

SNOHOMISH COUNTY HR CLASSIFICATION REQUEST

LOG#: _____ Department: _____ Division: _____

DAC: _____ Proposed Effective Date: _____

REQUEST DETAILS

Action Type: _____ Initiated by: Management Vacant Occupied*

Department sent request to Union, if needed? Yes, sent on _____

Will current job classification be eliminated with this change? Yes No

Comments: Requesting increase in pay to correct compression. The HSA Supervises the RN Supervisor but is currently paid less

POSITION DETAILS

CURRENT
Position #(s): COR9295R
Job Title: Health Services Adminstrator
Pay Grade/Step: 112
SPEC #: 1132 Hours/Week: 40 % FTE: 1
FLSA: FLSA-E (Exempt) FLSA-N (Earns Overtime)
Monthly Salary/Range: \$ 98,925.12-139,787.28
Unit: EXEMPT - PRSNL Bargaining Unit:
EEO Category Code: EEO4 - OFFICIALS AND ADMINIST
Worker's Comp: NON-HAZARDOUS
 Management Exempt Classified
 Grant/Project Position, End Date _____

PROPOSED
Position #(s): COR9295R
Job Title: Health Services Administrator
Pay Grade/Step: 114
SPEC #: 1132 Hours/Week: 40 % FTE: 1
FLSA: FLSA-E (Exempt) FLSA-N (Earns Overtime)
Monthly Salary/Range: \$ 120,181.92-169,820.52
Unit: EXEMPT - PRSNL Bargaining Unit:
EEO Category Code: EEO4 - OFFICIALS AND ADMINIST
Worker's Comp: NON-HAZARDOUS
 Management Exempt Classified
 Grant/Project Position, End Date _____

* If occupied, list employee names: _____

Requestor: Norm Link, Chief NAME Norm Link #1262 SIGNATURE 5-30-23 DATE
Dept. Head: Adam Fortney, Sheriff Adam Fortney 12/18/22 5/30/2023

NOTE: The funding and implementation of all reclassifications is the responsibility of the department. Classification requests are not implemented until a Personnel Record Change (PRC) has been submitted.

HUMAN RESOURCES RECOMMENDATION

Approved Denied Acknowledged Effective Date: _____
Job Title: _____ Pay Grade/Step: _____ % FTE: _____
Approved Regular Position #(s): _____ SPEC #: _____
 Delete Classification/Position FLSA-E (Exempt) FLSA-N (Earns Overtime) Management Exempt Classified
Classification Analyst: _____ Date: _____
HR Director/or designee: Sprague, Rob Digitally signed by Sprague, Rob Date: _____
Comments: Sprague, Rob Date: 2023.06.13 11:56:25 -07'00'

BUDGET ACTION

Approved Denied # Positions Requested: _____ # Positions Approved: _____
Budget Analyst: Kennedy, Nathan Digitally signed by Kennedy, Nathan Date: 2023.06.13 14:39:08 -07'00'
NAME SIGNATURE DATE
Comments: _____

EXECUTIVE OFFICE

Approved Denied
Executive Office: _____ Date: _____
Comments: _____

HUMAN RESOURCES ONLY

AFSCME 10 Day review _____ Job Description changes complete: Web () NeoGov ()
 EEO Category Verified _____ Worker's Comp Verified _____ Classification Log Completed
 HighLine Updates New Job Union Status: _____ Dept Notified ()

SNOHOMISH COUNTY JOB DESCRIPTION

HEALTH SERVICES ADMINISTRATOR

Spec No.1132

BASIC FUNCTION

To plan, implement, direct, and evaluate operations of the Snohomish County Sheriff's Office Corrections Bureau Health Services for the incarcerated jail population. Manages overall medical and mental health programs and services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Directs the daily operations of jail health service and develops, prioritizes, and implements program goals and objectives.
2. Collaborates with staff, colleagues, and division directors in developing and implementing new program initiatives; ensures compliance with policies, procedures, and medical standards.
3. Organizes, manages, and controls service delivery scheduling; analyzes information to plan program changes or make recommendations to department administration to meet programmatic goals.
4. Explores health-related grants or outside funding to complement programs goals; monitors grants and contract compliance for the program or district.
5. Identifies community liaison needs and make recommendations for new programs; collaborates with other health care providers to determine how best to meet the needs of the incarcerated population.
6. Evaluates staffing patterns to ensure adequate staffing to meet program and department goals; supervises and evaluates subordinate supervisors; trains, coaches, evaluates, disciplines, and recommends termination of staff as needed.
7. Assesses training needs and promotes training opportunities.
8. Administers labor agreement; represents the department in labor negotiations as designated.
9. Develops, implements, and monitors section's annual budget; participates in budget planning; prepares budget based on guidelines; routinely evaluates and analyzes expenditures and revenues; justifies budget needs; authorizes payments and requests for capital expenditures; anticipates needs and develops appropriate resources; seeks new sources of funding to complement existing programs or to address specially identified needs of the program or district.
10. Establishes and maintains effective contact with community leaders, other health-care providers, specific at-risk populations and the community; investigates complaints on matters pertaining to jail health services; makes presentations and provides information on programmatic services.

SNOHOMISH COUNTY JOB DESCRIPTION

HEALTH SERVICES ADMINISTRATOR

Spec No.1132

STATEMENT OF ESSENTIAL JOB DUTIES (CONTINUED)

11. Collaborates with outside agencies and health care providers in delivering health services; represents the organization in a variety of settings on public health issues.
12. Controls, directs, and maintains the use of all supplies and equipment assigned to jail health services; assists in developing new facilities; authorizes facility modification.
13. Forecasts supply and equipment needs; maintains a safe and secure working environment that complies with OSHA/WISHA standards.

STATEMENT OF OTHER JOB DUTIES

14. Other job duties as assigned

MINIMUM QUALIFICATIONS

A Master's Degree in Nursing, Mental Health, Medical Management, or related field; four (4) years minimum of progressively responsible professional health field experience including two (2) years as a supervisor. Strong written and oral communications skills. Strong computer skills such as Word, Excel, and Access or other database experience working in a correctional facility is highly desirable and or experience that provides the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. Pre-employment drug screening will be required. Licensure as an RN, MHP or equivalent preferred. Candidates must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of customer service and satisfaction
- local and federal regulation governing the workplace
- corrections health standards / mandates
- public health principles

Ability to:

- develop and monitor budgets
- direct the work of a multidisciplinary staff
- supervise staff, including experience in the principles and practice of supervision, labor relations, and disciplinary personnel actions
- manage a 24-hour-a-day facility

SNOHOMISH COUNTY JOB DESCRIPTION

HEALTH SERVICES ADMINISTRATOR

Spec No.1132

KNOWLEDGE AND ABILITIES (Continued)

- identify community health needs
- build community coalitions and consensus
- manage multiple tasks simultaneously
- communicate effectively orally and in writing
- develop/interpret policies

SUPERVISION

Health Services Administrator will report directly to the Bureau Chief of Corrections or designee.

WORKING CONDITIONS

The work is performed in a correctional facility. The employee is required to be on call twenty-four (24) hours a day. The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: May 2004

Revised: June 2018

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

Proposed amendment 10/1/2009

Approved by the Snohomish County Civil Service Commission November 4, 2009

Approved by the Snohomish County Civil Service Commission June 6, 2018.

2022 MANAGEMENT & EXEMPT SALARY SCHEDULE

Effective 1-1-2022
40 HOUR (Monthly, Hourly & Annual Rates) 3.0% COLA

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
112	8,243.76	8,449.77	8,661.18	8,877.64	9,099.89	9,327.29	9,560.59	9,799.89	10,044.67	10,295.83	10,553.48	10,817.13	11,087.83	11,364.70	11,648.94
112	47,560	48,749	49,968	51,217	52,499	53,811	55,157	56,538	57,950	59,399	60,885	62,407	63,968	65,566	67,205
112	98,925.12	101,397.24	103,934.16	106,531.68	109,198.68	111,927.48	114,727.08	117,598.68	120,536.04	123,549.96	126,641.76	129,805.56	133,053.96	136,376.40	139,787.28
*113	9,085.93	9,313.50	9,546.51	9,784.95	10,029.98	10,280.70	10,537.79	10,801.28	11,071.56	11,348.13	11,632.04	11,922.85	12,220.66	12,526.31	12,839.43
*113	52,419	53,732	55,076	56,452	57,865	59,312	60,795	62,315	63,874	65,470	67,108	68,786	70,504	72,267	74,074
*113	109,031.16	111,762.00	114,558.12	117,419.40	120,339.76	123,368.40	126,453.48	129,615.36	132,858.72	136,177.56	139,584.48	143,074.20	146,647.92	150,315.72	154,073.16
114	10,015.16	10,265.61	10,522.09	10,785.29	11,054.81	11,331.56	11,614.84	11,905.35	12,202.97	12,507.96	12,820.89	13,141.39	13,470.02	13,806.72	14,151.71
114	57,780	59,225	60,704	62,223	63,778	65,374	67,009	68,685	70,402	72,161	73,967	75,816	77,712	79,654	81,644
114	120,181.92	123,187.32	126,265.08	129,423.48	132,657.72	135,978.72	139,378.08	142,864.20	146,435.64	150,095.52	153,850.68	157,696.68	161,640.24	165,680.64	169,820.52
115	11,038.25	11,314.86	11,597.68	11,887.62	12,184.87	12,489.49	12,802.00	13,121.86	13,450.23	13,786.49	14,131.29	14,484.47	14,846.77	15,217.79	15,598.22
115	63,682	65,278	66,910	68,582	70,297	72,055	73,858	75,703	77,597	79,537	81,527	83,564	85,654	87,795	89,990
115	132,459.00	135,778.32	139,172.16	142,651.44	146,218.44	149,873.88	153,624.00	157,462.32	161,402.76	165,437.88	169,575.48	173,813.64	178,161.24	182,613.48	187,178.64
116	12,166.70	12,471.01	12,782.76	13,102.81	13,430.29	13,766.13	14,110.46	14,463.20	14,824.86	15,195.19	15,573.36	15,964.90	16,364.13	16,773.20	17,192.70
116	70,193	71,948	73,747	75,593	77,482	79,420	81,407	83,442	85,528	87,665	89,858	92,105	94,408	96,768	99,189
116	146,000.40	149,652.12	153,393.12	157,233.72	161,163.48	165,193.56	169,325.52	173,558.40	177,898.32	182,342.28	186,904.32	191,578.80	196,369.56	201,278.40	206,312.40
117	13,410.45	13,745.74	14,089.50	14,441.62	14,802.87	15,173.17	15,552.62	15,941.44	16,340.24	16,748.54	17,167.31	17,596.58	18,036.48	18,487.37	18,949.35
117	77,368	79,302	81,286	83,317	85,401	87,538	89,727	91,970	94,271	96,626	99,042	101,519	104,057	106,658	109,323
117	160,925.40	164,948.88	169,074.00	173,299.44	177,634.44	182,078.04	186,631.44	191,297.28	196,082.88	200,982.48	206,007.72	211,158.96	216,437.76	221,848.44	227,392.20
118	14,780.85	15,150.71	15,529.55	15,917.91	16,316.15	16,723.85	17,142.06	17,570.63	18,010.22	18,460.65	18,921.98	19,394.99	19,879.77	20,376.84	20,886.43
118	85,274	87,408	89,594	91,834	94,132	96,484	98,897	101,369	103,905	106,504	109,165	111,894	114,691	117,559	120,499
118	177,370.20	181,808.52	186,354.60	191,014.92	195,793.80	200,686.20	205,704.72	210,847.56	216,122.64	221,527.80	227,063.76	232,739.88	238,557.24	244,522.08	250,637.16
119	16,291.45	16,698.74	17,116.21	17,544.12	17,982.72	18,432.29	18,893.10	19,365.43	19,849.57	20,345.81	20,854.46	21,375.82	21,910.22	22,457.98	23,019.43
119	93,989	96,339	98,747	101,216	103,746	106,340	108,999	111,724	114,517	117,380	120,314	123,322	126,405	129,565	132,804
119	195,497.40	200,384.88	205,394.52	210,529.44	215,792.64	221,187.48	226,717.20	232,385.16	238,194.84	244,149.72	250,253.52	256,509.84	262,922.64	269,495.76	276,233.16
120	17,956.44	18,405.35	18,865.48	19,337.12	19,820.55	20,316.06	20,823.96	21,344.56	21,878.17	22,425.12	22,985.75	23,560.39	24,149.40	24,753.14	25,371.97
120	103,595	106,185	108,839	111,560	114,349	117,208	120,138	123,142	126,220	129,376	132,610	135,925	139,323	142,807	146,377
120	215,477.28	220,864.20	226,385.76	232,045.44	237,846.60	243,792.72	249,887.52	256,134.72	262,538.04	269,101.44	275,829.00	282,724.68	289,792.80	297,037.68	304,463.64
LAW CLERK / BAILIFF															
199	4,876.20														
199	28,132														
199	58,514.40														
SHD HEALTH OFFICER															
198	16,667.00														
198	96,156														
198	200,004.00														

*113 - Some classifications in Pay Grade 113 have a maximum of 13 steps. They are indicated in the Classification Listing with "113P" following the title.

SNOHOMISH COUNTY JOB DESCRIPTION

REGISTERED NURSE SUPERVISOR

Spec No. 2141

BASIC FUNCTION

Provides leadership and direction to nurse staff at the Snohomish County Sheriff's Office Corrections Bureau. Oversees medication administration, nursing assessments, and infection control.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts performance evaluations, develops performance measures and standards and counsels employees.
2. Assigns nursing staff to allow for optimum coverage of the clinic during shifts; makes arrangements for days off, vacations and substitutions in cases of absence due to illness; distributes clinical and/or non-clinical tasks to designated health care team members according to medical clinic's approved scope of practice guidelines.
3. Acts as facilitator, problem solver and resource person to health clinic and corrections staff regarding nursing related issues. Reviews, investigates and responds to internal nursing related problems and to inmate and/or family complaints and grievances.
4. Provides professional, technical support and coaching to nursing staff. Responsible for training program content development and delivery.
5. Confers with Corrections Bureau supervisor concerning program status and special medical services problems; develops, recommends and enforces nursing policies and procedures to ensure efficient operations; ensures consistent interpretation of laws, rules, policies and procedures; implements changes in work priorities, procedures and methods.
6. Coordinates medical services activities with Corrections Bureau supervisor and practitioners; promotes effective communication between nursing staff and inmates, healthcare providers, outside agencies and corrections staff; communicates with inmates', families and others regarding patient care issues.
7. Serves as a member of medically-related committees, such as inmate classification, medical quality assurance, and other committees as designated. Monitors and evaluates service delivery systems using quality assurance activities to meet standards, regulations and policies regarding patient care.
8. Monitors inmate/patient care through assessment, intervention, re-evaluation, written documentation, observation of staff and comparison to established standards. Maintains necessary records and prepares required reports.

SNOHOMISH COUNTY JOB DESCRIPTION

REGISTERED NURSE SUPERVISOR

Spec No. 2141

STATEMENT OF OTHER JOB DUTIES

9. May perform all the duties of a registered nurse by providing nursing care, assessment, intervention and treatment of inmates, as needed.
10. May be responsible for health clinic operations in the absence of the Health Services Administrator.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A current State of Washington license as a professional registered nurse is required; PLUS, Bachelor of Science in Nursing degree AND five (5) years of nursing experience as a Registered Nurse OR two (2) years of nursing experience as a supervisor or lead Registered Nurse; OR, ten (10) years Registered Nurse experience with five of those in a corrections setting and two years supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous experience in a correctional health setting is preferred. Training in emergency or critical care preferred. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. A post offer physical examination and drug screen may be required for employment. A valid Washington State Driver's License is required prior to appointment. Candidates must be at least 21 years old at the time of application. No maximum age. As a condition of continued employment, must maintain Registered Nurse certification and license as required by applicable statutes.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic principles and practices of effective supervision
- staff training and other demonstration/education techniques
- professional nursing principles and concepts; and regulatory laws and rules
- current medical clinic operations and practices in a correctional environment
- current nursing techniques and practices
- medical records and documentation
- medications and expected action and side effects
- pharmacology and drug/alcohol abuse issues
- project management, report writing
- quality assurance in infection control and case record review
- public mental health system

SNOHOMISH COUNTY JOB DESCRIPTION

REGISTERED NURSE SUPERVISOR

Spec No. 2141

KNOWLEDGE AND ABILITIES (Continued)

- mental health issues and treatment practices

Ability to:

- understand and follow instructions, prioritize and complete tasks
- plan, coordinate, supervise and evaluate the work of subordinate employees
- triage
- learn and apply required jail and clinic-specific computer programs
- effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner
- read, interpret and apply work related laws, rules and regulations
- communicate effectively, both orally and in writing, and prepare required reports
- analyze and solve work related problems and make emergency decisions under pressure based on crisis situations
- establish and maintain effective working relationships with inmates, physicians, criminal justice system officials, other county employees and the general public
- move and/or lift up to forty (40) pounds
- develop schedules (staff), manage time sheets and time off requests

SUPERVISION

Employees perform assigned duties independently under the guidance of the Health Services Administrator.

WORKING CONDITIONS

The work is performed in a maximum security detention facility, and several minimum security facilities. Employees may be required to work or be available for consultation for evenings, weekends, and holidays as needed. Employees may be required to restrain, lift or move inmates for emergency medical purposes. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material; pharmaceuticals, infectious diseases and in-person contact with inmates. Physical and mental demands include ability to perform tasks involved in operating common office equipment; move and/or lift up to forty (40) pounds; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information.

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Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

SNOHOMISH COUNTY JOB DESCRIPTION

REGISTERED NURSE SUPERVISOR

Spec No. 2141

Class Established: July 1982

Previous Spec No. 371351

Revised: May 1989, April 2000, April 2002, January 2004, August 2004, August, 2012, June 2018

Pay Grade revised: August 2007, January 2019

EEO Category: 2 - Professionals

Pay Grade: 865 – Correction Supervisor Pay Plan

Workers Comp: 1501 Hazardous

Approved by the Snohomish County Civil Service Commission May 17, 2013

Approved by the Snohomish County Civil Service Commission June 6, 2018

2022 CORRECTIONS SALARY SCHEDULE

Corrections Supervisors

Effective 1-1-2022

40 HOUR (Monthly, Hourly & Annual Rates) 5% COLA

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
241	6,323.67	6,647.21	6,973.33	7,329.05	7,689.56
241	36.483	38.349	40.231	42.283	44.363
241	75,883.99	79,766.57	83,679.94	87,948.62	92,274.70
242	6,647.21	6,973.33	7,329.05	7,689.56	8,074.66
242	38.349	40.231	42.283	44.363	46.585
242	79,766.57	83,679.94	87,948.62	92,274.70	96,895.89

Registered Nurse Supervisor

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
865	9,611.95	10,093.32	10,599.73	11,130.04	11,700.22
865	55.454	58.231	61.152	64.212	67.501
865	115,343.37	121,119.83	127,196.75	133,560.52	140,402.65