



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** November 20, 2008

RE: *Approval of revised classification specification for Senior Public Health Preparedness Planner (formerly Senior Biopreparedness Planner), Schedule 24 (\$58,919 - \$82,204 and Public Health Preparedness Planner I/II (formerly Biopreparedness Planner I/II), Schedule 20/22 (\$48,071 - \$74,196)*

PETITION #36-08

That the Southern Nevada District Board of Health *approve revised classification specification for Senior Public Health Preparedness Planner (formerly Senior Biopreparedness Planner), and Public Health Preparedness Planner I/II (formerly Biopreparedness Planner I/II).*

PETITIONERS:

John Middaugh, *Director of Community Health Services*
Angus MacEachern, *Human Resources Administrator*
Scott Weiss, *Director of Administration*
Lawrence Sands, DO, MPH, *Chief Health Officer*

DISCUSSION:

After consultation with OPHP management, it was determined that the duties and responsibilities of the Senior Biopreparedness Planner and Biopreparedness Planner I/II required modification to Senior Public Health Preparedness Planner and Public Health Preparedness Planner I/II in order to reflect the essential functions of the duties, tasks and responsibilities of the job, including the Homeland Security Exercise and Evaluation Process (HSEEP).

FUNDING:

No change in funding.

CLASSIFICATION AUDIT RESULTS

Department: Office of Public Health Preparedness

Current Position Title: Senior Biopreparedness Planner

Position Control Number(s): 610-008; all new positions

Basis for Request: The Office of Public Health Preparedness received approved for federal grant money that includes a new position. This grant-funded position will conduct planning activities in compliance with the Homeland Security Exercise and Evaluation Process (HSEEP) and will act as liaison to local health care facilities for exercise planning.

Results of Audit: After consultation with OPHP management, it was determined that the duties and responsibilities of the new grant funded positions did not warrant the creation of a new job description. The job specifications, duties, tasks, and responsibilities of the job are similar to an existing job description – Senior Biopreparedness Planner.


Recommendation: Change the job title of the job description from Senior Biopreparedness Planner to *Senior Public Health Preparedness Planner*. Modify the essential functions of the classification in a way that describes planning generally for both Biopreparedness Planning and HSEEP Exercise Planning. The department will develop specific duties and responsibilities for each position to meet grant funding specifications. See attached Classification Specification.

Fiscal Impact: N/A

Submitted by: 
Michelle M. Sotero, Human Resources Analyst


Date: 11-5-08

Date scheduled for BOH: November 20, 2008

Director Approval Signature: 
John Middaugh, M.D.


Date: 11/7/08

Comments: _____

Manager Approval Signature: 
Jane Shunney, Manager, OPHP

Date: 11-05-08

Comments: _____

Human Resources Administrator Approval: 
Angus, MacEachern, Human Resources Administrator

Date: 11/7/08

Comments: Prepare and send to BOH approval.

SENIOR PUBLIC HEALTH PREPAREDNESS PLANNER

DEFINITION

To plan, develop, and implement the District's public health preparedness plans; direct and review the work of planning and technical support staff as related to the District's public preparedness and response plan; collaborate with multiple groups for planning District wide public health emergency responses; to provide quality assessment of multi-disciplinary projects.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the Public Health Preparedness Manager.
- May provide direct or functional supervision to technical and clerical staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND 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.*

- Coordinate overall planning activities for OPHP programs
- Provide direction, training and input for work review to lower level planning staff.
- Schedule and facilitate necessary workshops for the Health District's preparedness and response plans.
- Identify staffing needs to meet the requirements of the District's preparedness and response plans and exercises.
- Attend meetings and maintain necessary liaisons to ensure preparedness with City, County, and State personnel related to bioterrorism and other public health threats, including the U. S. Postal Service, hospitals, Las Vegas Metropolitan Police Department, fire departments, school district, Nellis Air Base and other agencies as identified.
- Collaborate with Clark County emergency preparedness and response activities as assigned.
- Interpret state regulations and county codes related to public health preparedness and emergency response.
- Prepare "after action" reports following preparedness exercises for the Board of Health and the State Public Health Preparedness Office.
- Assist with training and other OPHP activities as requested.
- Contribute to the efficiency and effectiveness of the OPHP office by offering suggestions or participating as an active member of the work team.
- Responds to public health emergencies as required by District administration
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of public health preparedness planning
- Emergency preparedness, including National Incident Management System and Incident Command System.
- Information resources, services and trends in the field of public health preparedness.
- Weapons of mass destruction including bioterrorism agents.
- Epidemiological surveillance principles.
- Laws, regulations, and policies related to public health powers, duties and homeland security.
- Local government organizations and the functions of each as related to emergency preparedness and response.
- Multi-disciplinary management.
- Community resources including the organization of community health care systems.

SOUTHERN NEVADA HEALTH DISTRICT
Senior Public Health Preparedness Planner (*Continued*)

Ability to:

- Communicate effectively both orally and in writing.
- Collaborate with a variety of individuals with diverse backgrounds and training to facilitate consensus on issues.
- Use a computer with proficiency in the Microsoft products including Power Point.
- Manage a database.
- Analyze and interpret statistical information.
- Organize and write reports and plans proficiently, using excellent grammar, punctuation and syntax for the appropriate audience.
- Independently organize and manage projects.
- Train and direct staff members.
- Delegate appropriate work effectively to staff members.
- Think critically and act independently.
- Manage multi-disciplinary District-wide projects and programs.

Training and Experience Guidelines

Training:

- Equivalent to a bachelors degree from an accredited college or university with major coursework in Public Health, Epidemiology, Nursing, Education, Emergency Preparedness, or a related field.

Experience:

- Four years of full time experience in emergency or disaster management, program planning, epidemiology or related field including two years of supervisory or professional administrative experience.

Working Conditions:

- May spend long periods of time working on a computer.
- May have to travel locally and out of area.

License or Certificate:

- Possession of, or ability to obtain, a valid Nevada State driver's license.

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.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Group Eligible
FLSA Non Exempt
Schedule 24

Approved by the Board of Health on 6/27/02

Revisions approved by the Board of Health on 1/26/06

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Board of Health on 11/20/08

CLASSIFICATION AUDIT RESULTS

Department: Office of Public Health Preparedness

Current Position Title: Biopreparedness Planner I/II

Position Control Number(s): 610-0036; 610-0100; 610-0102

Basis for Request: The Office of Public Health Preparedness received approved for federal grant money that included a new position. This grant-funded positions will conduct planning activities in compliance with the Homeland Security Exercise and Evaluation Process (HSEEP).

Results of Audit: After consultation with OPHP management, it was determined that the duties and responsibilities of the grant funded position did not warrant the creation of a new job description. The job specifications, duties, duties, tasks, and responsibilities of the job are similar to an existing job description – Biopreparedness Planner I/II


Recommendation: Change the job title of the job description from Biopreparedness Planner I/II to *Public Health Preparedness Planner I/II*. Modify the essential functions of the classification in a way that describes planning generally for both Biopreparedness Planning and HSEEP Exercise Planning. The department will develop specific duties and responsibilities for each position to meet grant funding specifications. See attached Classification Specification.

Fiscal Impact: N/A

Submitted by: 
Michelle M. Sotero, Human Resources Analyst

Date: 11-5-08

Date scheduled for BOH: November 20, 2008

Director Approval Signature: 
John Middaugh, M.D.


Date: 11/7/08

Comments: _____

Manager Approval Signature: 
Jane Shunney, Manager, OPHP

Date: 11-05-08

Comments: _____

Human Resources Administrator Approval: 
Angus, MacEachern, Human Resources Administrator

Date: 11/7/08

Comments: Prepare BOH Documents -

PUBLIC HEALTH PREPAREDNESS PLANNER I/II

DEFINITION

To provide planning assistance to the Office of Public Health Preparedness; develop and implement assigned components of bioterrorism, emergency, homeland security or public health preparedness and response plans.

DISTINGUISHING CHARACTERISTICS

Public Health Preparedness Planner I – This is the entry-level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to the position. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Public Health Preparedness Planner II – This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of more complex projects, additional independent work and may also be involved in the training of Planner I staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, however, positions may be filled from the outside at the II level.

SUPERVISION RECEIVED AND EXERCISED

Planner I - Receives immediate supervision from management and higher level staff.

Planner II - Receives general supervision from management and supervisory staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND 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.*

- Write and develop required public health emergency preparedness and response plans.
- Provide planning assistance and research for OPHP.
- Participate in project planning, coordination, and promotion while providing logistical support and assistance in planning workshops, meetings, educational events, and preparedness training exercises.
- Implement 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.
- Attend necessary meetings and maintain necessary liaisons to ensure preparedness efforts.
- Prepare evaluation reports following preparedness/planning exercises.
- Make oral presentations before various commissions, committees or community groups as assigned.
- Contribute to the efficiency and effectiveness of the OPHP by offering suggestions or participating as a active member of the work team.
- Perform related duties and responsibilities as required.

SOUTHERN NEVADA HEALTH DISTRICT
Public Health Preparedness Planner I/II (Continued)

QUALIFICATIONS

Public Health Preparedness Planner I

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.
- Community resources including the organization of community health care systems.

Ability to:

- Communicate effectively both orally and in writing.
- Use a computer with proficiency in the Microsoft products including Power Point.
- Analyze and interpret statistical information.
- Organize and write plans and reports proficiently with excellent grammar, punctuation and syntax for the appropriate audience.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelors degree from an accredited college or university with major course work in Public Health, Epidemiology, Nursing, Emergency Preparedness, Planning, or a closely related field.

Experience:

- One year of related planning or project management experience is required.

Working Conditions:

- May spend long periods of time working on a computer.
- May have to travel from place to place.

License or Certificate:

- Possession of, or ability to obtain, a valid Nevada driver's license.

Planner II

In addition to the qualifications for Planner I:

**SOUTHERN NEVADA HEALTH DISTRICT
Public Health Preparedness Planner I/II (Continued)**

Knowledge of:

- Emergency Preparedness including National Incident Management System and Incident Command System
- Health District operations and activities.
- Federal, State and Local laws, codes and regulations as they relate to public health preparedness.
- Long range and regulatory planning practices.
- Epidemiological surveillance principles.

Ability to:

- Interpret and explain District emergency preparedness policies.
- Interpret and apply Federal, State and Local laws, codes and regulations as they relate to the administration of public health.
- Work independently in the absence of supervision.

Training and Experience Guidelines:

Training:

- Equivalent to a Bachelors degree from an accredited college or university with major course work in Public Health, Epidemiology, Nursing, Emergency Preparedness, Planning or a related field.

Experience:

- Three years of increasingly responsible planning work comparable to that of the Planner I.

Working Conditions:

- May spend long periods of time on a computer.
- May travel from site to site.
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License or Certification:

- Possession of, or ability to obtain, a valid Nevada driver's license.

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.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible

FLSA Non Exempt

Planner I – Schedule 20

Planner II – Schedule 22

Approved by the Board of Health 1/26/06

Approved by the Board of Health on 3/27/08

Approved by the Board of Health on 11/20/08