






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** January 28, 2016

RE: *Approval of new classification specification for Employee Health Nurse, Schedule 24 (\$63,024 - \$87,942); Executive Administrative Secretary, Schedule 19 (\$48,817 - \$64,646); Medical Assistant, Schedule 12 (\$34,070 - \$47,611); and Vital Statistics Supervisor, Schedule 26 (\$69,846 - \$97,427)*

PETITION # 04-16

That the Southern Nevada District Board of Health *approves the new classification specifications for Employee Health Nurse, Executive Administrative Secretary, Medical Assistant, and Vital Statistics Supervisor.*

PETITIONERS:

Shandra Hudson, SPHR, SHRM-SCP, Human Resources Administrator 
Andrew J. Glass, FACHE, MS, Director of Administration 
Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer 

DISCUSSION:

The core responsibilities of the Public Health Preparedness Nurse focus on employee health. This prompted the decision to administratively change the title to Employee Health Nurse and transfer the position to the Human Resources Section under the supervision of the Human Resources Administrator. In addition to primary duties, the Employee Health Nurse assists with confidential matters in the area of workers compensation, safety, and other duties as assigned.

A new classification has been added to the Administration Division to provide varied and complex liaison, communication, secretarial and office administrative assistance to the Director of Administration and designees. This position also includes duties and responsibilities that support the Advisory Board activities. Adoption of this classification specification will clearly distinguish the duties of this position in comparison to that of an Administrative Secretary.

In the Clinical Services Division, and other Divisions as assigned, a Medical Assistant will perform a variety of duties involving patient care and clinic services, thereby, streamlining care and allowing

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In the Clinical Services Division, and other Divisions as assigned, a Medical Assistant will perform a variety of duties involving patient care and clinic services, thereby, streamlining care and allowing

registered nurses to focus on required tasks of greater importance. A position at this level also allows the Sexual Health Clinic to respond more effectively to patient care issues.

Vital Statistics is a very busy, revenue generating, customer service oriented work unit, with nine full-time equivalent employees and no on-site supervisor. The adoption of this classification would provide supervision of day-to-day activities of Vital Statistics staff, to include but not limited to, coordinating, scheduling and assigning work, evaluating work performance and overseeing training of lower level staff. Other responsibilities would include resolving and keeping the Director of Community Health or designee apprised of customer service and personnel issues. The Vital Statistics Supervisor will also: function as the liaison for a variety of entities including Coroner, State Public Health and Birthing Hospitals; serve as lead administrator for all information systems including the Electronic Death Registration system; and, work with the Director of Community Health or designee and MCH Epidemiologist to develop physician training for death certification.

FUNDING:

The funding source and salary schedule for the Employee Health Nurse position remain unaffected.

The Administration Division proposes to reclassify a current vacant Administrative Secretary position to fund a newly created Executive Administrative Secretary position. The elevation from schedule 18 to schedule 19 increases the starting salary by 5%, the difference of \$2,454.

With the ability to reclassify a vacant Clinical Health Nurse II position to that of a Medical Assistant, it is estimated the District will realize a savings of \$53,866 in one year.

The Vital Statistics Supervisor position will be funded out of new revenues generated by the program.

EMPLOYEE HEALTH NURSE

DEFINITION

To plan, coordinate and provide training for activities to protect employees who may be exposed to harmful airborne substances through pandemic or emergency/disaster events.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the HR Administrator

DISTINGUISHING CHARACTERISTICS

This is a position for a Registered Nurse whose major responsibilities are related to the emergency preparedness of all employees of the Health District. This includes prevention as well as preparedness activities. Confidentiality, discretion and protection of HIPAA protected information is required.

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.*

- Responsible for implementing and updating an annual respiratory protection program for SNHD employees for pandemic or highly infectious respiratory diseases which might include N95 respirators, powered air purifying respirators; perform initial medical screening prior to fit testing; and maintain and update online training program for N95 fit testing, per OSHA requirements
- Maintain databases to document employees fit tested for respirators, employee immunization records, employee attendance and/or declination to attend Blood Borne Pathogen training
- Manage employee flu vaccine drive annually; schedule and provide for staffing mobile clinics for employee flu vaccine clinics for offsite locations
- Maintain and update “just in time” program for Powered Air Purifying Respirator training; update N95/PAPR Protection Program for SNHD
- Provide new employee training and annual required training per the Blood Borne Pathogen OSHA requirements; provide employee follow up after BBP exposure, including review of incident and plan for precautions to decrease future incidents
- Administer immunizations including Hep A, Hep B, Twinrix, ATd, Tdap, and influenza for employees upon request
- Administer and evaluate TB tests for employees as needed
- Update program plans, rules and regulations for each area of responsibility in a timely manner
- Act as a referral source for information on blood borne pathogens, immunizations and respiratory protection to employees, public and private entities, as well as the community
- May participate in any public health response team as needed or where appropriate
- Perform related duties and responsibilities as required

SOUTHERN NEVADA HEALTH DISTRICT
Employee Health Nurse (Continued)

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of the public health preparedness program
- Principles, procedures, methods of preventative activities as well as treatments related to assigned program
- Pertinent federal, state and local laws, codes and regulations related to assigned program
- Principles and practices of nursing diagnosis
- A variety of contagious and communicable diseases, how they are contracted and spread, and signs and symptoms
- Procedures and methods of laboratory testing and interpretation
- Community partners and outside resources for public health emergency preparedness
- Principles and procedures of medical documentation
- Universal precautions and infection control practices
- Fit testing for the N95 respirator and use of alternate respiratory protection i.e. PAPR
- Computer software programs utilized for record keeping and documentation, including Word, Excel, Power-Point and PortaCount software
- Blood borne pathogens; blood borne pathogen training and appropriate follow up after a BBP exposure
- OSHA requirements for blood borne pathogens and respiratory protection
- Adult education principles, methods and formats
- HIPAA regulations

Ability to:

- Prepare and conduct employee awareness classes and seminars
- Assess employees prior to administering vaccines, determine which immunizations are needed, and at what intervals, and then administer vaccines
- Manage and schedule staffing for clinics to administer injections and or medications
- Respond to emergency situations and maintain professional practices in high stress situations
- Maintain confidentiality
- Communicate well to address small and large diverse groups
- Understand and follow complex oral and written instructions
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work independently in the absence of supervision
- Use computer proficiently
- Interpret laboratory results in order to recommend appropriate immunization(s)
- Understand and assist with Grant funding update requirements and reports
- Review employee confidential information to determine which employees are eligible for incident response

Training and Experience Guidelines

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in nursing or equivalent registered nursing experience

SOUTHERN NEVADA HEALTH DISTRICT
Employee Health Nurse (Continued)

Experience:

- Four years of registered nursing experience including one year of experience in community health nursing

Working Conditions

- Must perform District services with individuals having diseases including communicable diseases
- Standing and stooping for extended periods of time
- May be exposed to a variety of working environments
- May travel from site to site for extended periods of time in varied weather conditions

License or Certificate

- Possession of an appropriate, valid Nevada Registered Nursing License
- Possession of, or ability to obtain within 30 days of employment, an appropriate, valid C.P.R. 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 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 24

Approved by the Board of Health on

EXECUTIVE ADMINISTRATIVE SECRETARY

DEFINITION

To provide varied, complex and often confidential liaison, communication, secretarial and office administrative assistance to the Director of Administration and designees; to employ independent judgment in the resolution of problems and the performance of assigned duties; and to assist the Director of Administration in maintaining effective and positive work relationships.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Director of Administration
- Exercises functional and technical supervision over lower level 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.*

- Manage the creation, development, distribution and proper notice for Advisory Board and subcommittee meeting agendas and assigned preparation of materials and binders for all members; take, transcribe, compose and prepare concise drafts of Advisory Board and subcommittee meeting minutes. Carry out equivalent responsibilities when serving as back up for Board of Health meetings
- Provide backup administrative assistance to the Chief Health Officer and designees
- Act as liaison regarding District activities, operations and programs; coordinate communications with other division directors, District managers, leaders of external entities, community groups and the general public; relay specialized and sensitive information which impacts division programs and activities; defuse irate callers who insist upon speaking with the division director; schedule, organize and coordinate meetings, conferences and publicized events
- Screen the director's calls, assessing the relative importance of each call; respond to requests for information; take detailed messages concerning issues of significance to the District; schedule and attend meetings with external entities; prepare meeting agendas and action items; transcribe and distribute written summaries or minutes
- Research and investigate complaints, public inquiries and issues raised by external entities as assigned; review and evaluate historical information, precedents and applicable regulations, state and guidelines; develop alternative courses of action and probable outcomes based on available information and projections for the manager's review
- Interpret and explain program policies, regulations and requirements to individuals who may have opposing viewpoints, varying agendas, and vested personal interests; provide information in a professional manner to individuals who may be confrontational, uncooperative and unpleasant
- Perform specialized duties in support of one or more District programs; implement, coordinate and oversee a major component of a complex program; develop and produce informational materials as requested by the manager; ensure that program activities conform to established goals and policies; represent the program by participating in ongoing and ad hoc committees and work groups as assigned
- Compose, type and proofread a variety of reports, statistical charts, and agendas; type from rough draft or verbal instructions; transcribe machine recordings verbatim or by summary
- Assist professional staff in developing fiscal, operational and procedural program plans by studying historical precedents, present requirements, and projected costs and trends; plan the sequence of detailed steps required to accomplish program objectives, develop, revise and maintain specific procedures and manuals
- Compile, organize and consolidate financial and statistical data required to assist in the development of the budget of a major work unit; analyze and reconcile numerical data and narrative information; develop spreadsheets to facilitate data analysis, compile costs sheets; prepare reports and budget documents according to specific instructions
- Prepare expenditure reports; order and maintain inventory of office supplies
- Assist professional staff with projects and assignments; compile and summarize information; compose narrative reports, announcements, correspondence, findings of fact and other materials using appropriate grammar, punctuation, spelling and syntax

SOUTHERN NEVADA HEALTH DISTRICT

Executive Administrative Secretary (Continued)

- Maintain records and track the progress and outcome of legislative proposals, grievances, contracts, personnel and project activities; develop and implement effective and efficient recordkeeping systems and ensure that information is logically organized, appropriately cross-referenced and accessible to users; ensure confidentiality of sensitive information which is not part of the public record
- Schedule and maintain calendars of meetings and events; coordinate activities with other District divisions, the public and outside agencies
- May coordinate travel accommodations for District employees including contacting conference and seminar registrants by phone, making reservations for automobiles and hotels, and calculating travel expenses; prepare checks for traveler; develop travel package
- Operate a variety of office equipment including a computer; input and retrieve data and text from electronic files; organize and maintain disc storage and filing
- Train, supervise and evaluate the performance of personnel as assigned; assign, prioritize and review work; ensure that completed work projects meet required timelines and standards of quality and quantity
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Functions and operation of an administrative office and/or program area
- Principles of supervision and training if applicable to the assignments
- Maintenance of budget and financial records
- Operation and use of word processing, spreadsheet, database management and other associated business software
- Business letter writing and report preparation techniques and methods
- Principles and procedures of filing and record keeping
- English usage, spelling, grammar, punctuation and syntax
- Basic math
- Division regulations and policies related to purchasing, budget, and personnel administration
- The role of the Board of Health, Advisory Board, and the organization and function of a public health agency

Ability to:

- Provide administrative assistance and often confidential secretarial support to the Director of Administration
- Analyze problems and develop creative solutions
- Maintain confidential information and records
- Learn and apply divisional policies, procedures and rules
- Learn and apply Federal, State, and local laws, codes and regulations pertaining to the division
- Independently prepare correspondence and memorandums, manage the director's calendar as requested; develop and implement production goals, work performance standards and specific processes and procedures required to complete projects and ongoing assignments
- Interpret, apply and explain complex laws, regulations, requirements, restrictions and standards to program clientele, representatives of external entities and other agencies
- Research and investigate complex questions and issues requiring the review and consideration of historical data, current developments and probable outcomes
- Compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations, and other written materials
- Compile and analyze records, numerical and descriptive information from forms, applications, contracts, spreadsheets, invoices and other materials
- Proficiently research information from internal, external or internet sources
- Record and transcribe dictation at a speed necessary for successful job performance

SOUTHERN NEVADA HEALTH DISTRICT
Executive Administrative Secretary (Continued)

- Respond to requests and inquiries from the general public
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training. An associate's degree is preferred.

Experience:

- Four years of increasingly responsible relevant work experience equivalent to or above the level of the District Senior Administrative Assistant position. One year of supervision is desired. Must be proficient in Microsoft Word, Excel and have basic competency in Access. Must have a typing speed of a minimum of 50 words per minute.

SPECIAL NOTES AND REQUIREMENTS:

Some positions require specialized skills, experience, certification or other requirements which will be identified by the hiring authority at the time of recruitment

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 continued employment, prior to completion of the probationary period.

Bargaining Unit Ineligible (Confidential Employee)

FLSA Exempt

Schedule 19

Approved by the Board of Health on

MEDICAL ASSISTANT

DEFINITION

To perform a variety of duties involved in providing patient care and clinic services and to perform a variety of tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from higher level licensed staff, supervisory or management 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.*

- Assist in all clinics and programs of the Clinical Services Division and other divisions as assigned to include but not limited to: immunizations, family planning, sexual health, tuberculosis and home visitation programs. This may involve front and back office work directly assisting with the flow of the patient through services and assisting nurses, mid-level providers, or physicians with client services.
- Perform a variety of pre-examination work including but not limited to: obtaining vital signs and height and weight measurements, recording medical and sexual history, directing clients to obtain non invasive samples for lab testing, provide injections including immunizations, triage clients based on the reason for visit, draw blood samples, perform urine pregnancy testing and accurately record in the medical record pertinent information at the time of visit.
- Act as patient advocate; advise patients on available and appropriate medical and social services; assist as necessary.
- Function as chaperone with examinations when requested or required for providers performing pelvic or breast exams on females.
- Perform medical front office registration tasks, including but not limited to patient registration, insurance verification, preparing patient receipts, receiving money, and collecting and ensuring super bills are completed.
- Assist in the maintenance and referral of patient care records; track patients to inform them of test and exam results; ensure that they return for follow up testing or treatments as necessary; maintain confidentiality. Assist with medical record scanning of documents and lab result entries into EMR
- Clean and restock work areas in front and back office. Assist with the supply room; order necessary and requested supplies; stock shelves after supplies have been received; prepare supply boxes to be used within the clinics
- Follow up with patients, by telephone and visits, to ensure that patients have seen a provider and have received the necessary treatments; record responses regarding patients' provider and treatment plan.
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Procedures related to blood draws and other clinical testing
- Procedures and methods of laboratory testing

SOUTHERN NEVADA HEALTH DISTRICT
Medical Assistant (*Continued*)

- Medical terminology
- Principles and practices of personal patient care
- Principles and procedures of medical record keeping
- Pertinent Federal, State, and local laws, codes and regulations regarding health care
- Universal precautions and infection control practices

Ability to:

- Work with a wide variety of patients in various clinical settings
- Work with a electronic medical record
- Provide responsible personal patient care
- Prepare and perform laboratory tests
- Operate standard medical testing equipment
- Maintain confidentiality
- Understand and follow oral and written instructions
- Communicate clearly and concisely; both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

- Equivalent to the completion of the twelfth grade through diploma or GED
- Successful completion of Medical Assistant training in an accredited program
- Certification by the American Association of Medical Assistants preferred but not required

Working Conditions:

- Must perform District services with individuals having a variety of disease conditions
- Lifting patients and equipment

Experience:

- Prior experience in a medical office setting or medical clinic setting is preferred but not required experience required

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 emergencies.

Bargaining Unit Eligible

FLSA None-Exempt

Schedule 12

Approved by the Board of Health on:

VITAL STATISTICS SUPERVISOR

DEFINITION:

With minimal direction, plan, supervise, coordinate and evaluate the work of staff in the Vital Statistics (VS) Program and perform the more difficult and complex work of the VS Program. Serve as lead deputy registrar for vital records.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Community Health
- Exercises direct supervision over professional and clerical staff in the VS program

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.*

- Provide routine, day-to-day supervision of lower level staff
- Assign, distribute and adjust workloads; check and evaluate work of lower level staff
- Complete staff performance reviews
- Monitor time and attendance and approve timecards of lower level staff
- Resolve work-related problems
- Train employees on a variety of Vital Statistics functions, including applicable laws and regulations and customer service
- Provide clear verbal and written instructions and reference materials to staff
- Develop and maintain VS program procedures and policies.
- Interview candidates and make recommendations in the hiring of new employees
- Perform quality assurance checks and banknote audits
- Prepare monthly program reports
- Within confines of state statutes and regulations, assure provision of assistance and information to the public, other county departments, law enforcement and legal offices, federal agencies, military offices, etc.
- Respond to and resolve complaints received at the counter, over the phone or through the mail
- Handle and complete Privacy Incident Reports
- Train birth and death certifiers on the use of the electronic registry systems
- Research and interpret government codes and other government agency policies and procedures to resolve complex customer issues
- Receive amendments and cross-match listings from the Office of the State Registrar and ensure timely processing
- Act as internal liaison between Vital Statistics Program and the Information Technology Program and cashiers
- Act as external liaison between the Vital Statistics Program and the Coroner, mortuaries, funeral homes, hospitals, hospices (and any healthcare providers acting as birth or death certifiers)
- Oversee and coordinate archiving of replacement or missing vital record images
- As necessary, perform any program function in absence of lower level staff or during peak workloads
- Perform related work as required.

SOUTHERN NEVADA HEALTH DISTRICT
Vital Statistics Supervisor (*Continued*)

QUALIFICATIONS

Knowledge of:

- Nevada Revised Statutes and Administrative Codes pertaining to birth, death and burial registration and issuance of certificates;
- Electronic Birth and Death Records Systems
- Principles of supervision, training and interviewing;
- Techniques and practices for communicating with business representatives, other government entities and the public in person, by telephone and in writing;
- Problem resolution methods;
- Filing and amending of vital records;
- Use of State vital record amendment forms;
- Basic arithmetic, general office practices and procedures, filing systems, standard office machines and computer equipment;
- Customer service principles including methods of assisting irate or distressed people.

Ability to:

- Train and supervise staff;
- Train certifiers and other support staff
- Work with the state Office of Vital Records to perform testing and upgrades to the electronic system.
- Plan, coordinate, assign and assist in the work of the program;
- Reason deductively and exercise independent and sound judgment when dealing with the public and performing other job duties;
- Research, interpret and maintain a large body of information related to vital records, including government codes;
- Maintain client confidentiality;
- Work under stress and pressure, prioritize effectively and perform multiple tasks with accuracy;
- Communicate clearly and effectively, both orally and in writing and establish cooperative relationships with those contacted in the course of work;
- Maintain proficiency in the use various state, county, in-house and commercial software applications (e.g., Microsoft Word, Excel, PowerPoint, Visio);
- Maintain proficiency in the use of electronic birth and death registry systems and the SNHD kiosk and online vital record ordering systems;
- Understand and correctly use medical terminology typically associated with birth and death certificates;
- Operate and perform simple trouble-shooting on a variety of office equipment and document archival systems.

SOUTHERN NEVADA HEALTH DISTRICT
Vital Statistics Supervisor (Continued)

TRAINING AND EXPERIENCE GUIDELINES

Training:

Sufficient training, education, or work experience to demonstrate the ability to perform the above tasks and the attainment of the knowledge and abilities listed below. An associates degree or course credit earned towards a bachelors degree required. A bachelors degree is preferred.

Experience:

The knowledge and abilities required to perform this function are normally acquired through a combination of training and experience equivalent to seven (7) years of work in all aspects of a Vital Records/Statistics program. At least three (3) years of lead or supervisory experience is preferred.

License/Certification

Must possess a valid commission for or have the ability to become a notary public in the state of Nevada. Must have a valid Nevada Driver's license.

DISTINGUISHING CHARACTERISTICS:

The Vital Statistics Supervisor is distinguished from the Vital Statistics Senior Assistant in that Vital Statistics Senior Assistant has limited supervisory responsibilities. The Senior Assistant may provide supervisory assistance and guidance and training on specific assignments to lower level staff and function as supervisor in absence of the Vital Statistics Supervisor.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Community Health Division Director and/or County Health Officer (Local Registrar)
- Exercises functional and technical supervision over lower level staff

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 26

Approved by the Board of Health on