






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** October 27, 2016

RE: *Approval of new classification specification for Academic Affairs Coordinator, Schedule 19 (\$48,818 - \$68,120) and revised classification specification for Administrative Analyst, Schedule 23 (\$59,883 - \$83,512)*

PETITION # 39-16

That the Southern Nevada District Board of Health *approves the new classification specification for Academic Affairs Coordinator and revised classification for Administrative Analyst.*

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 District serves as a training site for several healthcare education programs. Requests to place students and interns at the District continue to grow, creating a demand for dedicated staff such as an Academic Affairs Coordinator. The Academic Affairs Coordinator will be tasked with coordinating and overseeing a standardized system, to include working closely with the Academic Affairs Committee and assuring compliance with District and program policies and procedures.

An Administrative Analyst position is considered necessary at this time for project management and various other routine work. Distinct from current duties and responsibilities in this classification, this particular position requires work assignments that contribute to decisions of management affecting the collective bargaining agreement. As an alternative to creating a new classification, the ability to determine union eligibility for the Administrative Analyst should be based on the area of assignment. This technique is used in other specifications within the District's classification plan.

FUNDING:

Funding is available for the Academic Affairs Coordinator and an Administrative Analyst within the general funds budget.

ACADEMIC AFFAIRS COORDINATOR

DEFINITION

To perform a variety of professional, technical and analytical activities in support of Southern Nevada Health District's Academic Affairs Program including coordination, recruitment and community engagement.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Chief Health Officer or designee
- Exercise functional and technical supervision over interns, nursing cohorts, medical students and medical residents, and all other student programs

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents 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.*

Coordination:

- Coordinate and/or provide general orientation sessions for interns, nursing cohorts, medical students, medical residents, and other individuals positioned to acquire in depth operational and skill specific knowledge of Public Health systems.
- Coordinate Preceptor Training, setting program goals, objectives and anticipated outcomes, confirming completion and appropriate training of all preceptors, in collaboration with Academic Affairs Committee.
- Coordinate and collaborate with the Academic Affairs Committee, sub-committees and committee leadership.
- Catalogue nursing cohort placements with respective Clinical Service managers, to ensure assignment of preceptor, and balance of experience with staffing and service delivery.
- Index other intern and student delegations incorporating program assignment, learning contract and expected deliverables.
- Roster aggregate data, record qualitative findings, concerns and outcomes for formal presentation to community stakeholders.
- Prepares and maintains list of student evaluations due for appropriate departments /students and leadership dissemination.
- Research and investigate sensitive and complex issues raised by external entities and develop alternative courses of action and probable outcomes.
- Summarize evaluation for preceptors.
- Responsible for creation, update and securing of learning contracts, intern manuals, policy & procedural documentation.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement programs in support of program goals
- May routinely contribute to decisions of management affecting the collective bargaining agreement
- Maintain confidentiality of client information and records, and ensure compliance with regulation such as the Family Educational Rights and Privacy Act (FERPA), when applicable
- Prepare variant periodic and scheduled reports on program activities and operations and gather statistical data as needed or requested.
- Develop policies in collaboration with individual programs, as necessary, and for SNHD as a whole, related to student placements.

Recruitment:

- Ensures leadership and management understanding of how to initiate a formalized project recruitment solicitation on website portal.
- Participate in all academic affairs related meetings, particularly where potential agreements or project associations will be initiated.

- Coordinate and monitor inbound intern application portal, facilitate coordinated disbursement of student/institution initiated application/correspondence and placement/assignment.

Community Engagement:

- Coordinate an annual community stakeholder symposium, engaging community based organizations, educational institutions and other potential collaborators to present SNHD Academic Affairs programming, establishing discovery of partner opportunities and program enhancements.
- Provide staff and collaborator support for academic focused visits for purposes of introduction, capacity building or evaluation.
- Coordinate with SNHD Contracts and Legal division in the establishment of Affiliation and Interlocal Agreements.
- Prepare and review written documentation for dissemination internally and within the community.

QUALIFICATIONS

Knowledge of:

- Varied Public Health disciplines and their potential stratification across varied intersection/focus in an academic setting.
- Fundamental database principles to identify problems, glitches in functionality and reflectively convey challenges to IT/Informatics personnel for correction, and suggest potential upgrades for optimal functionality.

Ability to:

- Relate and interact successfully with persons of various social, cultural, economic and educational backgrounds.
- Operate a computer and a variety of software programs.

Training and Experience Guidelines

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in Education, Public Administration or Business.

Experience:

- Three (3) years of experience in the adult training process which includes experience in planning, coordinating and conducting trainings.

License or Certificate

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

Bargaining Unit Ineligible
FLSA Exempt
Schedule 19
Approved by the Board of Health on _____

DRAFT

ADMINISTRATIVE ANALYST

DEFINITION

To perform a variety of professional and technical duties involved in preparing budgets and monitoring expenses within a Division; 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 Chief Health Officer, Division Head or designated 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 Division; 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 Computer Services 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 Division 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
- May routinely contribute to decisions of management affecting the collective bargaining agreement
- Attend and participate in a variety of professional group meetings and conferences; answer inquiries relating to proposed budgets; represent the Division at conferences related to data processing or Division operations
- Develop a variety of special projects and reports as requested
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of statistical data analysis
- Complex methods and techniques of research and analysis
- Principles and techniques of budget preparation and fiscal analysis
- Principles and techniques of business management and organizational analysis
- Spreadsheets and Geographic Information System
- Principles and practices of computer programming and software application systems

Ability to:

- 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

SOUTHERN NEVADA HEALTH DISTRICT
Administrative Analyst (Continued)

Training and Experience Guidelines

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public health administration, business administration, public administration, computer science, management information systems, or a related field

Experience:

Three years of recent analytical and/or budget experience, preferably in local or State government

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 dependent on position assignment
Schedule 23

Approved by the Board of Health on 8/27/92

Revisions approved by the Board of Health on 11/15/01

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

Exemption Status Revised per MOA with the SEIU effective on 1/4/14

Revisions approved by the Board of Health on _____