



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: December 1, 2022

Staff Contact: Nicki Aaker, Director of Health and Human Services; Jeanne Freeman, Deputy Director of Health and Human Services

Agenda Title: For Possible Action: Discussion and possible action regarding the conversion of certain grant funded contract positions to full-time City positions in the Carson City Department of Health and Human Services ("CCHHS"), Epidemiology Division: two Epidemiologists, one Public Health Investigator and one Administrative Assistant ("the Positions"). (Nicki Aaker, naaker@carson.org and Jeanne Freeman, jmfreeman@carson.org)

Staff Summary: Currently, the Positions are 100% grant-funded and contracted with three different agencies: Marathon Temporary Employment Agency, Nevada System of Higher Education ("NSHE") and Centers for Disease Control and Prevention Foundation ("CDCF"). Hiring Epidemiology staff through the City's hiring process will ensure the availability of staff with the same expectations for oversight, policy adherence, wage ranges and benefit packages as other CCHHS employees, to meet the increase in disease case investigations, federal and state reporting requirements and disease educational outreach needs. The proposed Positions will continue to be 100% grant funded.

Agenda Action: Formal Action / Motion

Time Requested: 15 minutes

Proposed Motion

I move to approve the full-time City positions as presented.

Board's Strategic Goal

Quality of Life

Previous Action

August 5, 2021 (Item 12B): The Board of Supervisors ("Board") approved the City's American Rescue Plan Act ("ARPA") Plan of Expenditure. An Environmental Health Division Manager position was created allowing for the separation of the Environmental Health and Epidemiology programs into two separate divisions to address the increased Epidemiology workload.

December 17, 2020 (Item 22A): The Board approved a service agreement with NSHE through June 30, 2022. An amendment was fully executed on May 9, 2022, extending the period of performance to June 30, 2023, with no changes to the compensation amount.

Background/Issues & Analysis

Before the pandemic, Epidemiology and Environmental Health were two separate programs under the Disease Control and Prevention Division of CCHHS. The Epidemiology program had 1.15 full-time employees in addition to a Division Manager. During the pandemic, the Environmental Health and Epidemiology programs were separated into two distinct CCHHS divisions and it was necessary for the Epidemiology program to expand

rapidly utilizing contractual staff secured by the State and assigned to CCHHS through CDCF and through grant funds awarded to CCHHS for contractual staff hired through NSHE.

As the COVID response has subsided, the Epidemiology Division has experienced a reduction in the disease investigation workload and many contractual employees have left their positions. Additionally, the contracts with NSHE and CDCF are close to expiration. The Epidemiology Division no longer requires as many full-time employees, but the number of staff needed to meet the federal and state reporting requirements is greater than the 1.15 full-time employees existing pre-pandemic. The proposed addition of four full-time grant funded positions will support daily operations, which includes providing healthcare provider and public education, meeting the reporting requirements and the ability to respond to any future health emergencies.

When the COVID funds expire, it is anticipated that the Epidemiology and Laboratory Capacity ("ELC") and Epidemiology grants will be able to cover the positions requested; if not, CCHHS will review and consider eliminating positions as necessary based on grant funding availability.

The Carson City Internal Finance Committee reviewed this request and approved submission of the request to the Board for consideration.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Employee Association Collective Bargaining Agreement dated 12/3/21.

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Grant Funds -

ELC Base – G680023018; Salaries 2756800-500101 and Benefits 2756800-5002XX

ELC Enhanced Expansion – G680021042; Salaries 2756800-500101 and Benefits 2756800-5002XX

Hepatitis – G680022013; Salaries 2756800-500101 and Benefits 2756800-5002XX

HIV Surveillance – G680022022; Salaries 2756800-500101 and Benefits 2756800-5002XX

Sexually Transmitted Diseases ("STD") Base – G680022023; Salaries 2756800-500101 and Benefits 2756800-5002XX

STD Supplemental – G680022033; Salaries 2756800-500101 and Benefits 2756800-5002XX

Tuberculosis ("TB") – G680022012; Salaries 2756800-500101 and Benefits 2756800-5002XX

Is it currently budgeted? Yes

Explanation of Fiscal Impact: • ELC Base grant, which has a remaining balance of \$79,640.

- ELC Enhanced Expansion grant, which has a remaining balance of \$1,731,060.
- Hepatitis grant, which has a remaining balance of \$13,030.
- HIV Surveillance grant, which has a remaining balance of \$3,525.
- STD Base grant, which has a remaining balance of \$3,242.
- STD Supplemental grant, which has a remaining balance of \$158,341.
- TB grant, which has a remaining balance of \$5,547.

Alternatives

Do not approve the full-time City positions and/or provide alternative direction.

Attachments:

[Funding Map_Epi Division_Current_Proposed.pdf](#)

[Epidemiologist_Unclassified_Proposed_Job_Description.pdf](#)

[Public Health Investigator.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Health Department Funding Map
Epidemiology Division Current; Epidemiology Division Proposed

Employee	Position	City/ Contractor	FT/PT	ARPA G070121010	ELC Base (Epi) (G680023018)	ELC Enhanced Expansion (Epi) (G680021042)	ELC (Epi) (G680020039)	Hepatitis C (Epi) (G680022013)	HIV Prevention - (Epi) (G680022014)	HIV Surveillance (Epi) (G680022013)	PH Emerg. Prep. (PHEP) (PHP) (G680023001)	STD Supplemental (Epi) (G680022033)	STD - (Epi) (G680022023)	TB Surveillance (Epi) (G680022012)	Total FTE Percentage for Each Employee
EPIDEMIOLOGY DIVISION - CURRENT															
Dustin Boothe	Epidemiology Division Manager	City	FT				45%	5%			25%	25%			100%
Vacant	Epidemiologist *Currently Vacant, CDCF Employee, Employee's last day 11/9/22; Paid by the State	Contractor	FT												0%
Garrett Olson	Epidemiologist *NSHE Employee	Contractor	FT			100%									100%
Donadya McCullough	Public Health Investigator *NSHE Employee	Contractor	FT			100%									100%
Allie Bailey	Public Health Investigator *NSHE Employee	Contractor	FT			100%									100%
Alex Mitchell	Public Health Investigator *NSHE Employee	Contractor	FT			100%									100%
Rachel Freshman	Public Health Investigator *NSHE Employee	Contractor	PT			50%									50%
Kallie Strong	Administrative Assistant *Marathon Employee	Contractor	FT			100%									100%
Vacant	Public Health Investigator *Employee Retired - Position is posted	City	FT		5%	35%		5%	25%	5%		15%	5%	5%	100%
Jade Angulo	Biostatistician *NSHE Employee	Contractor	FT			100%									100%
EPIDEMIOLOGY DIVISION - PROPOSED															
Dustin Boothe	Division Manager	City	FT				45%	5%			25%	25%			100%
Vacant - Proposed	Epidemiologist (2)	City	FT		10%	85%						5%			100%
Vacant - Approved	Public Health Investigator - 8/5/21 - Position approved - City's ARPA Plan of Expenditures	City	FT	100%											100%
Vacant - Posted	Public Health Investigator - Currently a City position	City	FT		5%	35%		5%	25%	5%		15%	5%	5%	100%
Vacant - Proposed	Public Health Investigator	City	FT		10%	30%		10%		10%		20%	10%	10%	100%
Vacant - Proposed	Administrative Assistant	City	FT			100%									100%



JOB DESCRIPTION

JOB TITLE:	Epidemiologist	FLSA:	Exempt
DEPARTMENT:	Health & Human Services	GRADE:	P1
REPORTS TO:	Epidemiology Program Manager	DATE:	Dec 1, 2022

SUMMARY OF JOB PURPOSE:

Responsible for conducting disease surveillance and recommend disease control measures; evaluates public health data including unusual occurrences of health conditions; functions as a member of a multidisciplinary outbreak investigation and response team; provides epidemiologic information to the medical community and general public.

This is a grant funded position and, as such, employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.

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.

- Interviews cases, contacts, and suspected disease carriers.
- Evaluates and investigates reports of unusual disease occurrence from laboratories, physicians and others.
- Participates in field investigations at hospitals, physician offices, laboratories, clinics, food establishments, childcare facilities, correctional facilities or other locations as necessary to complete epidemiologic investigations.
- Designs instruments for the collection and analysis of disease related data.
- Collaborates with inter-disciplinary personnel from other departments and public and private agencies to coordinate and augment case findings and surveillance and risk reduction activities based on analysis using established parameters.
- Using data from surveillance, investigations or other sources, defines and maintains databases and organizes data for analysis and interpretation.
- Generates reports including progress reports of fieldwork.
- May provide training to staff, students and volunteers.
- May conduct informational programs to assist health care professionals, educators, social workers, and members of other groups in understanding the problems of target groups.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

JOB DESCRIPTION

Epidemiologist

- Applies principles of good ethical/legal practice as they relate to study design and data collection, dissemination, and use, including laws regarding confidentiality, privacy, and human subjects research, Institutional Review Board processes and Public Records Act/Freedom of Information Act procedures.
- Conducts epidemiologic surveillance activities including data collection, recording, analysis, interpretation and communication of findings.
- Conducts community health assessments to investigate specific agents that may impact health. Designs data collection forms and enters data into computer.
- Conducts special projects as required.
- Responds to inquiries regarding state laws, regulations, policies and procedures governing the investigation and reporting of acute and chronic diseases.
- Promotes and supports the overall mission of CCHHS by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs duties as assigned in the event of a public health emergency.

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:

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education/experience:

- A master's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public health with specialization in epidemiology, bio-statistics, or a related field; OR,
- A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in epidemiology, bio-statistics, public health, life science or related field, AND, four (4) years of experience in a public health, medical or community services agency, which must have included responsibility for designing instruments for collecting and analyzing epidemiological or demographic data, and interpreting findings pertaining to such data and disease investigation or interviewing clients and or patients.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

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KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Literature sources pertaining to epidemiology and communicable disease control
- Epidemiological trends and disease patterns, their characteristics, and possible causation
- Statistical theory, concepts, techniques and analyses used in epidemiological, demographic, health and bio-medical research
- Disease or injury surveillance methods
- Review and evaluation techniques and methods
- Methods of collecting, compiling and analyzing statistical and other research data
- Interviewing techniques
- Computer programming and processing methods to generate, organize, and display a wide variety of complex statistical and other research data
- Accepted techniques of disease or injury control
- Ethical and legal practices related to public health
- Health Department customer service objectives and strategies
- Telephone, office, and online etiquette
- Current technology and trends in the profession
- Principles and practices of epidemiology and biostatistics.
- Principles of GIS
- Principles and practices of disease investigation, surveillance and response
- Analysis of primary and secondary public health and clinical data
- Database development, maintenance and utilization
- Principles and practices of preparing and presenting educational materials and programs
- Computer applications related to the work
- Correct business English, including spelling, grammar and punctuation
- Principles and practices to serving as an effective project team member
- Techniques for working with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skills and Abilities to:

- Organize and design an efficient plan for collecting and summarizing varied and complex field data
- Apply mathematical formulas and make calculations necessary to select and apply appropriate statistical methods for collecting and summarizing varied and complex field data
- Use tact and persuasion in eliciting information, explaining and advocating research objectives and methods
- Plan, initiate and complete work assignments with minimal supervision
- Explain technical information to staff and the public

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- Interpret and recommend enforcement of laws and regulations relating to disease and injury control
- Prepare clear and concise technical reports for lay and professional readers
- Communicate effectively orally and in writing
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact and diplomacy
- Provides responsive, high-quality service to employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner
- Performing and documenting epidemiological investigative work
- Developing disease control, intervention, and prevention plans
- Interpreting and reporting statistical data
- Preparing educational and informational materials
- Working without close supervision in standard work situations
- Using initiative and independent judgment within general policy guidelines
- Using tact, discretion and prudence in dealing with those contacted in the course of the work
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

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. Work is subject to exposure to human body fluids.

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, or no 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.ucis.gov.
7. Carson City is an Equal Opportunity Employer.

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:** _____

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JOB DESCRIPTION

JOB TITLE:	Public Health Investigator	FLSA:	Non-Exempt
DEPARTMENT:	Health & Human Services	GRADE:	T2
REPORTS TO:	Epidemiology Division Manager	DATE:	July 1, 2015
		REVISED:	Nov. 2022

SUMMARY OF JOB PURPOSE:

Under general supervision, performs disease intervention activities related to the control of communicable diseases among Carson City Health and Human Services' jurisdictional residents.

This is a grant-funded position and, as such, employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.

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.

- Conducts confidential interviews and investigations of patients diagnosed with, or suspected of having, communicable diseases.
- Performs accurate, timely recordkeeping and follows data entry protocols.
- Obtains demographic and risk information for diagnostic determination.
- Performs contact tracing. Conducts confidential counseling for persons who may be at high-risk of infection and offers appropriate service referrals.
- Performs field investigations to locate patients who have, or are suspected of having, a communicable disease; motivates individuals to seek appropriate treatment and follow-up.
- Interviews and re-interviews patients to develop a plan to locate and refer contacts of index case for examination and treatment as indicated.
- Identifies and reports trends through disease investigations.
- Reports outbreak clusters to leadership.
- Serves isolation orders in cases where necessary.
- Compiles statistics, obtains and maintains accurate reports and records from other agencies for program evaluation.
- Distributes information to the community related to testing and program offerings.
- Recommends and assists in the implementation of goals and objectives; develops logical scope and sequence plans for providing health education programs.
- Communicates, both orally and in writing, health education and promotion needs, concerns and resources.

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Essential Functions (continued):

- Maintains cooperative working relationships with public agencies and coordinates activities with those of other departments and outside agencies and organizations.
- Attends and participates in various organizations and meetings as assigned.
- 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:

A bachelor's degree from an accredited college or university in a behavioral, social, natural or health science, or a closely related field; AND one (1) year of experience interviewing people, assessing information, extracting records, and documenting findings; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License

Required Knowledge and Skills

Knowledge of:

- Principles and practices of community health promotion.
- Practices and techniques of interviewing and investigation.
- Current public health issues related to communicable disease management.
- 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.

Skill in:

- Explaining local public health issues related to communicable diseases.
- Reviewing and understanding medical record terminology and laboratory reports.
- Applying Federal, State, and local policies, procedures, laws and regulations.
- Gaining cooperation through discussion and persuasion.
- Communicating public health issues clearly and concisely, both orally and in writing.
- Educating the public on a variety of health care related issues.
- Speaking effectively before large and small groups of all ages.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

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Skill in (continued):

- 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.
- Exercising appropriate judgment in answering questions and releasing information.
- Communicating effectively with a variety of individuals representing diverse cultures and backgrounds.
- Functioning calmly in situations which require a high degree of sensitivity, tact, and diplomacy.

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:

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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. Work is subject to exposure to human body fluids.

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, or no 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 \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug 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.
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JOB DESCRIPTION

JOB TITLE:	Administrative Assistant	FLSA:	Non-Exempt
DEPARTMENT:	Various	GRADE:	A402/A401
REPORTS TO:	Department Director	DATE:	July 1, 2015

SUMMARY OF JOB PURPOSE:

Under general supervision, provides varied, complex and often confidential liaison, communication, secretarial and office administrative assistance to department director and related supervisory and professional staff; may provide supervision to an office support staff.

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.

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or prior materials; use word processing equipment and input or retrieve data or prepare reports using an on-line or personal computer system.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase and repair and personnel document preparation.
- May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various office files, including personnel and tickler files; purges files as required.
- Assists with the development and administration of the budget; may prepare or maintain statistical, fiscal or payroll information.
- Follows up on projects, transmits information, and keeps informed of division activities.
- Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines.

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ESSENTIAL FUNCTIONS

- 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.
- May provide lead direction to office support staff; may instruct staff in work procedures and/or review work for format, accuracy and consistency.
- 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:

High School Diploma or GED AND four (4) years of secretarial or administrative experience which has included providing office and administrative support to management staff; OR an equivalent combination of education, training and experience as determined by HR.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

Required Knowledge and Skills

Knowledge of:

- Functions, basic organization and procedural constraints related to the operation of a municipality.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment, including a word processor and person or on-line computer.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to a chief executive officer and high-level administrative staff.
- Interpreting, applying and explaining complex policies and procedures.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational materials.
- Composing correspondence and other written independently or from brief instructions.

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- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- 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.

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 \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug 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.*

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 is an Equal Opportunity Employer”

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.