medical and nursing treatments; observes and records patient symptomology/behavior and reports unusual occurrences/conditions of patients to supervisor; prepares, dispenses and administers oral, subcutaneous and intermuscular medications; observes patient for possible medication reactions; instructs patients and/or their relatives concerning medication and home care; renders first-aid; supervises and/or directs the work of subordinates; and maintains charts and records. Assists in performing nursing functions as needed, to include admitting/discharging patients, assessing patient condition, administering emergency care, and other related functions; communicates with staff of adjoining shifts to gather/exchange information; reviews notes of events occurring on preceding shifts and reviews special instructions; makes regular rounds to review patient charts, issue special instructions, and discuss problems involving nursing care, treatment or staffing with the nurses or physician in charge; monitors the condition of acutely ill patients; checks in new and emergency patients; determines and evaluates nursing patient care on assigned units; coordinates patient care with counselors; works with staff on all matters of patient safety. Confers regularly with program manager and medical director to discuss problems; confers regularly with appropriate manager or supervisor to discuss problems or other issues. maintains inventory of departmental supplies and medications; counts, logs, and disposes of expired medications; initiates requests for new or replacement materials; answers the telephone, provides information, takes messages and/or directs calls as appropriate; responds to requests for information or assistance; attends and conducts meetings; performs in-service training.

MINIMUM QUALIFICATIONS: *The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.*

Knowledge of: Current recognized theory, techniques and practices of nursing; medical terminology, techniques and equipment; the uses and effects of medicines and narcotics. Knowledge of standard practices used in caring for the mentally ill or emotionally disturbed and psychiatric medication is required when assigned to the Behavioral Health Department.

Ability to: Provide professional nursing care to patients/clients; exercise patience, initiative and judgment in recognizing symptoms indicative of adverse patient reactions; maintain confidentiality of patient/client information; establish and maintain effective interpersonal relations with individuals and groups; effectively work with individuals from various socio-economic and multi-cultural backgrounds; communicate effectively both orally and in writing; ability to hear; understand and follow oral and written instructions; maintain medical charts and records; supervise and/or direct the work of subordinates. Ability to speak, read and write Spanish, Punjabi or Hmong in addition to English or perform sign language is desirable for some positions.

Education & Experience: Education and experience that would demonstrate the possession of the above knowledge and abilities. One year of professional nursing experience in relevant area is desirable.

Special Requirements: Essential duties require the following physical and work requirements: Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to think and act quickly in emergencies; effectively deal with personal danger. Must be able to support the weight of patients for brief periods of time in positioning/ transporting; exercise a moderate amount of physical exertion and manual dexterity in handling of patients and/or equipment; walk and stand for long periods of time; distinguish colors; must be able to push and pull a medication cart up and down corridors that may be slightly uneven and move the cart around tight corners; ability to operate and use a variety of health care equipment and tools; and must be able to work in a health care environment; may require the ability to operate a motor vehicle. For Jail Medical Program must pass a background investigation conducted by the Sheriff's Department; and must be willing and able to accept assignment in a locked jail facility serving clients of various cultural, physical, behavioral and psychological profiles. Must be able to work shift work that includes weekends on a rotating basis and work the morning or evening shift as assigned.

Licenses: Possession of a current valid license to practice as a Registered Nurse in the State of California. Some positions require a California Driver's License.

The recruitment process for this position includes completing an application and participating in oral interview(s). For some positions, one must successfully pass a bilingual examination (written and oral components). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug screening, medical screening and fingerprinting for some positions.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 12-6-2018



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS) in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.