



# Correctional Facility Licensed Vocational Nurse (LVN) / Correctional Facility Registered Nurse (RN)

LVN Hiring Range: \$3,768—\$4,145/mo.  
RN Hiring Range: \$5,066 - \$5,573/mo.

*Bilingual Applicants  
Encouraged to Apply*

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

View complete Class Specifications on the Human Resources & Organizational Services homepage

**Final Filing Deadline:**

**Open Until Filled**

The County of Yuba is currently recruiting permanent and part-time positions for the flexibly staffed Correctional Facility Licensed Vocational Nurse (LVN) or a Correctional Facility Registered Nurse (RN) classification within the Sheriff's Department. Under limited supervision, this position provides nursing services, care and assessment to inmates in the County Jail under the direction of a licensed physician and in accordance with facility policies and procedures; and performs related work as assigned. Incumbents must comply with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and comply with all relevant laws and regulations regarding confidentiality. The ideal candidate must be able to multi-task, uphold department policies and procedures, and help foster a safe working environment. Applicants must possess the ability to work independently when necessary but have a teamwork mentality.

Examples of knowledge skills and abilities required for successful performance of a Correctional Facility LVN: Knowledge of principles and practices of licensed vocational nursing, including specialized vocational nursing procedures; methods and techniques of infection control, sterilization and asepsis. Skill in providing specialized paraprofessional nursing care in a correctional facility; operating, cleaning and adjusting specialized nursing equipment; operating and maintain automated in-mate records. Ability to apply institutional rules, policies and regulations to maintain safety; interact with others in a non-judgmental manner\*

Examples of knowledge skills and abilities required for successful performance of a Correctional Facility RN (in addition to the above): Knowledge of principles and practices of skilled nursing care in a correctional facility; principles and practices of treatment plan development and follow-up; techniques for working successfully with other employees in a lead capacity. Skill in assessing inmates and detained youth status and needs and taking appropriate action to provide for the modification of treatment plans as directed by a physician to maximize care effectiveness. Ability to perform skilled nursing and make sound decisions in emergency situations; assess and prioritize multiple tasks, projects and demands.\*

*(\*Representative summary of the major duties and abilities. Refer to the class specification for full description of KSA's required for this position.)*

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Correctional Facility LVN:** **Minimum:** Graduation from an accredited nursing school as required to obtain California registration as a Licensed Vocational Nurse. **Preferred:** In addition to the minimum, two years of experience as a Licensed Vocational Nurse and experience working in a correctional or lock-down facility.

**Correctional Facility RN:** **Minimum:** Graduation from an accredited nursing school as required to obtain California registration as a Registered Nurse. **Preferred:** In addition to the minimum, a Bachelor's Degree in Nursing and experience working in a correctional or lock-down facility.

**Special Requirements:** Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting; may be required to work rotational shift work to include nights, weekends and holidays; and must complete periodic continuing education coursework as required to maintain active licensure.

**Licenses and Certification:** The ability to obtain a valid California Class C driver's license within ten (10) days of employment; possess and maintain a valid license as a Licensed Vocational Nurse or Registered Nurse (based on assigned classification) in the State of California ; must provide proof of re-certification within ten (10) calendar days prior to expiration; possess or ability to obtain a valid First Aid and CPR Certification within one (1) year of appointment to classification and maintain thereafter.

**Working Conditions:** Work in a secured correctional facility; work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

## BENEFITS AND COMPENSATION

|                        |  |                           |   |
|------------------------|--|---------------------------|---|
| <b>MERIT INCREASE:</b> | Typically 5% each year for the first 7 years   | <b>DENTAL/VISION:</b>     | The County pays 100% of the Basic Plan premium for employee only and 80% for dependent(s) |
| <b>RETIREMENT:</b>     | <b>Miscellaneous Classifications</b><br>Classic: 2% @ 55<br>New: 2% @ 62 (1/1/13 CalPERS Pension Reform) | <b>LIFE:</b>              | County provides \$50,000 in life insurance coverage                                       |
| <b>VACATION:</b>       | 12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs                  | <b>DEFERRED COMP:</b>     | Voluntary Deferred Compensation plan(s) are available                                     |
| <b>HOLIDAYS:</b>       | An average of 13 paid holidays per year (this includes 2 floating holidays)                              | <b>EE ASST. PROGRAM:</b>  | County paid confidential family wellness plan   |
| <b>SICK LEAVE:</b>     | Accrued every payroll period, up to 12 days per yr   | <b>UNION AFFILIATION:</b> | YCEA  |
| <b>HEALTH:</b>         | The County pays 90% of the Basic Plan Premium for employee only and 70% for dependent(s)                 | <b>FLSA STATUS:</b>       | Non-Exempt  |

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

## APPLICATION/SELECTION PROCEDURES

### **TO APPLY FOR CORRECTIONAL FACILITY LVN/RN:**

**Submit an official Yuba County employment application, personal history statement, copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. *Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>*

### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. **Please be sure to use the current application (version 8-14) located on the County website.** All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

### **Applicants must provide the following documents by the filing deadline:**

- **Yuba County Employment Application—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**
- **Personal History Statement (Miscellaneous)**

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

### **PERSONAL HISTORY STATEMENT (PHS) - Miscellaneous**

Applicants will be required to complete a background packet (Personal History Statement). The PHS must be completed and submitted along with the employment application and other required documents by the final filing deadline. A preliminary review of the PHS will be conducted for each candidate to determine which candidates best meet the professional standard criteria adopted by the Department. The PHS is available alongside this announcement on the Yuba County website at <http://www.co.yuba.ca.us/departments/personnel/Job%20Opportunities.aspx>.

### **ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

**VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a minimum of six (6) months from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Sheriff's Department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.