



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 4, 2018

Staff Contact: Nicki Aaker (naaker@carson.org); Jeanne Freeman (jmfreeman@carson.org)

Agenda Title: For Possible Action: To approve the addition of a second Public Health (PH) Communication Specialist (A4) position and approve the removal of the Office Specialist (A2) position within the PHP Division at Carson City Health and Human Services, which will reduce the personnel and contract employee grant budget by \$33,441.

Staff Summary: Currently, PHP has a Office Specialist position within the FY19 budget which is currently vacant. At this time, a contract employee is performing some of the Office Specialist and PH Communication Specialist duties.

It has been identified that the positions needed to properly support the PHP program align with having two Public Health Communication Specialist positions rather than one PH Communication Specialist position and one Office Specialist position. Katherine Dew, the current PH Communication Specialist, will remain in the position when returning from military deployment. One of the Communication Specialists will mainly support the Community Preparedness efforts, including community outreach, and the other Communication Specialist will mainly support the Healthcare System Preparedness efforts. Since this will be a permanent position, a request is being made to hire a City employee to fill the position, instead of using contract staff. This position is 100% grant funded and verbal permission was granted from the State of Nevada PHP Program on August 16, 2018 to make this staffing change within the grant's Scope of Work if the position is approved. There will be no change in the grant funding or the Scope of Work. The grant budget will be amended to reflect an increase in personnel expense and a decrease contractor expense. The \$33,441 will be used to fund emergency response expenses for Carson City.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the addition of a Public Health Communication Specialist position and remove the Office Specialist position from the Public Health Preparedness Division.

Board's Strategic Goal

Efficient Government

Previous Action

None

Background/Issues & Analysis

9/12/18 - IFC approved taking this item to the Board of Supervisors for action

Applicable Statute, Code, Policy, Rule or Regulation

None

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: CDC Public Health Preparedness / 275-6802-441

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The PHP Division is 100% federally grant funded. The total personnel and the contract staff budgeted within the grant totals \$ 358,694. The personnel cost (wages and benefits) of an additional Public Health Communication Specialist position is approximately \$62,868. By eliminating the Office Specialist position and the current contract staff, there will be a cost reduction of approximately \$96,309 (Office Specialist - \$47,304 and Contract Staff - \$49,005) resulting in an overall reduction of approximately \$33,441 to the Personnel and Contract Staff grant budget. The savings will be used fund emergency response expenses for Carson City.

Alternatives

Not approve position change and provide other direction.

Board Action Taken:

Motion: _____

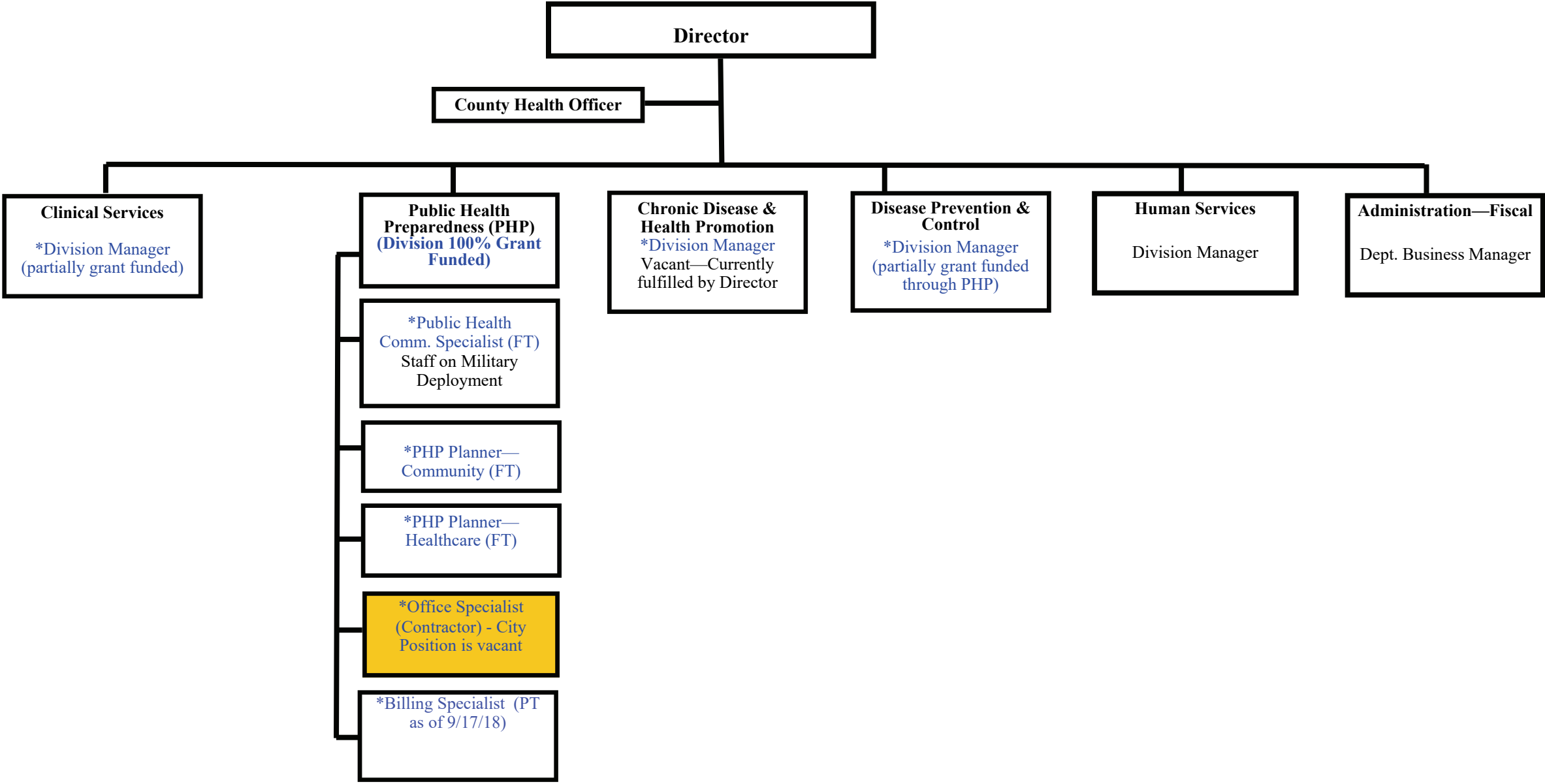
1) _____

2) _____

Aye/Nay

(Vote Recorded By)

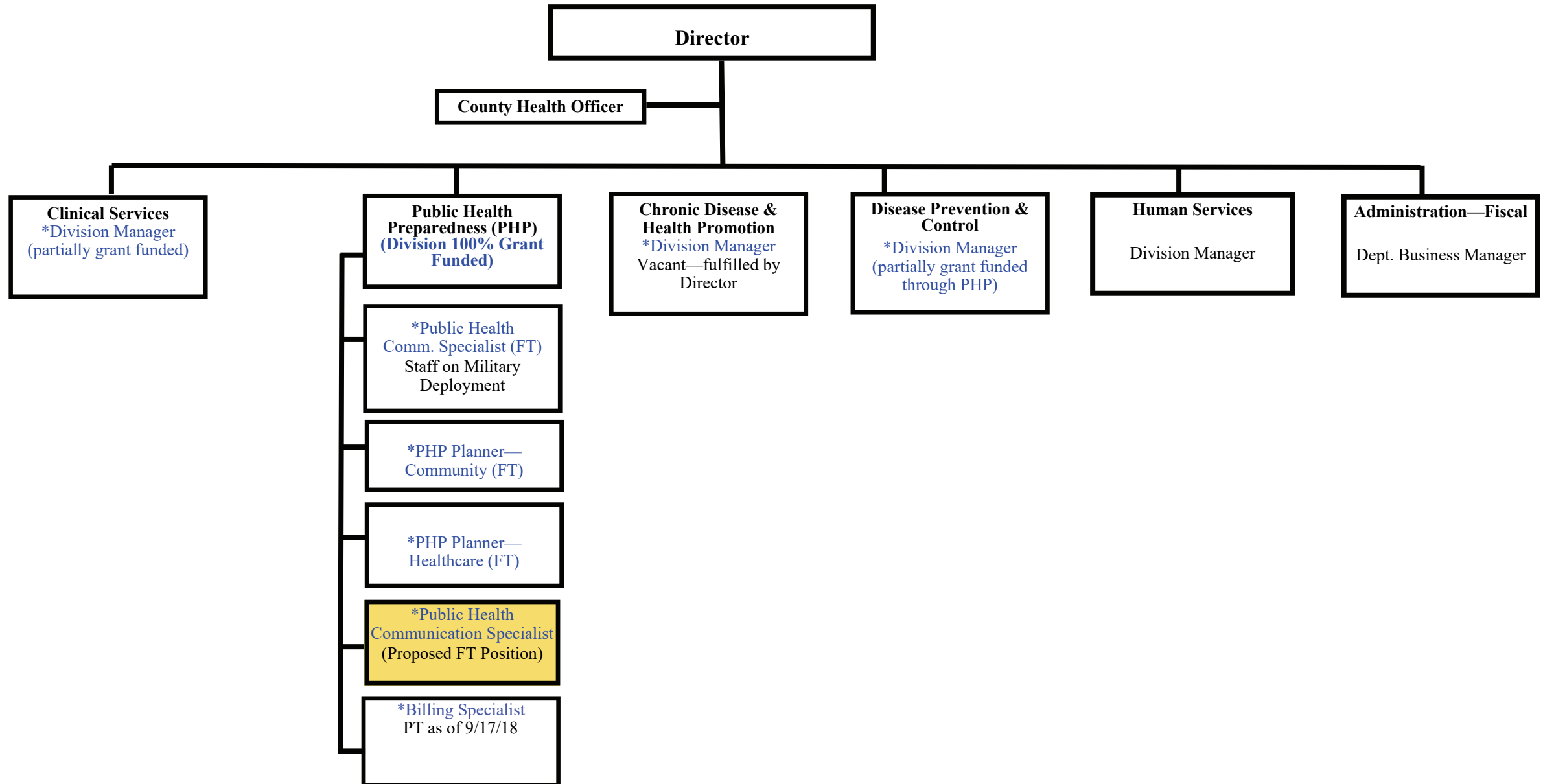
**Carson City Health & Human Services
Public Health Preparedness (PHP) Division—Current**



*ongoing grant funded

“To protect and improve the quality of life for our community through disease prevention, education and support services.”

**Carson City Health & Human Services
Public Health Preparedness (PHP) Division—Proposed**



*ongoing grant funded

“To protect and improve the quality of life for our community through disease prevention, education and support services.”

PHP Position Addition/Elimination Wage/Benefit/Contract Staff Comparison

Division is 100% Grant Funded	CDC Grant	
100% Personnel & Contract Employee Budgeted Within Grant	\$	358,694
Current -		
Personnel & Benefits - Office Specialist - 100%	\$	47,304 Position currently is vacant
Personnel & Benefits * - Other Positions	\$	254,462
TOTAL	\$	301,766
Contract Employee	\$	49,005
TOTAL	\$	350,771
Proposed -		
Personnel & Benefits - PHP Comm. Specialist - 100%	\$	62,868 Proposed Addition of Additional PHP Comm. Specialist
Personnel & Benefits * - Other Positions	\$	254,462
TOTAL	\$	317,330
Contract Employee - work to be completed by PHP Comm. Specialist	\$	-
TOTAL	\$	317,330
Current total personnel (wages & benefits) and contract staff perninent to this position	\$	350,771
Proposed total personnel (wages & benefits) and contract staff perninent to this position	\$	317,330
Difference	\$	33,441



Office Specialist

Class Code:
00856

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Aug 6, 2015
Revision Date: Sep 6, 2017

SALARY RANGE

\$15.06 - \$22.59 Hourly
\$2,609.97 - \$3,915.01 Monthly
\$31,319.60 - \$46,980.13 Annually

DESCRIPTION:

Under general supervision, provides technical, complex or specialized office support to various City departments.

EXAMPLE OF DUTIES:

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.

- Performs complex technical and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- Reviews and reconciles varied reports and journals and budget, payroll or related financial or business data.
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Determines the amount of bails, fines, fees and other monies due to the City, applying rules and regulations; ensures that receipts are balanced on a regular basis.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations.
- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures.

- Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements.
- Organizes, maintains and purges various departmental files.
- Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, dictated tapes, or brief instructions; may provide secretarial support on a relief basis.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- May train others in work procedures or direct the work of others on a project or relief basis.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- May perform technical support work related to the department to which assigned.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

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:

Equivalent to a High School Diploma or GED; AND two (2) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Financial record keeping and bookkeeping practices and techniques.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic; applicable regulations, policies and statutes.

- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports
- Reading, interpreting and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with commissioners, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period.*

2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City 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.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*



Public Health Communication Specialist

Class Code:
00683

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jul 1, 2015
Revision Date: Mar 5, 2018

SALARY RANGE

\$18.55 - \$27.83 Hourly
\$3,215.37 - \$4,823.10 Monthly
\$38,584.42 - \$57,877.25 Annually

DESCRIPTION:

Under general supervision, responsible for providing public information and public health alerts to selected groups within the community.

EXAMPLE OF DUTIES:

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.

- Manages information flow, tracking and update of health responder databases to include: clinicians, first responders and other public health support personnel.
- Transmits public health alerts and other pertinent technical information to healthcare providers and authorities.
- Researches and recruits community healthcare providers and support personnel for participation in the Health Alert Network.
- Creates and maintains a call-down listing of public health responders and volunteers; develops a comprehensive health resource list (personnel and material) that can be quickly accessed and utilized by public health responders.
- Assists Health Educator with preparation of educational material for distribution to community.
- Provides logistical support in emergency response and preparedness exercises.
- Provides logistical support to Immunization Program by ordering and managing inventory of all vaccines.
- Enter a variety of data into electronic databases.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work.

- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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:

High School diploma or GED; AND two (2) years of public health program experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of communications.
- Current public health issues in the community.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Computer applications related to the work.
- Business mathematics, including statistics and financial analysis techniques.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Disseminating pertinent public health information.
- Coordination assigned health education program.
- Gaining cooperation through discussion and persuasion.
- Communication of public health issues clearly and concisely, both orally and in writing.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Using initiative and independent judgment within established procedural guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives,

however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; ability to operate a motor vehicle and safely travel to a variety of offsite locations.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City 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.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucs.gov.*
7. *??Carson City is an Equal Opportunity Employer.*