

**City of Carson City
Agenda Report**

Date Submitted: July 2, 2013

Agenda Date Requested: June 18, 2012

Time Requested: Consent Agenda

To: Carson City Board of Supervisors

From: Health & Human Services Department (Romaine Gilliland)

Subject Title: For Possible Action: Action to approve funding a full-time Public Health Planner/MRC Coordinator position control #777.

Staff Summary: This position was originally funded as a full-time position until the assigned staff person was transferred to another department. To partially fill the gap, these duties were temporarily assigned to a part-time student also acting as the MRC coordinator. Today's level of activity and the expanded grant deliverables require the time of a full-time position. The position assists with planning, developing and implementing preparedness activities with healthcare systems, including hospitals in the four Western Nevada counties to share assets, personnel and information.

Type of Action Requested:

(check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) Information Only

Does This Action Require A Business Impact Statement:

☐ Yes ☒ No

Recommended Board Action: I move to approve funding a full-time position for the Public Health Planner/MRC Coordinator position control # 777.

Explanation for Recommended Board Action: To allow for recruitment of an individual to fill the Public Health Planner/MRC coordinator position vital to emergency preparedness and compliance with ASPR grant requirements.

The position also coordinates with State Emergency System for Advanced Registration (ESAR) Volunteer Health Professionals (VHP) and other Medical Reserve Corp (MRC) coordinators. The funding for this position is through the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Grant, which originates from the Federal Health and Human Services Department.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

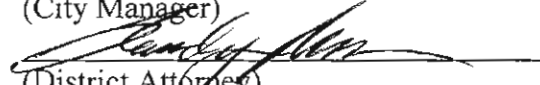
Funding Source: ASPR Hospital Preparedness Grant

Alternatives:

- 1) leave the position as is, with a temporary part time employee fulfilling the duties of this position.
- 2) Not accept the proposal for a full time employee/

Supporting Material: Job Position Description and Job Requisition form

Prepared By: Romaine Gilliland

Reviewed By:  Date: 7/9/13
(Department Head)
Marena Quirk Date: 7/9/13
(City Manager)
 Date: 7/9/13
(District Attorney)
Dana Paulra Date: 7/9/13
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE: Public Health Planner / MRC Coordinator

JOB CODE: 00000

DEPARTMENT: Health and Human Services

FLSA STATUS: Non-exempt

REPORTS TO: PHP Program Manager

SALARY: Grade 36
23.5018–33.2075 EE/Emp
20.7974–29.3858 Employer

Note: This is a fully funded grant position and will continue only as these funds remain available.

SUMMARY OF JOB PURPOSE

This position assists with planning, developing and implementing preparedness activities with healthcare systems, including hospitals in the four Western Nevada counties to share assets, personnel and information. Also coordinates with State ESAR VHP and MRC coordinators to build a robust volunteer corps to meet the health and safety needs of Western Nevada communities.

ESSENTIAL FUNCTIONS

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

1. Assist in the integration of CCHHS into the preparedness capability and surge capacity of hospitals and other healthcare facilities.
2. Assists in developing and disseminating information to healthcare workers regarding preparedness and response.
3. Assists in recruitment and coordinates training for Medical Reserve Corps, community organizations, and other potential participants for public health support during emergencies.
4. Maintains, verifies and monitors volunteer information, including training, background status and credentialing data in ESAR-VHP-compliant volunteer management database.
5. As assigned, coordinate and facilitate meetings to support community planning, training and exercise activities as they relate to public health emergencies, preparing agendas, minutes, routine correspondence, and research in support of such committees.

6. Collaborates on public health emergency preparedness projects, with particular emphasis on establishing and practicing immunization plans.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- National Incident Management System and Incident Command System
- Core principles of Public Health
- Federal guidelines for bioterrorism response.
- Principles and practices of emergency response planning and activities.
- Principles and theories of disaster management and public health response to disasters.
- Departmental policies, practices and procedures, including protocols.
- Recruit, manage and motivate volunteer corps.
- Collaborate with outside agencies in the provision of emergency response services.
- Represent the programs, operations, and functions of the Health Department to the public, community organizations, and other agencies.
- Coordinate the activities of diverse groups and agencies.
- Effectively develop, prioritize, monitor, and manage the components and timelines of diverse projects.
- Analyze program effectiveness and implement changes as needed.

Education and Experience

Any combination of training, experience and knowledge that would provide the required skills and abilities to qualify. A typical way to obtain qualifications would be:

Bachelor's degree with a major in public health, emergency management, public safety or a related field and 2 years of related planning or project management experience; OR an equivalent combination of education and experience.

Language skills

Ability to read and interpret documents such as preparedness plans and reports, policy and procedure manuals, governmental regulations; write routine reports and correspondence; effectively present information; speak effectively before the public, staff and partners.

Mathematical skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage.

Reasoning ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

Other knowledge, skills & abilities

- Knowledge of confidentiality regulations and laws.
- Prepare and maintain accurate and complete records and files.
- Work independently in the absence of supervision.
- Use of tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Intermediate proficiency level utilizing departmental equipment to include but not limited to; computers, software, telephone, fax, copier, scanner, calculator.

SUPERVISION RECEIVED AND EXERCISED:

- Reports to Division Manager – Public Health Preparedness
- Must be able to work on projects with minimal to moderate supervision.
- Must be able to recruit, retain and manage volunteers with minimal supervision.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Completion of ICS 100, 200, 700 and 800 within one year of hire.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or carry up to 25 pounds. This includes helping to load and unload the medical dispensing trailer, move bins and boxes from the storage area, and maintain storage of MRC supplies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust.

WORKING ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and field environment; travel from site to site; public contact; exposure to computer screens; exposure to traffic conditions and external environment when traveling. May be exposed to infectious agents, chemicals, biological, nuclear, incendiary and explosive (B-NICE) agents and environments in the case of a Bioterrorism event or "all hazards" event.

CONDITIONS

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Employees may be required to complete Incident Command System training as a condition of continuing employment.

New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____



**CARSON CITY
JOB REQUISITION FORM**

Date: 6/25/13		Position Title: Public Health Planner/MRC Coordinator		Position Control #: 777	
Department/Division # (example 101-0705): 275-6810-441		Reporting to (Name & Title): Angela Barosso/Division Manager - Public Health Preparedness			
☐ New Position		☐ Existing Position		☒ Replacement for: Kathleen Haynie (who moved to a new grant)	
☐ Exempt		☒ Non Exempt			
Budgeted: ☒ Yes ☐ No		Funding Source/Grant: ASPR Hospital Preparedness Grant			
Does this position require drug testing? (i.e., safety sensitive, working with minors, etc.) ☒ Yes ☐ No					
Is your department/office conducting the background check? ☐ Yes ☒ No					
EEO Category:			EEO Function:		
Account Number(s) to be charged: 275-6810-441-01-01			Percent to be charged: 100		
Account Number(s) to be charged:			Percent to be charged:		
Account Number(s) to be charged:			Percent to be charged:		
Account Number(s) to be charged:			Percent to be charged:		
Is this position: ☒ Full-time ☐ Part-time					
Hourly Rate (Use bottom of the scale CER rate. If you are going to hire beyond the bottom it must go to IFC for approval): \$ 20.7974					
Annual Salary: \$ 43,258.98		Grade: 36		Work Schedule Code (example 8A): N8	
Please list the 3-5 essential functions performed by this position:					
1. Public Health Preparedness and Response Planning					
2. Medical Reserve Corps Coordinator - Volunteer Management					
3. Develop Department Marketing / Promotional Materials					
4. Assist in Community Outreach Events					
5. Coordinate Active Strategy					
Please list the minimum qualifications for this position (license, degree, skills, certificate, and years of prior experience):					
1. Bachelor's degree preferred with 2 years' related planning/project management experience; OR an equivalent combination of education and experience.					
2. Completion of Incident Command System Training IS100, 200, 700 & 800 within 6 months.					
3. Valid driver's license					
If outside recruitment resources are needed (i.e., journals, websites) please contact William Thomas to go over these options.					
Department Director Signature:				Date:	
Human Resources Director Signature:				Date:	
Finance Director Signature:				Date:	
City Manager Signature:				Date:	