



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** December 15, 2016

**Staff Contact:** Nicki Aaker (naaker@carson.org)

**Agenda Title:** For Possible Action: To approve a full time city CCEA position, Public Health Preparedness (PHP) Planner, to replace the existing full time contractual PHP Planner position which is currently budgeted and funded by PHP grants.

**Staff Summary:** The PHP grants have supported two planners for the past 6 years, one for community preparedness and one for healthcare system preparedness. Currently, the healthcare system PHP Planner is a city CCEA position. The community preparedness PHP Planner has been a contractual position for the past 6 years.

The PHP Planner contractual employee retired June 30, 2016. We have been unsuccessful in hiring this position as a contractor. It has been placed with Marathon since June 9, 2016 and they have not been able to find anyone with the needed qualifications due to no benefits being offered and that the position is contractual. It is requested that the community preparedness PHP Planner become a city CCEA position to be consistent with the already established healthcare system PHP Planner. The salary range of this position is \$58,175.31 - \$87,262.45. A recommendation for approval was obtained on November 16, 2016 from IFC, due the fact that funding exists for the position within the Health Department's grant budgets.

This position works primarily with community organizations to prepare them in the event of public health events. There are numerous grant activities that may be in jeopardy if this position is not hired. These activities include the Jurisdictional Risk Assessment, the PHP Emergency Operations Plan review, development of the Emergency Support Function Mass Care Responsibilities for Carson City's Emergency Operations Plan, updates and revisions to the Health Department's Medical Countermeasures Plan, staff training on Carson City's Isolation & Quarantine Plan, a tabletop exercise on the Isolation & Quarantine benchbook, promotion of the regional EMS infection disease plan, training on the Medical Surge Plan and Mass Illness Plan, attendance on the State of Nevada's Crisis Standards of Care Workgroup meetings, and planning for the evacuation of special needs individuals in the event of an emergency which involves coordination with area skilled nursing facilities.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to approve a full time city CCEA position, Public Health Preparedness (PHP) Planner, to replace the existing full time contractual PHP Planner position which is currently budgeted and funded by PHP grants.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

## **Background/Issues & Analysis**

### **Applicable Statute, Code, Policy, Rule or Regulation**

#### **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Public Health Preparedness - 275-6802-441 75%; Public Health Preparedness/Bioterrorism - 275-6810-441 15%; Public Health Preparedness/Ebola - 275-6833-441 10%

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: This position has been budgeted in the PHP grants for the past 6 years and will be budgeted in the next 5 year cycle which starts in 2017.

#### **Alternatives**

Not approve position. Without this position the activities outlined in the Staff Summary section are in jeopardy of not being fulfilled.

#### **Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Public Health Preparedness Planner	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Health & Human Services	<b>GRADE:</b>	P1
<b>REPORTS TO:</b>	Public Health Preparedness Mgr	<b>DATE:</b>	July 1, 2015

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### SUMMARY OF JOB PURPOSE:

Under general supervision, responsible for providing public information and public health alerts to selected groups within the community. Position is contingent upon grant funding continuing to be renewed/approved.

### 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.*

- Composes and develops required public health emergency preparedness and response plans.
- Participates in project planning, coordination, and promotion while providing logistical support and assistance in planning workshops, meetings, educational events, and preparedness training exercises.
- Implements public health emergency preparedness and response plans and ensure coordination with city and county emergency management and other identified leaders necessary to successfully complete the plan.
- Attends necessary meetings and maintain necessary liaisons to ensure preparedness efforts.
- Directs, coordinates, trains and supervises efforts of assigned volunteers.
- Organizes and manages Medical Reserve Corps (MRC) outreach efforts.
- Develop marketing and promotional material for program activities.
- Prepares evaluation reports following preparedness/planning exercises.
- Makes oral presentations before various commissions, committees or community groups as assigned.
- Assists in outreach immunization clinic efforts.
- 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:**

Bachelor's degree in Public Health, Epidemiology, Nursing, Emergency Preparedness, Planning, or a closely related field; AND one (1) year of public health program management experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Driver's License.

**Required Knowledge and Skills**

Knowledge of:

- Principles, practices and techniques of public health preparedness planning.
- Knowledge of public health and epidemiology.
- Computer applications that relate to the job including but not exclusive to Microsoft Windows, Word, Office, Excel; Internet and E-Mail applications; modern office procedures.
- Mechanics of report writing, editing and development of planning documents. English usage, spelling, grammar and punctuation; technical and expository writing.
- Information services and trends in the field of public health preparedness.
- Laws, regulations and policies relating to public health powers and duties.
- Local government organizations and the functions of each as related to public health preparedness response.
- 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 programs and activities.
- 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.

**CONDITIONS OF EMPLOYMENT:**

1. This is a grant funded position. Position is contingent upon grant funding continuing to be renewed and approved.
2. 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. Probationary periods may be extended three (3) months by mutual agreement.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. 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.
5. Employees may be required to complete Incident Command System training as a condition of continuing employment.
6. 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.
7. 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.uscis.gov](http://www.uscis.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:** \_\_\_\_\_

