

TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DATE: May 23, 2013

RE: *Approval of new classification specifications for FY 2012-2014*

PETITION #14-13

That the Southern Nevada District Board of Health approve new classification specifications for the following: *Budget Analyst (Schedule 23, \$61,172.80 - \$85,321.60); Clinical Staff Physician (Schedule 38, \$137,768.00 - \$183,539.20); Financial Services Specialist (Schedule 21; \$55,265.60 - \$77,043.20); Major Projects Manager (Schedule 32, \$96,969.60 - \$135,241.60); Senior Public Health Informatics Scientist (Schedule 32, \$96,969.60 - \$135,241.60);*

PETITIONERS:

Kelly Brinkhus, Acting Human Resources Administrator *KB*
Elaine Glaser, Director of Administration *EG | BS*
John Middaugh, MD, MPH, Chief Health Officer *JM*

DISCUSSION:

These classifications are based on review of organizational functions and are in the parameters of the fiscal year 2012 through 2014 approved budgets.

FUNDING:

No additional funding is required for these changes.

BUDGET ANALYST

DEFINITION:

To perform a variety of professional and technical duties involved in preparing budgets and monitoring expenses within SNHD (District); to provide grant fiscal monitoring; to provide analysis of work performance; and to recommend procedural and policy changes based on data, or operational, or research analysis.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Financial Services Manager or Accounting Supervisor.

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.*

- Assist in the development and preparation of program budgets within the District; collect budget recommendations and requests from staff; participate in budget meetings; analyze, interpret, and identify trends in monthly financial reports.
May review all staff requests for purchases within organizational guidelines; ensure compliance with applicable program budget; initiate requests for furnishings and equipment purchases and may coordinate inventory.
- May review requests for purchases with grant funds; track and document grant expenses.
- Serve as liaison with Information Technology staff in order to request program changes, installations, and hardware/software problem resolutions; arrange for staff training in the use of new computer software.
- Conduct research of Divisions and District operations including analysis of forms, procedures, organization, staffing, and file review; prepare preliminary recommendations; develop and prepare continuous statistical summary reports and records maintenance, detailing staff performance indicators and workloads.
- Attend and participate in a variety of professional group meetings and conferences; answer inquiries relating to proposed budgets; represent the District at conferences related to budgeted financial data processing or District operational data
- Develop a variety of special projects and reports as requested.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Governmental Accounting practices and principles.
- Auditing procedures and techniques.
- Principles and practices of statistical data analysis.
- Complex methods and techniques of research and analysis.
- Principles and techniques of budget preparation and fiscal analysis.

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Budget Analyst (*Continued*)

- Principles and techniques of business management and organizational analysis.
- Spreadsheets and Geographic Information Systems
- Principles and practices of computer programming and software application systems.

Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Perform detailed research and statistical data analysis.
- Assist with the development and preparation of several complex budgets.
- Prepare clear and concise reports.
- Operate a computer and its associated equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

Training:

- Must Possess a Bachelors degree from an accredited college or university with major course work in accounting, public health administration, business administration, public administration, computer science, management information systems, or a related field.

Experience:

- Three years of recent experience as an analyst or accounting experience with a strong emphasis in budgeting, preferably in local or State government.

License or Certificate

- Possession of or ability to obtain a valid Nevada Driver's License as a condition of employment.

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.

FLSA Exempt

Bargaining Unit Eligible

Schedule 23

Approved by SNHD 12/6/12

CLINICAL STAFF PHYSICIAN

DEFINITION

Perform a variety of advanced clinical duties on an “out-patient” basis only through the SNHD, specific to the Sexual Health Clinic, in the control, prevention, suppression and treatment of disease within the assigned public health nursing program, or any of the established Southern Nevada Health District sites, or sites of its various medical partners; to identify patients with physical and emotional illness; and to administer medications as prescribed. This position will *not* admit or follow clients at “in-patient” facilities including hospitals, extended care or nursing homes, except if designated by the Chief Health Officer.

SUPERVISION RECEIVED AND EXERCISED

- Works within the Division of Clinics and Nursing Services with the Director of Clinics and Nursing Services and receives administrative direction from the Chief Health Officer and/or any Medical Director appointed by the Chief Health Officer.
- May provide indirect supervision over professional and technical staff in the Sexual Health Clinic.

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.*

- Work directly with APN, RN, LPN, DIIS and other SNHD staff in establishing thorough assessments of clients presenting with various sexually transmitted infections, which may include physical examination; specimen collection; diagnosis; treatment and/or recommendations for treatment; referral; and recommendation for follow-up of such diseases.
- Follow guidelines and recommendations as denoted for diagnosis and treatment of sexually transmitted diseases in the Nevada Revised Statutes and Nevada Administrative Code 441A that include but are not limited to: Syphilis, Gonorrhea, Chlamydia, and HIV. Other diseases or conditions may be included at the direction of the Medical Director and/or Chief Health Officer.
- Review medical findings and laboratory results of clients enrolled in services; advising staff as to appropriate actions for client treatment and care.
- Recommend and participate in control services in the HIV case management of infants, children, youth and adults seeking care through the Sexual Health Clinic.
- Order, perform, and interpret diagnostic tests.
- Analyze records, reports, and examination information to diagnose patient’s condition(s).
- Treat clients attending clinical services for HIV and STDs to include prescribing medications as appropriate for treatment of communicable diseases; prescribing prophylactic medication for HIV and STDs as appropriate; administer medications for HIV and STDs as appropriate.
- Refer clinic patients to physicians for primary care or specialty services for follow-up and further care outside the scope of out-patient services of the Sexual Health Clinic.
- Serve as the collaborating physician for APN services within the Sexual Health Clinic.
- Work in other clinical environments for the control of HIV and STDs as assigned via SNHD contracts.
- Serve as the physician for Sexual Health Clinic billable services for multiple third party sources.
- Adhere to the highest standards of medical practice, ethics, and professionalism at all times.
- Recommend changes in clinical area to improve patient flow, medical records, and appointment practices.
- Cultivate and maintain relationships with community providers to promote the recommendation and guidelines for the control of communicable diseases.

- Attend regular formal meetings and communicate through established groups, task forces, committees and agencies about services available through the Sexual Health Clinic.
- Contribute to news alerts, bulletins, newsletters, etc., as appropriate.
- Serve as a community consultant and liaison for education of staff and community providers; provide in-services and trainings to medical professionals, clients and members of the community.
- Serve as a technical resource for community providers concerning diagnosis, care and follow-up of sexually transmitted diseases in individuals of all age.
- Attend, through the SNHD, various training and educational workshops to enhance and learn additional aspects of sexually transmitted diseases to broaden the scope of knowledge base.
- Participate in the strategic planning of public health services distributed within Clark County for areas of expertise as a Nevada Licensed Medical Physician.
- Accept the direction of the program Medical Director, appointed by the Chief Health Officer, in reference to quality of services, standards of care, daily performance, and overall compliance within the scope of practice of the position expectations.
- Will neither admit nor follow clients at in-patient facilities including hospitals, extended care, or nursing homes, except as designated by the Chief Health Officer or the Medical Director.
- Be and remain a participating provider in the Medicare and Medicaid programs, and with any managed care program with which SNHD is now or hereafter becomes affiliated.

QUALIFICATIONS

Knowledge of:

- Current principles and practices of medicine.
- Outpatient care, including diagnosis and treatment.
- Age specific patient care practices.
- Pediatric medicine, including diagnostics and treatment.
- Communicable diseases.
- Patient assessment practices.
- Regulations and laws relating to medical practice.
- Diagnostic, treatment and prescriptive authority of a medical doctor.
- Principles and standards of HIPAA regulations.
- Medical records documentation.
- Community health services delivery systems.
- Quality assurance and quality control standards.
- Infection control policies and procedures.
- Handling, storage, use and disposal of hazardous materials.
- Biohazard and chemical hazard guidelines.

Ability to:

- Communicate with a wide variety of people from diverse socio-economic and ethnic backgrounds.
- Communicate effectively both orally and in writing.
- Read and understand information and ideas presented in writing.
- Listen actively in order to gather information needed to assist patients.
- Interpret the meaning of information
- Collect and record a complete medical history.
- Analyze information and medical test results.
- Write a medical plan-of-action.
- Provide medical attention and emotional support to patients.

- Establish and maintain effective working relationships with all personnel contacted in the course of duties.
- Efficiently, effectively and safely use required equipment.
- Cultivate, establish and maintain professional relationships with community partners.

Training and Experience Guidelines

Training:

- Graduation from an accredited school of medicine.

Experience:

- Two years of clinical experience with both adults and children.

License or Certificate:

- Nevada licensure as a physician.
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Board Certification in adult medical care and/or pediatric care.
- Be responsible for securing all required CMEs and other educational and professional training, along with maintaining for licensing body, all copies and required documentation.

Blood Borne Pathogen Exposure Risk Assessment

Category I – Usual tasks involve exposure to blood, body fluids, or tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are CATEGORY I tasks. Use of appropriate protective measures is required for every employee engaged in CATEGORY I tasks.

Air Borne Pathogens Exposure Risk Assessment:

Category I – This position involves exposure to infectious airborne droplet nuclei. Category I employees are required to be fit tested and use proper respiratory protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

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.

FLSA Exempt
 Bargaining Unit Ineligible
 Schedule 38
 Approved December 5, 2012

FINANCIAL SERVICES SPECIALIST

DEFINITION

To perform a variety of professional and technical duties involved in grant administration, inventory management, and procurement of services for the Health District.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Materials Management Supervisor, Purchasing Agent, and/or Grants Analyst.
- Does not exercise supervision over 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.*

- Prepares periodic reports and spreadsheets of reimbursement claims in accordance with contractual requirements; compiles fiscal data from a variety of records.
- Reviews accounting documentation for accuracy and completeness.
- Dissects and reconstructs detailed budget expenditures and encumbrance data into categories and formats as required by internal or external policies and procedures.
- Determines appropriate budget category for assigning expenditures, revenue and general ledger transactions.
- Researches, compiles and produces accounting reports and summaries for special projects as requested.
- Assist Purchasing Agent with activities relating to the purchase of a variety of materials, supplies, equipment, services and construction items.
- Assist the Grant Analyst with various duties related to the review of contractual documents and contract administration, to ensure compliance with District policies and program objectives.
- Assist Materials Management Supervisor in matters relating to inventory management.
- Explains contract administration or purchasing procedures and practices to staff and contractors.
- May perform clerical/administrative duties as required.
- Maintains and verifies a variety of data and accurate records of work performed.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of auditing financial documents and records.
- Basic accounting, inventory management, contract administration, purchasing principles and practices.
- Basic record keeping practices.
- Development, design and management of automated spreadsheets.
- Basic principles and procedures of filing and record keeping.
- Correct English usage, grammar and punctuation; proper spelling of commonly used words.
- Basic mathematical calculations.
- Modern office procedures, methods and computer equipment

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Financial Services Specialist (Continued)

Ability to:

- Maintaining financial and statistical data and records.
- Performing required tasks in an accurately and timely manner.
- Preparing accurate reports and summaries from complex instructions.
- Independently adapting/devising methods to verify complex and changing data from various sources.
- Operating office equipment to include computers and associated software.
- Communicate effectively both in writing and orally.
- Understanding and following written and oral instructions.
- Interpret and apply divisional policies and procedures and applicable local, state and federal legislation.
- Organize work responsibilities, setting priorities, and adjusting frequently to changing priorities; meeting critical deadlines; completing job assignments without close supervision.
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- Use computers, telephones, copiers, facsimile machines and other office equipment.
- Add, subtract, multiply and divide numbers accurately.

Training and Experience Guidelines

Training:

- Bachelor's degree with major course work in accounting, business or public administration, or public health.

Experience:

- Three (3) years of recent experience in accounting, inventory management, contract management, and/or purchasing. Experience in a public agency is highly preferred.

License or Certificate:

- Possession of or ability to obtain and maintain an appropriate, valid Nevada driver's license as a condition of employment.

Working Conditions:

Physical ability to perform office and related work, including operating computers and office machines; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

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.

FLSA Non-Exempt
Bargaining Unit Eligible
Schedule 21

MAJOR PROJECTS MANAGER

DEFINITION

This classification is used on an as needed basis to supplement staffing levels with a managerial position to lead, direct, and plan major District-wide projects and/or committees in addition to managing a major ongoing program within a Division. To coordinate and schedule the activities of Health District and contract staff in the achievement of major projects which span multiple divisions and programs within the District, and those which have significant scope and complexity. Coordinate projects and programs in such a way that disruption and cost are minimized and all stakeholders are sufficiently informed of relevant activities and developments in a timely manner.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Director of Administration, Chief Health Officer, or other designate.
- Exercises direct supervision over professional, technical, and/or contract 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.*

- Plan and oversee the achievement of major District initiatives involving building renovations or acquisition and development of capitol assets for relocation of staff and/or services.
- Provide full and continuing managerial oversight of a major program within a Division of the District including oversight of subordinates and budget responsibility.
- Provides in-depth analysis and reports to stakeholders on the status of plans, budgets, timelines, and milestones involved with major projects.
- Supports and provides essential information to the Director Administrative Services of the Chief Health Officer or designate and recommends options based on a critical evaluation of data or information which significantly impacts cost and resources.
- Acts as project manager in the achievement of project goals in a timely manner and within budget.
- Coordinate and direct the purchasing of required supplies and materials to complete internal aspects of work to be completed.
- Evaluates options in addressing barriers to project completion, unexpected delays or other unexpected developments which might impact completion. Recommend options or courses of possible action to decision-makers based on a thorough analysis of all available information or applicable regulations.
- Provide detailed and informative progress reports and presentations both in writing and verbally. Prepare suitable facts and information to assist the Public Information Office in responding to requests for information.
- Respond to the needs of all project personnel concerning staffing, scheduling, requests for tools, equipment, space, etc.
- Develop and mentor lesser experienced staff in effective and efficient project management skills and abilities.
- Recommends budget expenditures and any necessary adjustments to meet changing conditions or project needs. Prepare regular reviews and presentations concerning project milestones or other significant developments
- Coordinate and schedule contractors on major plant renovations and construction.
- Lead the coordination efforts in evaluating potential properties for acquisition or lease to deliver District services.

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Major Projects Manager (Continued)

- Make presentations and provide reports as needed to Board of Health, other government officials, and all appropriate stakeholders.
- Attend community meetings and events to provide updates and progress reports on major building
- Coordinate the activities of staff involved with the conversion to paperless records and files

QUALIFICATIONS

Knowledge of:

- Operations, services and functions of Records Information Management.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations as they relate to building regulations and codes.
- Computer operations and software as applied to records retention and management.
- Basic principles of management, accounting and auditing.

Ability to:

- Interpret federal, state, and local regulations relating to records retention and destruction requirements and ensures compliance
- Effectively direct and supervise the work of technical and clerical personnel on site as well as in satellite offices.
- Supervise, train and evaluate staff.
- Maintain confidentiality.
- Coordinate multiple projects and tasks simultaneously
- Resolve conflicts and effectively solve problems.
- Establish and maintain effective working relationships with stakeholders and contractors involved with accomplishment of the work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience Guidelines

Training:

- Bachelor's degree with major course work in communication, business or public administration, records management, public health or a field related to the work. Equivalent combination of formal education and appropriate related experience may be considered. Master's degree highly preferred.

Experience:

- 2-5 years of experience in the operations or coordination of major projects involving multiple division or organizations, two years of which were in a supervisory/management role.
- A minimum of three years of experience as a program manager with the Health District

SOUTHERN NEVADA HEALTH DISTRICT
Major Projects Manager (Continued)

License/Certification

- Possession of, or ability to obtain, an appropriate, 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.

FLSA Exempt
Bargaining Unit Ineligible
Schedule 32

SENIOR PUBLIC HEALTH INFORMATICS SCIENTIST

DEFINITION

To plan, direct, administer and develop resources and personnel to support the exchange of critical health information among all levels of the public health system; identify and procure external funding through grants, partnerships and other funding mechanisms to support integration and interoperability of public health informatics; develop and promulgate requirements, standards, and specifications of a public health technology architecture to exchange public health and medical record data.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Chief Health Officer
- Exercises direct supervision over professional, 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.*

- Interface with the Chief Health Officer and internal user groups to develop the informatics system for the SNHD
- Select, train and motivate staff; provide for staff professional development; work with employees to correct deficiencies; invoke disciplinary procedures when necessary
- Direct, coordinate and review the work plan for staff; meet with staff to identify and resolve problems, assign work activities; monitor work flow; review and evaluate work methods and procedures
- Develop and install custom software and integrate with third party software tools; identify and implement tool improvement needs
- Participate in the development of the assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend budget adjustments as necessary; oversee all processes and requirements for grant funding
- Maintain and continuously evolve knowledge of public health informatics in order to recommend modifications, enhancements and upgrades to the SNHD informatics program
- Provide technical guidance to public health informatics group as well as other internal and external customers
- Develop and direct specific public health informatics projects; provide project management to ensure that projects are completed by the scheduled due date, in accordance with project requirements and within the project budget
- Conduct periodic project reviews and provide regular project status reports to senior management
- Develop and maintain relationships with other public health organizations and outside vendors currently involved with informatics in order to share information and experience
- Participate in vendor evaluations and contract negotiations; provide contract administration
- Evaluate and recommend tools to incorporate in the informatics system
- Provide strategic, capacity and technology planning for the informatics group
- Ensure security of data and access to data
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

In addition to the knowledge required of the Public Health Informatics Scientist I/II

- Principles and practices of providing supervision, training and performance direction to a highly technical staff
- Principles of budget preparation and control
- Elements of strategic planning
- Pertinent federal, state, and local laws, codes and regulations
- Principles and practices of project management
- Grant development and procurement

SOUTHERN NEVADA HEALTH DISTRICT

Job Description (*Continued*)

Ability to:

In addition to the abilities required of the Public Health Informatics Scientist I/II

- Organize, direct and review the work of professional and highly technical staff
- Select, continuously train on advances in technology, and evaluate staff
- Manage multiple projects and coordinate project resources
- Train others to follow approved procedures and established guidelines
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise reports for senior management
- Establish and maintain effective working relationships with those contacted in the course of work
- Work independently in the absence of supervision

Training and Experience Guidelines

Training:

- Equivalent to a master's degree from an accredited school with a focus in public health informatics, health care informatics, computer science, software engineering, or a related field. A relevant doctorate degree is preferred.

Experience:

- Six years of work experience in informatics including experience in conducting and/or supporting scientific investigations or data architecture management. Two years of lead or supervisory experience is preferable.

WORKING CONDITIONS

- May perform district services with individuals having various disease exposures.
- Required to drive a vehicle.
- Required to use computers for extended periods of time.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, 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 any emergency 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.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 32

Approved by Chief Health Officer and Human Resources Administrator 01/15/2013