

**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** August 22, 2013

**RE:** *Approval of new classification specifications for the following: Records Information Management Supervisor (Schedule 26, \$70,636.80 - \$98,529.60); Senior Management Analyst (Schedule 24, \$63,731.20 - \$88,940.80); Senior Clinical Laboratory Scientist (Schedule 26; \$70,636.80 - \$98,529.60).*

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**PETITION #21-13**

**That the Southern Nevada District Board of Health** *approve new classification specifications for the following: Records Information Management Supervisor (Schedule 26, \$70,636.80 - \$98,529.60); Senior Management Analyst (Schedule 24, \$63,731.20 - \$88,940.80); Senior Clinical Laboratory Scientist (Schedule 26; \$70,636.80 - \$98,529.60).*

**PETITIONERS:**

Kelly Brinkhus, *Acting Human Resources Administrator* KB  
Thomas R. Coleman, MD, MS, *Director of Community Health* TRC  
Elaine Glaser, *Director of Administration*  
John Middaugh, MD, *Interim Chief Health Officer* JMM

**DISCUSSION:**

These classifications are based on review of organizational functions and are in the parameters of the fiscal year 2013 through 2014 approved budgets.

**FUNDING:**

No additional funding is required for these changes.



*Human Resources Memo*

**DATE:** August 9, 2013


**TO:** Elaine Glaser, Director of Administration, and John Middaugh, MD, Interim Chief Health Officer

**FR:** Kelly Brinkhus, Acting Human Resources Administrator *VB*


**RE:** **New Classification Specification; Senior Management Analyst**

A new classification specification for the position of Senior Management Analyst for the Administration Division has been created at the request of Elaine Glaser, Director of Administration. Discussions with Ms. Glaser and comparisons with similar positions at public entities within the community were used as a basis for this new classification specification.

Approved by:

  
\_\_\_\_\_  
Elaine Glaser, Director of Administration

*8/13/2013*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
John Middaugh, MD, Interim Chief Health Officer

*8/14/2013*  
\_\_\_\_\_  
Date

**SENIOR MANAGEMENT ANALYST**

**DEFINITION**

Provides complex, sensitive management and major programmatic support for a division, Director of Administration, or Chief Health Officer as assigned. Performs administrative analysis, systems review regarding programmatic, policy and budgetary issues to ensure compliance with District policies, goals and objectives.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the Director of Administration or designee

**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.*

- Performs complex activities of administration analysis, systems review regarding programmatic, policy and budgetary issues to ensure alignment with District goals and objectives
- Coordinates and collaborates with legal, finance, and other programs on projects as necessary to ensure compliance with applicable District rules and Federal, State and local ordinances
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for District programs as assigned
- Develops and monitors protocols and standards; identifies resource needs; recommends and implements policies and procedures; prepares reports and monitors projects; reviews and analyzes documents to determine District obligations
- Coordinates budget development for assigned project and administers expenditures for assigned areas of responsibility; develops and implements funding and staffing requirements for the programmatic area to which assigned; may prepare grant and alternative funding requests; monitors activities and ensures that all programmatic and reporting requirements are met
- Plans, organizes and directs complex administrative, operational, budgetary or other studies with District-wide or major internal operational or funding impact
- Communicates, acts as a liaison, corresponds and answers inquiries related to assigned project(s); as necessary
- Maintains accurate records on assigned projects; develops, monitors and maintains project tracking system to ensure timely preparation and submittal of reports or documents in a timely manner
- Reviews and analyzes alternatives and makes recommendations regarding such matters as organizational structure, team and quality improvement alternatives, budget development and administration, staffing, facilities, productivity, policy procedures, legal and regulatory development and implementation
- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials
- Contributes to the efficiency and effectiveness of the assigned programs by identify opportunities for improving service delivery methods and procedures; reviews with management staff, and recommends or implements improvements
- Performs other duties as assigned

**QUALIFICATIONS**

**Knowledge of:**

- Pertinent Federal, State, and local laws, codes, and regulations
- Applicable rules, regulations and procedures governing the administrative processes
- District and assigned division/program policies and procedures
- Techniques for dealing effectively with employees at all levels of the organization and the public
- Principles and practices of budget development and administration

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Senior Management Analyst (*Continued*)**

- Project management and analytical techniques
- Computer software applications related to the work
- Records management principles and practices

#### **Ability to:**

- Provide administrative and professional leadership on projects as assigned
- Develop and implement goals, objectives, policies, procedures and work standards
- Compile, review and make budget recommendations
- Conduct quantitative analyses using various software
- Independently perform professional analytical and programmatic work in the area(s) to which assigned
- Gather and compile information; prepare accurate reports and summaries and other written materials and documentation
- Interpret and explain SNHD, division and program policies and procedures
- Operate office equipment, including computers and associated software
- Maintain attention to detail and accuracy while meeting critical deadlines
- Organize work responsibilities, set priorities, and adjust frequently to changing priorities; meet critical deadlines; complete 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

#### **Training and Experience Guidelines**

##### **Training:**

- Equivalent to a bachelor's degree from an accredited college or university in Business Administration, Public Administration, Finance or related field
- Master's degree in Business or Public Administration or related field, preferred

##### **Experience:**

- Five (5) years of professional experience working in a healthcare, public health, public agency or similar environment with extensive experience in performing administrative, budgetary, operational or similar analyses and studies

#### **Working Conditions**

- Mobility to work in a typical office setting and use standard office equipment
- May be required to drive a motor vehicle in order to attend meetings and visit various work sites
- Vision to read printed materials and a computer screen
- Hearing and speech to communicate in person or over the telephone
- Accommodations may be made for some of these physical demand for otherwise qualified individuals who require and request accommodation

#### **License or Certificate**

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

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Senior Management Analyst (Continued)**

**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

Confidential Employee

Bargaining Unit Ineligible

Schedule 24

Approved by the Board of Health 8/22/13

DRAFT




*Human Resources Memo*


**DATE:** August 9, 2013  
**TO:** Elaine Glaser, Director of Administration, and John Middaugh, MD, Interim Chief Health Officer  
**FR:** Kelly Brinkhus, Acting Human Resources Administrator *VB*  
**RE:** **New Classification Specification; Records Information Management Supervisor**

A new classification specification for the position of Records Information Management Supervisor for the Administration Division has been created at the request of Elaine Glaser, Director of Administration. Discussions with Ms. Glaser and comparisons with similar positions at public entities within the community were used as a basis for this new classification specification.

Approved by:

  
\_\_\_\_\_  
Elaine Glaser, Director of Administration

*8/13/2013*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
John Middaugh, MD, Interim Chief Health Officer

*8/14/2013*  
\_\_\_\_\_  
Date



## RECORDS INFORMATION MANAGEMENT SUPERVISOR

### DEFINITION

To organize, implement, coordinate, and administer the District's Records Management Program. To provide for effective controls over the creation, identification, maintenance, storage, retention, and disposition of all District records in accordance with state and federal laws

### SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Director of Administration or designated program manager
- Exercises direct and indirect 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.*

- Directs the activities of the District's Records Information Management program including prioritizing, scheduling, assigning work, selecting, supervising, evaluating, and participating in the work of staff responsible for retaining and retrieving records and information in conformance with applicable federal, state, and local laws and regulations
- Develops and maintains a strategic records management plan for the District including records retention, storage, accurate and efficient retrieval, disposition and destruction of District-wide records
- Reviews current operational procedures, evaluates existing manual and automated records systems and recommend revisions, cost control measures or new guidelines relative to the creation, maintenance, storage, retrieval and destruction of District records
- Organizes, locates, inventories and maintains District documents
- Establish schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly
- Participates in the development and implementation of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures
- Interprets records information management policies and procedures and communicate to District staff
- Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures
- Supervises, plans, develops and implements an Electronic Medical Records (EMR) system
- Compiles and researches documents for internal and external customers in response to Public Records Act requests from legal counsel
- Develops, creates and conducts records management training to ensure accurate and efficient processing of documents
- Interprets and applies knowledge of federal, state and local laws, codes and regulations relevant to records keeping, retention, destruction and federal, state and local rules impacting records management
- Coordinates the implementation of a phase-by-phase records management plan to implement records management technology for the District
- Participates in the preparation and administration of the records management program budget, submits budget recommendations; monitors expenditures
- Attends and participates in professional group meetings; maintains awareness and stay abreast of new trends and developments in the field of records management; incorporates new developments as appropriate into programs
- Performs related duties as required

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Records Information Management Supervisor (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Pertinent Federal, State, and local laws, codes, and regulations
- Principles and practices of records management programs, classification systems and retention schedules
- Principles, practices and procedures of document preservation, automated and manual records management, retrieval, storage; electronic imaging, automated information retrieval systems and computer applications
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
- Principles of report writing and budget preparation and administration
- Principles of supervision, training and performance evaluation

**Ability to:**

- Interpret, apply and analyze District policies, local, state and federal laws regarding records management activities, including the significance of medical, health and electronic data
- Analyze information and evaluate results to choose the best solution and solve problems
- Implement and maintain a uniform classification filing system
- Interpret and appraise the value of new technologies used to automate systems
- Prepare reports, manage budgets and monitor progress of ongoing projects
- Develop training, communicate clearly and concisely, both orally and in writing
- Build and maintain positive working relationships with employees and the public
- Select, supervise, organize, train, and review the work of professional and support personnel
- Maintain a professional demeanor and confidentiality in all circumstances
- Establish and maintain cooperative working relationships with those contacted in the course of work

**TRAINING AND EXPERIENCE GUIDELINES**

**Training:**

Equivalent to a bachelor's degree in Health Information Management, Medical Records Administration, Public Administration, Business Administration or related field.

**Experience:**

Four (4) years of progressive experience in a records management program, including (2) years of administrative and/or supervisory experience in a public health or hospital setting. Experience with electronic records is also required.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain certification as a Certified Records Manager, a Registered Health Information Administrator (RHIA), or a Registered Record Administrator (RRA) is highly desirable. Certification as a Registered Health Information Technician may be accepted if accompanied by ten (10) years of relevant work experience.

**WORKING CONDITIONS**

- Mobility to work in a typical office setting and use standard office equipment
- May be required to drive a motor vehicle in order to attend meetings and visit various work sites
- Vision to read printed materials and a computer screen
- Hearing and speech to communicate in person or over the telephone



**CLARK COUNTY HEALTH DISTRICT**

**Records Information Management Supervisor (Continued)**

- Accommodations may be made for some of these physical demand for otherwise qualified individuals who require and request accommodation

**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

Confidential Employee

Bargaining Unit Ineligible

Salary Schedule 26

Approved by Board of Health \_\_\_\_\_

**DATE:** August 9, 2013

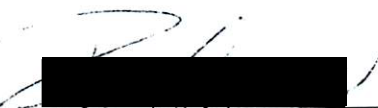
**TO:** Pat Armour, Southern Nevada Public Health Laboratory Manager, Thomas R. Coleman, MD, MS, Director of Community Health, John Middaugh, MD, Interim Chief Health Officer

**FR:** Kelly Brinkhus, Acting Human Resources Administrator '16

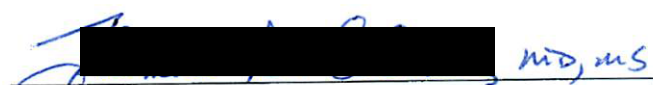
**RE:** New Classification Specification; Senior Clinical Laboratory Scientist

A new classification specification for the position of Senior Clinical Laboratory Scientist for the Southern Nevada Public Health Laboratory in the Community Health Division has been created to more clearly represent the true duties required of the position that is currently classified as Laboratory Supervisor.

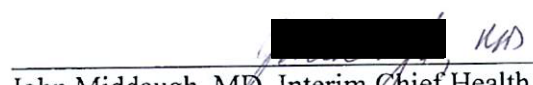
Approved by:

  
\_\_\_\_\_  
Pat Armour, SNPHL Manager

8/11/13  
Date

  
\_\_\_\_\_  
Thomas R. Coleman, MD, MS, Director of Community Health

8/15/13  
Date

  
\_\_\_\_\_  
John Middaugh, MD, Interim Chief Health Officer

8/15/13  
Date

SENIOR CLINICAL LABORATORY SCIENTIST

**DEFINITION**

Plan, assign, and coordinate the daily technical operations of assigned functional areas of the Southern Nevada Public Health Laboratory. Oversee the quality assurance activities of the laboratory including staff competency and proficiency testing programs. Perform standard and complex technical laboratory examinations in order to detect and identify microbial disease agents of interest to public health in the areas of microbiology, immunology, molecular and /or bioterrorism.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Laboratory Manager or State Laboratory Director
- Exercises technical and functional supervision over technical and administrative support 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 and perform a variety of clinical laboratory duties related to one or more functional areas within the laboratory. Duties may vary depending on the area or areas to which assigned.

**Immunology Emphasis:** Perform immunological testing for communicable disease such as Sexually Transmitted Diseases (STDs), e.g. HIV and Syphilis

**Microbiology Emphasis:** Perform microbiological and related biological and biochemical examinations on clinical and environmental specimens for the detection and identification of microbial agents of disease; identify microorganisms to the genus and species level; perform complex tests, such as Pulsed Field Gel Electrophoresis (PFGE) to aid in the epidemiological surveillance for communicable and other diseases.

**Molecular/Bioterrorism Emphasis:** Perform molecular testing procedures such as Polymerase Chain Reaction (PCR), on clinical and environmental specimens, for the identification of infectious disease agents, e.g. Norovirus, Influenza, or Bordetella in addition to suspect bioterrorism agents.

- Oversees the work of staff within the assigned functional areas of the laboratory including coordinating daily operations; assigning and reviewing staff work; training and orienting laboratory staff; providing input on employee selection; contributing to staff performance evaluations; implementing quality assurance activities to correct staff deficiencies
- Performs a variety of administrative functions such as assisting with developing and monitoring the laboratory budget and procuring supplies and materials; may serve as the administrator for the laboratory information management system including monitoring data, information accuracy and system upgrades
- Administers quality control, quality assurance and competency programs to comply with federal and state requirements; prepares laboratory operational and compliance reports; ensures proper use of equipment and materials
- Establishes and revises laboratory policies and procedures to ensure compliance with the requirements of Department of Health and Human Services (DHHS) Clinical Laboratory Improvement Amendments (CLIA); State of Nevada; Centers for Disease Control and Prevention (CDC) Select Agent Program (SAP) and Laboratory Response Network (LRN); Occupational Health and Safety Administration (OSHA) and prepares required compliance reports
- Reviews scientific literature; participates in scientific and professional groups; attends training courses to maintain knowledge of technological advancements in laboratory testing, federal and state regulations, computer applications, and specialized instrumentation; prepares comprehensive reports and recommendations regarding new or improved methods or developments

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Senior Clinical Laboratory Scientist (Continued)**

- Advises public health personnel, physicians, laboratorians, first responders, and other approved parties on interpretation of tests, sampling and testing requirements; confers with personnel in research centers, state or federal agencies, such as the CDC, on special or technically complex problems
- Works cooperatively with health providers, health officials, and law enforcement regarding the identification of chemical and/or biological hazards; communicates findings to appropriate individuals and authorities as required by law and agency policy; ensures protocols for confidentiality of information are followed
- Performs a variety of complex and advanced, as well as standard, laboratory tests; adapts, develops and introduces new or modified test procedures and/or equipment into the laboratory, including written documentation of new protocols; instructs other laboratory staff in the performance of new or modified procedures and/or equipment usage
- Interprets and records data; prepares and maintains required documentation of test results using computer hardware and software
- Investigates procedural modifications and unexpected test results to determine reasons for nonconformance with established patterns; consults with physicians, laboratorians, and epidemiologists on test results and explores alternative methods for verifying or confirming results
- Perform related duties as assigned

**QUALIFICATIONS**

**Knowledge of:**

- Principles of supervision, training, staff development and performance evaluation
- Quality Control and Quality Assurance principles, procedures and standards as applied to laboratory testing
- Theories, principles and practices of clinical laboratory science, including the use and care of applicable equipment and systems
- Principles and practices of laboratory operations, techniques and procedures utilized in the areas of microbiology, immunology and/or molecular biology
- Life processes of various micro-organisms and their effect on the human body; the etiologies and epidemiology of the agents of communicable diseases
- Scientific research methods, test development and evaluation techniques
- Laboratory safety procedures including handling of highly infectious biological agents as well as hazardous chemicals; appropriate hazardous clean up procedures; universal precautions and infectious control procedures
- Computer systems and techniques as applied within the field of a public health or clinical laboratory and related office management
- Federal and state regulations pertaining to public health or clinical laboratories

**Ability to:**

- Direct the activities of staff in a team oriented environment
- Plan, organize, coordinate and supervise varied complex projects
- Evaluate the training and competency needs of staff; develop and write training and competency materials; maintain competency and training records
- Serve as technical consultant regarding methodologies, protocols, and established procedures within a laboratory functional area; ensure utilization of appropriate quality assurance standards and controls
- Immunology emphasis: demonstrate competency in performance of automated and manual immunology procedures; know principles of test systems; understand public health implications of communicable diseases

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Senior Clinical Laboratory Scientist (Continued)**

- Microbiology emphasis: demonstrate competency in performance of microbiological procedures; culture and isolate micro-organisms; prepare, read and interpret slide preparations; analyze and interpret test results and biochemical reactions; identify microorganisms; perform molecular testing; know principles of test systems
- Molecular emphasis: demonstrate competency in performance of molecular procedures; isolate, detect and amplify DNA or RNA; interpret complex analyses and correlate with infectious disease processes
- Identify and locate sources of information about various new tests and uses of new equipment; evaluate and adapt testing methods, using new or modified techniques and/or equipment; develop and write procedures for utilization of new or modified tests and/or equipment
- Evaluate test results and data against measurable criteria; identify, explain and report incongruities in test procedures and inconsistencies in test results
- Utilize word processing or spreadsheet software programs and Laboratory Information Management System (LIMS) to develop and maintain accurate records, reports and other required documentation; compile statistical information required to meet state and federal licensing standards, requirements and accreditation programs; assist with budget preparation
- Communicate effectively; prepare and present reports and analyses, both orally and in writing, to public health, clinical, First Responder or other personnel contacted in the course of work
- Establish and maintain cooperative working relationships with staff members, public health personnel, clinical laboratorians, First Responders or others contacted in the course of work
- Observe safety precautions and handling of infectious specimens; observe security and confidentiality of test samples and reports

**Training and Experience Guidelines**

**Training:**

- Equivalent to a bachelor's degree from an accredited college or university in medical technology, microbiology, chemistry, biology or a closely related field

**Experience:**

- Five (5) years of full-time technical experience in a public health or clinical laboratory; two (2) years of which will include lead or supervisory experience involving supervision of laboratory personnel and quality assurance activities. A master's degree in medical technology, microbiology, chemistry, biology or a closely related field can be substituted for one year of lead/supervisory experience

**License or Certificate:**

- Possession of or ability to obtain within 90 days, certification as a General Supervisor from the Nevada State Bureau of Healthcare Quality and Compliance and have passed a national examination for certification approved by the Nevada State Board of Health for certification as a Clinical Laboratory Technologist
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Ability to obtain within 120 days, a Security Risk Assessment (SRA) from the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS)

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Work in an odorous environment and around hazardous materials; may handle highly infectious agents or hazardous chemicals

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Senior Clinical Laboratory Scientist *(Continued)***

- Mobility to perform light work in a typical laboratory setting and use standard laboratory equipment; ability to sit for long periods of time while using equipment or performing data analyses; Stamina to remain standing for long periods of time; ability to bend or twist to reach into lower cabinets and drawers; squat or kneel to remove supplies stored on lower shelves
- Strength and agility to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects
- Visual requirements to distinguish colors for microscopy; reading cultures and biochemical reactions; Vision to read printed materials and a VDT screen; auditory requirements to hear timers on equipment; hearing and speech to communicate in person and over the telephone
- Fine hand manipulation is required to operate equipment, manipulate and pipette specimens

### **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 of Employment:**

*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 Nonexempt  
Schedule 26