

**City of Carson City  
Agenda Report**

**Date Submitted:** June 10, 2014

**Agenda Date Requested:** June 19, 2014

**Time Requested:** Consent Agenda

**To:** Carson City Board of Supervisors  
**From:** Health & Human Services (Nicki Aaker)

**Subject Title:** For Possible Action: Approve the elimination of a part time Health Program Specialist position and to approve a full time Fiscal Grant Analyst position at Carson City Health and Human Services (CCHHS). *(Nicki Aaker)*

**Staff Summary:** This position will have no financial impact to the General Fund. The salary and fringe benefits of the position will be approximately \$73,000. Funding sources for this position will be a grant which currently funds the part time position, in the amount of \$34,000; a Douglas County Interlocal Agreement for Environmental Services which will contribute \$20,800; and a Douglas County Interlocal Agreement for Clinical Services, which will contribute \$18,200. This position was approved by Internal Financial Committee (IFC) on June 4, 2014.

**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 eliminate of a part time Health Program Specialist position and to approve a full time Fiscal Grant Analyst position at CCHHS.

**Explanation for Recommended Board Action:**

CCHHS' part time Health Program Specialist employee whose job duties consist of grant management is leaving CCHHS on July 3, 2014. CCHHS currently has 37 grants which is a substantial growth when compared to 23 grants in 2011. At this time, the part time employee manages the 6 Public Health Preparedness grants while a full time employee manages the remaining 31 grants, and two Interlocal Agreements, in addition to other financial duties necessary to the Health Department's function.

CCHHS received a deficiency finding during our recent Title X (Family Planning) Audit for the Douglas County Clinic for filing the Federal Planning Annual Report late twice. This finding was not due to lack of time management, but rather staff's heavy workload, and the amount of work involved in preparing the report. CCHHS will need to submit an Action Plan in response

to the Title X finding, and the approval and hiring of this position will satisfy part of that Action Plan.

The job title change from Health Program Specialist to Fiscal Grant Analyst is necessary since the job duties which will be expected are more in line with those of the Fiscal Grant Analyst.

**Applicable Statue, Code, Policy, Rule or Regulation:** N/A

**Fiscal Impact:** No General Fund Impact

**Explanation of Impact:** N/A

**Funding Source:** Public Health Preparedness grant, Interlocal Agreement with Douglas County for Clinical Services, and Interlocal Agreement with Douglas County for Environmental Health Services.

**Alternatives:** Not approve the full time Fiscal Grant Analyst position to replace a part time Health Program Specialist position. Two part time employees would need to be hired to help with fiscal duties. It will be difficult to find two individuals with grant experience willing to work part time, and it will be difficult to find space for an additional employee at CCHHS.

**Supporting Material:** Job Description for Fiscal Grant Analyst

**Prepared By:** Nicki Aaker, MSN, MPH, RN

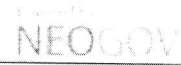
<b>Reviewed By:</b> <u><i>N. Aaker</i></u>	Date: <u>6/10/14</u>
(Department Head)	
<u><i>Nichols Marano</i></u>	Date: <u>6/10/14</u>
(City Manager)	
<u><i>[Signature]</i></u>	Date: <u>6/10/14</u>
(District Attorney)	
<u><i>[Signature]</i></u>	Date: <u>6/10/14</u>
(Finance Director)	

**Board Action Taken:**

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

\_\_\_\_\_  
(Vote Recorded By)

**Human Resources**  
Class Specifications



**Class Title:** Fiscal Grant Analyst

**Bargaining Unit:** CARSON CITY EMPLOYEES ASSOCIATION

**Class Code:** 00764

**Salary:** \$23.53 - \$33.24 Hourly  
\$48,937.41 - \$69,147.31 Annually

**Print Job Information**

**Email me when jobs like this become available**

Description	
<p><b>SUMMARY OF JOB PURPOSE</b> To perform a variety of professional and technical duties involved in grant administration and procurement of services for funding granted to the Health Department including grant assessment, monitoring and review. Prepare grant applications to secure funding including writing/amending program descriptions and compiling required financial and statistical data. Responsible for managing complex grants and projects functions.</p>	
<p><b>Example of Duties:</b></p>	
<p><b>ESSENTIAL FUNCTIONS</b> 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.</p> <ol style="list-style-type: none"> <li>1. Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports and requests for reimbursement to granting agencies.</li> <li>2. Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements.</li> <li>3. Research and maintain information on available federal, state, local and private grant funding sources.</li> <li>4. Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations to better achieve department/program goals and objectives.</li> <li>5. Supervise and monitor professional service agreements.</li> <li>6. Research, monitor and coordinate fiscal compliance activities with granting agencies.</li> <li>7. May prepare and /or assist in preparing routine program reports.</li> </ol>	

8. Develop procedures to ensure compliance with grant conditions for the Health Department, and ensure that all grant conditions are in compliance.
9. Coordinate and communicate activities with associated city offices and departments.
10. Participate as needed in all activities associated with grant contract monitoring for the Health Department.
11. Participate in planning of services and program activities as needed.
12. Attend and participate in a variety of professional group meetings and conferences.
13. Understand principles and practices of statistical data analysis, project budgeting, budget preparation and fiscal analysis.
14. Must have knowledge of computer software application systems associated with grant management.
15. Should have knowledge of federal and state regulations pertaining to grant programs.

**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.

**Education and Experience:**

Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and three years of grant experience which included the administration, assessment, coordination, analysis and revision of grant programs.

**Language skills:**

Ability to read and interpret documents; write routine reports and correspondence; speak effectively before 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:**

- Principles and practices of budgeting, governmental accounting, cost/benefit analysis, forecasting, fiscal impact analysis and sound financial management.
- Principles of public and/or business administration.
- Methods and techniques of financial and statistical data collections and report preparation.
- Computer software and hardware used for fiscal analysis and financial management.
- Ability to analyze information, project consequences, formulates alternative solutions and makes appropriate recommendations.
- Read, interpret and apply pertinent laws, codes, regulations and standards including

administrative and departmental policies and procedures.

- Research, compile, tabulate, analyze and interpret financial data and information.
- Perform fiscal analysis and other analytical methods and techniques.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Grants Management Certificate or ability to obtain within 1 year of employment.

**Supplemental Information:**

**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. 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; extensive public contact; exposure to computer screens; exposure to traffic conditions and external environment when traveling from one office to another.

**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 public health incidents and/or 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.