



Memorandum

Date: March 22, 2018
To: Southern Nevada District Board of Health
From: *AGJ* **Andrew J. Glass, FACHE, MS, Director of Administration**
Joseph Iser, MD, DrPH, MSc, Chief Health Officer

RE: Administration Division Monthly Report – February 2018

ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Feb 2017	Feb 2018		FY17	FY18	
Maintenance Responses	150	121	↓	1531	1173	↓
Electrical Work Orders	6	7	↑	89	50	↓
HVAC Work Orders	11	8	↓	152	94	↓
Plumbing Work Orders	6	1	↓	39	44	↑
Preventive Maintenance	19	7	↓	135	90	↓
Security Responses	561	558	↓	4694	4587	↓

ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Feb 2017	Feb 2018		FY17	FY18	
Service Requests Completed	307	460	↑	2576	3992	↑
Service Requests Opened	310	446	↑	2675	3906	↑
Service Requests Open over 30 days	142	84	↓	766	763	↓

Information Services System Availability 24/7	Feb 2017	Feb 2018		FY17	FY18	
Total System	99.96	99.96	→	99.95	99.94	↓

Total Monthly Work Orders by Department	Feb 2017	Feb 2018		FY17	FY18	
Administration	84	152	↑	674	1202	↑
Community Health	62	84	↑	587	808	↑
Environmental Health	67	101	↑	575	855	↑
Clinical Services	94	123	↑	740	1064	↑

First Call Resolution & Lock-Out Calls	Feb 2017	Feb 2018		YTD FY17	YTD FY18	
Total number of calls received	310	446	↑	2675	3906	↑
Number of first call resolutions	8	8	→	66	45	↓
Number of Lock-out calls	0	5	↑	13	49	↑

ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	Feb 2017	Feb 2018		YTD FY17	YTD FY18	
Contracts Processed	28	29	↑	171	177	↑
Grants Pending – Pre Award*	1	2	↑	12	20	↑
Grants In Progress – Post Award**	7	3	↓	57	72	↑
Purchase Orders Issued	138	146	↑	1155	1353	↑

* Grant application was created and submitted to agency

** Grant application was approved – is being routed for signature

ADMINISTRATION Academic Affairs - Fiscal Year Data

**Academic Affairs-
Interns/Residents/Fellows**

	Feb 2018
Internships-Total Interns ¹	22
Internship Hours ²	355

¹ Total number of monthly interns includes 12 semester-long students (January-May 2018).

² Number of approximate hours interns spent applying academic knowledge to a public health setting.

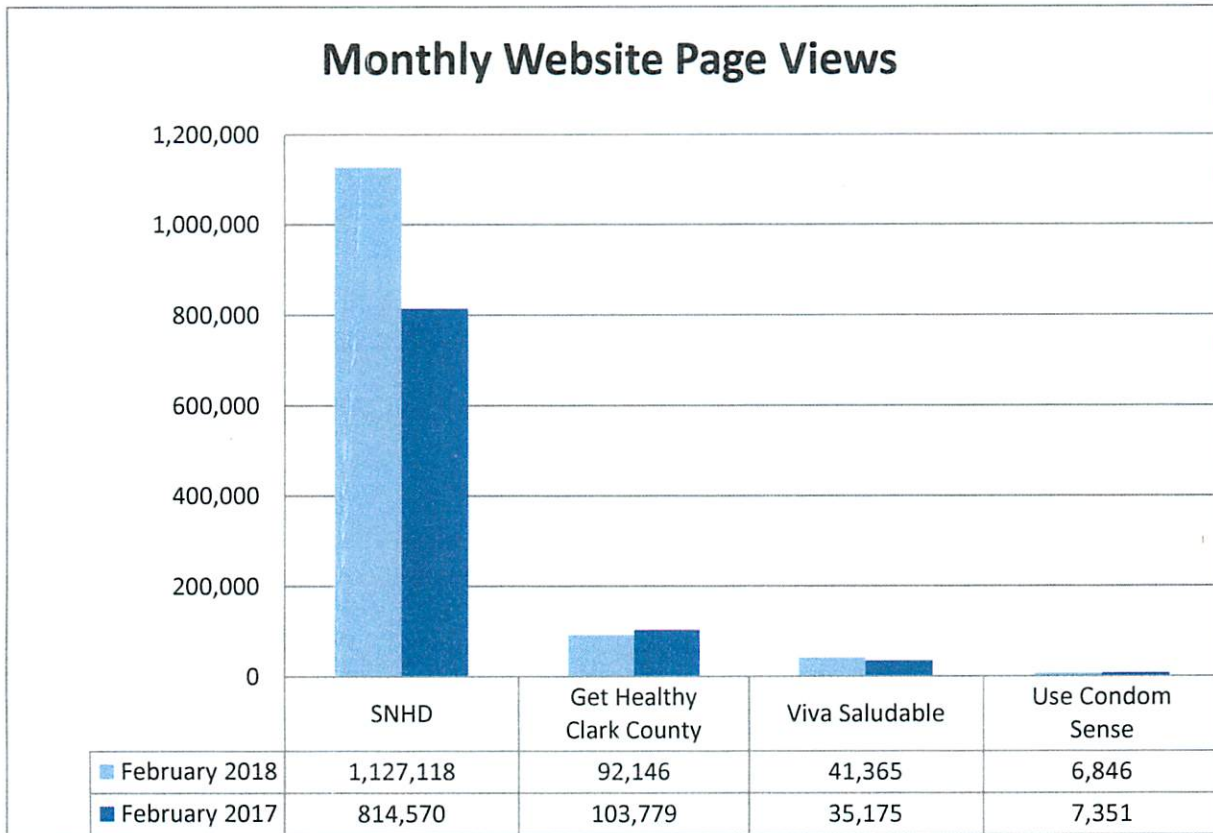
ADMINISTRATION Public Information Office - Fiscal Year Data

Media, Collateral and Community Outreach Services	Feb 2017	Feb 2018		FY17	FY18	
Media - Print Articles	8	20	↑	96	165	↑
Media - Broadcast stories	12	8	↓	129	70	↓
Collateral - Advertising/Marketing Products	15	13	↓	144	147	↑
Community Outreach - Total Volunteers ¹	19	22	↑			
Community Outreach - Volunteer Hours	1016	1019	↑	8625	9177	↑

¹Total volunteer numbers fluctuate from month to month and are not cumulative.

Social Media Services		Feb 2017	Feb 2018		FY17	FY18
*Facebook SNHD	Likes	3,538	3,713	↑	3,538	3,713
*Facebook Henderson PHC	Likes	1,483	1,472	↓	1,483	1,472
*Facebook Mesquite PHC	Likes	459	461	↑	459	461
*Facebook GHCC	Likes	3,211	5,370	↑	3,211	5,370
*Facebook SHC	Likes	1,852	1,805	↓	1,852	1,805
*Facebook THNK/UseCondomSense	Likes	6,240	6,181	↓	6,240	6,181
*Facebook SNHD THINK Project	Likes	34	40	↑	34	40
*Facebook Food Safety	Likes	N/A	22	↑	N/A	22
Facebook FamCam	Likes	N/A	31	↑	N/A	31
*Instagram SNHD	Followers	N/A	199	↑	N/A	199
*Instagram Food Safety	Followers	N/A	170	↑	N/A	170
*Twitter EZ2Stop	Followers	409	410	↑	409	410
*Twitter SNHDflu	Followers	746	815	↑	746	815
*Twitter Food Safety	Followers	N/A	38	↑	N/A	38
*Twitter GetHealthyCC	Followers	313	324	↓	313	324
*Twitter SNHDinfo	Followers	2,186	2,609	↑	2,186	2,609
*Twitter TuSNHD	Followers	217	225	↑	217	225
*Twitter THINK/ UseCondomSense	Followers	654	704	↑	654	704
*Twitter SoNVTraumaSyst	Followers	68	96	↑	68	96
YouTube SNHD	Views	49,228	7,602	↓	651,987	249,597
YouTube THNK/UseCondomSense	Views	114	79	↑	997	1,041

*Facebook, Instagram and Twitter numbers are not cumulative



HUMAN RESOURCES MONTHLY REPORT February 2018

Employment:

- 3 New Hires
- 484 active employees as of February 28, 2018
- 4 Terminations, including 0 retirements
- Turnover rates
 - Administration – 0.00%
 - Clinical Services – 0.86%
 - Community Health – 0.91%
 - Environmental Health – 1.37%
- 33 Personnel Change forms processed
- 36 Evaluations processed
- 3 New Class Specifications created:
 - Internal Auditor/Process Improvement Specialist
 - Enterprise Resource Planning Support Analyst

- Dental Hygienist
- 3 Class Specifications updated:
 - Vital Records Supervisor
 - Vital Records Assistant I/II
 - Public Health Informatics Scientist I/II

Worker's Compensation

- Number of WC cases: 0
- Number of Open Cases: 5

Risk Management (open cases)

- Number of RM cases: 1
 - EE stepped on artwork while doing inspection (10/23/17)

Safety issues/projects/programs

- Hazard Vulnerability Assessment with OPHP
- Safety Data Sheet online set-up – on going
- OSHA 300 Log posting
- Re-badging project – on going
- February Safety Newsletter

Workforce Development/Training

- Completed training for January:
 - Safety Orientation: New Hire: 2, Temp: 1
- Workforce Development issues/programs:
 - Workforce Development Policy published
 - Published 2018 Training Calendar
 - Supervisor/Manager Training Program – for review
 - Meeting minutes taking (to schedule)
 - Workforce Development Plan signed and published
 - Search for LMS for the District – in process
 - Annual Training notification – on going

Policy Committee

- Submitted FMLA Policy to Policy Committee
- Submitted ADA Accommodation Policy to Policy Committee

FMLA

- FMLA hours used for February: 799.75
- FMLA leave requests
 - New: 6
 - Recertification: 4
 - Return to Work: 2
- Number of donated leave requests/paperwork processed: 6

Employee Benefits

- Benefit Orientation January; number of attendees: 5
- Union Orientation/Public Health 101; number of attendees: 4
- Mass Mutual/Deferred Comp
 - New accounts: 2
 - Processed withdrawals/rollovers: 3
 - Purchased service credit: 3
- 1:1 Retirement meetings, including 457(b) and PERS pension: 4
- 1:1 Health Insurance Meetings: 5
- Health benefits change log: 17 (new hires, changes, other qualifying events effective 02/01/2018)
- Employee benefit issues: 4

Employee/Labor Relations

- 1 Written Reprimands, 0 Suspensions, 2 Termination, 0 Probationary Release
- 2 Grievance
- 1 Hour of Labor Meetings (with Union)
- 7 Hours Investigatory Meetings
- 4 Investigations
- 10 ½ Hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 6

Employee Health Nurse

Respirator Fit test: 9

Staff TB tests: 11

New Hire Bloodborne Pathogen class training: 1

Employee Vaccinations: 19

- Installed new batteries/filters in 26 more PAPR units: 56 of 99 units are now functional. Awaiting remaining supplies to have all 99 available units functioning.
- Initiated investigation into type, model and filters for half mask respirator that may be needed for a new chemical potentially to be used, that N 95 is not appropriate for. Adapter for current Fit test unit would also be required. Awaiting pricing on all.

- Attended Active Shooter training organized for MRC staff.
- Responded to potential contagion exposure of employees at SNPHL. Information/directions and vaccinations were offered/administered to SNPHL staff and Facilities staff working at that location.
- Finalized oversight process for Respirator Medical evaluations to be in compliance with OSHA standard. Finalization of contract with Occupational Health & Wellness pending.
- Initiated discussion with Simon Med for employee health x-rays, account to be distinct from other SNHD programs to maintain employee health record confidentiality
- Continuing to sort and organize Employee health and Fit test records.
- Initiated membership in AAOHN: American Organization of Occupational Health Nurses

Projects in Progress

- Assistance with Kronos implementation
- Analysis of current 457(b) plan w/Mass Mutual
- Manager/supervisor training implementation

PAYROLL EARNINGS SUMMARY

February 10 to February 23, 2018

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 327,948.29	\$ 1,642,760.81	\$ 5,646,548.73	\$9,499,030.00	59%
ENVIRONMENTAL HEALTH	\$ 386,182.84	\$ 2,053,030.06	\$ 6,877,954.73	\$10,588,684.00	65%
COMMUNITY HEALTH	\$ 296,104.97	\$ 1,608,067.00	\$ 5,444,130.31	\$7,969,017.00	68%
ADMINISTRATION	\$ 285,983.08	\$ 1,418,584.66	\$ 4,879,977.12	\$7,951,494.00	61%
TOTAL	\$1,296,219.18	\$6,722,442.53	\$22,848,610.89	\$36,008,225.00	63%
FTE	484				
Regular Pay	\$ 997,970.54	\$ 5,103,215.67	\$ 17,853,211.52		
Training	\$ 22,383.28	\$ 34,793.27	\$ 153,146.70		
Final Payouts	\$ 5,702.01	\$ 239,894.08	\$ 594,636.56		
OT Pay	\$ 1,541.44	\$ 28,898.48	\$ 126,321.43		
Leave Pay	\$ 254,972.35	\$ 1,251,974.06	\$ 3,701,778.82		
Other Earnings	\$ 13,649.56	\$ 63,666.97	\$ 419,515.86		
	\$ 1,296,219.18	\$ 6,722,442.53	\$ 22,848,610.89		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 10 to February 23, 2018

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
HASSELBAUER, FORREST L	3.00	\$143.36
GOOD, JEFFREY A.	0.25	\$8.80
VUKSANOVIC, DAN	0.50	\$13.62
TERRIQUEZ, ARTURO	4.00	\$108.98
HENRI, CORINNE J	16.25	\$666.58
Total Administration	24.00	\$941.34

<u>Employee</u>	<u>Hours</u>	<u>Value</u>
	0.00	\$0.00

COMMUNITY HEALTH

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
BECKWITH, PATRICIA	6.00	\$370.38
GINTY, JOSEPH P	2.00	\$55.87
Total Community Health	8.00	\$426.25

<u>Employee</u>	<u>Hours</u>	<u>Value</u>
	0.00	\$0.00

CLINICAL SERVICES

<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ROBLES, CYNTHIA I	2.50	\$97.48
MACIEL-PEREZ, MARISOL	0.25	\$9.75
VALDIVIESO-ESTRADA, ISABEL	0.50	\$23.89
FINCHER, INA B	0.75	\$44.00
LUGO, SARAH M	0.25	\$13.57
CENABRE, MARIA T	0.25	\$9.75
Total Clinical Services	4.50	\$198.44

<u>Employee</u>	<u>Hours</u>	<u>Value</u>
AGUILAR, BECKY S	0.75	\$30.29
ARIAS DE LUJAN, MARIA	0.38	\$39.11
GOODSPEED, ANITA	0.38	\$27.35
SPRANCE-GROGAN, CAROLYN SUE	0.75	\$31.86
WOODS, ROSANNA	0.38	\$34.42
LIONETTI, YAMILETH L.	1.50	\$43.34
LOPEZ, ENRIQUE	5.25	\$21.19
	9.39	\$227.55

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 10 to February 23, 2018

Overtime Hours and Amounts


Comp Time Hours Earned and Value

ENVIRONMENTAL HEALTH					
<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
KNOWLES, MIKKI M	2.75	\$118.77	VASILEVSKY, KRISTINE	8.25	24.7025
			WHITING, WILLANDRA C	4.50	25.34825
Total Environmental Health	2.75	\$118.77		12.75	\$0.00
Combined Total	39.25	\$1,684.80		22.14	\$227.55

PAYROLL EARNINGS SUMMARY

February 24 to March 9, 2018

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 317,547.81	\$ 1,960,308.62	\$ 5,965,392.79	\$9,499,030.00	63%
ENVIRONMENTAL HEALTH	\$ 412,683.95	\$ 2,465,714.01	\$ 7,291,904.93	\$10,588,684.00	69%
COMMUNITY HEALTH	\$ 298,239.23	\$ 1,908,622.35	\$ 5,746,636.29	\$7,969,017.00	72%
ADMINISTRATION	\$ 280,651.26	\$ 1,699,235.92	\$ 5,163,515.25	\$7,951,494.00	65%
TOTAL	<u>\$1,309,122.25</u>	<u>\$8,033,880.90</u>	<u>\$24,167,449.26</u>	<u>\$36,008,225.00</u>	<u>67%</u>
FTE	484				
Regular Pay	\$ 1,143,010.66	\$ 6,247,188.58	\$ 18,997,184.43		
Training	\$ 9,262.25	\$ 44,055.52	\$ 162,408.95		
Final Payouts	\$ 26,810.53	\$ 268,008.48	\$ 622,750.96		
OT Pay	\$ 2,008.75	\$ 30,907.23	\$ 128,330.18		
Leave Pay	\$ 119,559.57	\$ 1,371,533.63	\$ 3,821,338.39		
Other Earnings	\$ 8,470.49	\$ 72,187.46	\$ 435,436.35		
	<u>\$ 1,309,122.25</u>	<u>\$ 8,033,880.90</u>	<u>\$ 24,167,449.26</u>		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 24 to March 9, 2018

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
MCAHAN, CLAUDE R	0.50	\$27.87			
FRIERA, MATHEW	0.75	\$25.70			
VUKSANOVIC, DAN	2.50	\$68.11			
TERRIQUEZ, ARTURO	1.00	\$27.24			
RUIZ, GEORGE	2.00	\$70.39			
HENRI, CORINNE J	27.75	\$1,138.32			
Total Administration	34.50	\$1,357.63		0.00	\$0.00

COMMUNITY HEALTH

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Total Community Health	0.00	\$0.00		0.00	\$0.00

CLINICAL SERVICES

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ROBLES, CYNTHIA I	11.50	\$448.40	SPRANCE-GROGAN, CAROLYN S	1.13	\$35.84
VALDIVIESO-ESTRADA, ISABEL	0.25	\$11.95	CONROY, ANA C	1.50	\$58.67
FINCHER, INA B	0.50	\$29.34	DINDA, KARIN	1.50	\$54.29
BROWN, YORDANOS Z	0.50	\$30.87	LIONETTI, YAMILETH L	3.00	\$130.01
FRITZMAN, SHERI	0.50	\$29.34	MCCARTHY, LYND A	1.88	\$73.34
YEGON, MERYLYN C	1.00	\$61.73			
BENJAMIN, GERALYN A	0.50	\$19.50			
Total Clinical Services	14.75	\$631.13		9.00	\$352.15

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 24 to March 9, 2018

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ENVIRONMENTAL HEALTH					
<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BANALES, JASON	0.50	\$19.99	ACEVEDO, SHANAE C	3.75	\$97.48
			CLARK, DEBORAH M	1.88	\$53.99
			LETT, KENDRA A	1.88	\$48.74
Total Environmental Health	0.50	\$19.99		7.50	\$200.20
Combined Total	49.75	\$2,008.75		16.50	\$552.35

Funding Opportunity Beginning December 14, 2017

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Program Manager	Request Amount	Est. Start	End	Sub Date
1	Public Health Associate Program	F-CDC	1/18/18	Imm/ Outreach	Rick C.	\$ -	10/1/18	9/30/20	n/a
2	Birth Defects Study to Evaluate Pregnancy exposureS (BS- STEPS II) rfa-dd-18-001 cdc-rfa-dd18-001	F-CDC			Kathryn B.				n/a
3	Youth Homelessness Demonstration Program FR-6100-N-35 Clark County is applying	F-HUD	4/17/18	\$43 M for 11 Awards min \$1 per community	Margarita D.				n/a
4	Graduate Medical Education (GME) New and Expanded Program Grants cannot apply at this time	State NV							
5	AmeriCorp Not applying								
6	Immunization Information Systems Sentinel Site Project	F-CDC	tbd forecast	\$300-\$400K for 3-4 years	JoAnn R.		7/1/18		n/a
1	Ryan White B	P-HRSA & Pharm Rbts	12/20/17	Referral for healthcare and supporting services	Rick C.	\$ 124,474.00	4/1/18	3/31/19	12/19/17
2	Ryan White B	P-HRSA & Pharm Rbts	12/20/17	Early intervention services	Marlo T.	\$ 331,464.00	4/1/18	3/31/19	12/14/17
3	Public Health Associate Program (PHAP)	F-CDC	1/18/18	HIV/AIDS/STD	Rick C.	\$ -	10/1/18	9/30/20	1/16/18
4	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Solid Waste/ Safe Drinking Water	Herb S.	\$ -	10/1/18	9/30/20	1/16/18
5	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Quality Improvement Performance Measurement	Andy G.	\$ -	10/1/18	9/30/20	
6				drowning prevention	Nicole B.				1/16/18
7	EMS First Responders non- competing application year 2	F-SAMHSA	1/23/18	EMS First Responders - NARCAN	John H.	\$ 490,058.00	9/30/18	9/29/19	1/18/18
8	Preventive Medicine Residency Program	HRSA	1/26/18	MPH Residency Program	Andy G.	\$ 2,000,000.00	5/1/18	4/30/23	1/26/18
9	Implementation of Evidence- Informed Models to Improve HIV Health Outcomes for Black Men Who Have Sex with Men (BMSM) - Demonstration Sites hrsa-18-047	F-HRSA	2/5/18	\$300,000/year x 3 yrs	Margarita D.	\$ 900,000.00	8/1/18	7/31/21	2/2/18
10	community health nurse - state of nv (chwnv)	S-rebates	asap	amendment - increasing funds \$107,988	Rick C.	\$ 107,988.00	7/1/18	6/30/19	2/20/18
11	Immunization program - continuation (imm)	PT-CDC	3/5/18	do not exceed \$557,180	JoAnn R.	\$ 557,180.00	7/1/18	6/30/19	3/1/18

Funding Opportunity Beginning December 14, 2017

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Program Manager	Request Amount	Est. Start	End	Sub Date
1	Title X Family Planning Program pa-fph-18-001	F-OPA	5/24/18	Family Planning 3 years	Rick C.	tbd	9/1/18	8/31/21	
2	CDC HIV-AIDS, Viral Hepatitis, STD, TB cdc-rfa-ps18-1807	F-CDC	4/13/18	HIV/AIDS/STD/TB	tbd	tbd	7/2/18	7/1/23	
3	Emerging Leaders in Public Health program FY2019	O-Kresge	4/2/18 - 4/30/18	receiving leadership coaching and development and \$125,000	Dr. Iser	tbd	tbd	tbd	
4	Ryan White HIV/AIDS Part C Capacity Development Program hrsa-18-051	F-HRSA	3/9/18	\$150,000 for one yr	Sony V.	\$ 150,000.00	9/1/18	8/31/19	
5	Rural Health Mobile Clinic	S-Funds for Healthy NV	asap	\$51,294	JoAnn R.	\$51,530	4/1/01	6/30/18	
6	Title X Family Planning Program Extension to 8/31/2018	F-OPA	3/9/18	In propotion of 5/12 or approved budget	Rick C.	\$ 620,000.00	4/1/18	8/31/18	
7	FQHC Incubator Funds Social Security Block Grant - Title XX funds radioactive material	State NV	asap	\$200,000 by 6/30/18	JoAnn R.	\$ 196,393.00	signed	6/30/18	
8	Sexual Risk Avoidance Education Program hhs-2018-acf-acyf-sr-1358	F-ACF	tbd forecast	\$300-\$450K	Margarita D.	tbd	tbd	tbd	
9	Promoting, Strengthening and Enhancing Disease Prevention by Collaboration with Targeted Stakeholders cdc-rfa-ip18-1804	F-CDC	tbd forecast	tbd	tbd	tbd	tbd	tbd	

**Grants Expired and Awarded
February 2018**

February 2018

Grants Expired					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Ryan White Part A (rwa_17)	P-HRSA	2/28/2018	\$ 1,284,022.22	end of performance period	10.50

Grants Awarded							
<i>Project Name</i>	<i>Grantor</i>	<i>Received</i>	<i>Start Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Ryan White Part A, Amd#1 CQM	P-HRSA	2/2/2018	3/21/2017	2/28/2018	\$ 40,000.00	add CQM/OEDS portion	0.31
NV Childhood Lead Poison Prev	P-CDC	2/2/2018	9/30/2017	8/31/2018	\$ 91,130.00	new grant	0.73

F=Federal
P=Pass-Through
S=State



To: Southern Nevada Health District Board of Health

Date: March 22, 2018

RE: Updated Classification Specifications

- **Vital Statistics Supervisor** - Currently Schedule 26 (\$71,592.56 - \$99,862.88) FLSA Exempt, Bargaining Unit Eligible

SUMMARY:

Change the current job title to **Vital Records Supervisor** to be consistent with the Vital Records Assistants; no other changes to the job description are requested.

- **Vital Records Assistant** – Currently Schedule 12 (\$34,922.16 - \$48,801.48), FLSA Non-Exempt, Bargaining Unit Eligible

SUMMARY:

Reviewed the current classification and found the need to distinguish between Vital Records Assistant I and Vital Records Assistant II:

Vital Records Assistant I – Schedule 12 (\$34,922.16 - \$48,801.48), FLSA Non-Exempt, Bargaining Unit Eligible

Vital Records Assistant II – Schedule 14 (\$38,783.44 - \$54,067.52), FLSA Non-Exempt, Bargaining Unit Eligible

- **Internal Auditor/Performance Improvement Specialist** – NEW POSITION, Limited term of six months

SUMMARY:

New job description created for this limited term position of Internal Auditor/Performance Improvement Specialist Schedule 23 (\$61,380.28 - \$85,599.80), FLSA Exempt, Bargaining Unit Eligible

- **Enterprise Resource Planning Support Analyst** – NEW POSITION, Limited term of six months

SUMMARY:

New job description created for this limited term position of Enterprise Resource Planning Support Analyst Schedule 24 (\$64,599.60 - \$90,140.96), FLSA Exempt, Bargaining Unit Eligible

- **Public Health Informatics Scientist I/II**

Schedule 24 Public Health Informatics Scientist I (\$64,599.60 - \$90,140.96)

Schedule 30 Public Health Informatics Scientist II (\$87,817.08 - \$122,483.40)

Approved by Board of Health on 6/25/09; Revisions Approved by the Board of Health on 9/22/11

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

Revisions Approved by the Chief Health Officer 02/22/2018

FLSA Exempt, Bargaining Unit Ineligible

SUMMARY:

Class specification updated to attract more quality candidates.

VITAL RECORDS 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 Eligible
Schedule 26

Approved by the Board of Health on 01/28/16
Title Change approved by Chief Health Officer on 02/26/2018

VITAL RECORDS ASSISTANT I/II

DEFINITION

Under general supervision, assists the public in acquiring birth certificates, death certificates and other vital records; may serve as a notary public for SNHD; provides a broad variety of clerical, secretarial and administrative support duties in Vital Records; and performs related duties as assigned. Work involves recurring tasks that require following standardized sequential steps, processes or procedures.

DISTINGUISHING CHARACTERISTICS

VITAL RECORDS ASSISTANT I

This is the entry level class for the Vital Records assistant series. This class is distinguished from the Vital Statistics Assistant II by the performance of the less complex and more routine tasks and duties assigned to positions within the series, such as accepting all forms of payment and issuing birth and death certificates. Employees work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. Advancement to the "II" level is not automatic and is based on position availability, funding, minimum requirements met, interview outcomes and at the discretion of the Division Director.

VITAL RECORDS ASSISTANT II

Employees within this class are distinguished from the Vital Records Assistant I by the performance of full range of duties assigned and more independent administrative and/or program support assignments. Incumbents obtain and verify information from a variety of sources and provide information that requires explanation of a variety of laws, regulations, requirements and procedures. Positions at this level may or may not supervise lower level staff. Some Vital Records Assistant II positions require special skills such as birth and death registration. Positions in this class are normally filled by advancement from level I. Advancement to the "II" level is not automatic and is based on position availability, funding, minimum requirements met, and interview outcomes and at the discretion of the Division Director.

SUPERVISION RECEIVED AND EXERCISED

Vital Records Assistant I

- Receives general supervision from the Supervisor or designee

Vital Records Assistant II

- Receives general supervision from the Supervisor or designee
- May or may not exercise functional supervision over lower level 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.*

Vital Records Assistant I

- Provide courteous, respectful, and efficient customer service.
- Act as Deputy Registrar under the direction of the Chief Health Officer and State Registrar of Vital Statistics. (NRS 440.190)
- Complete transactions with customers for services; operate a cash drawer to receive accepted forms of payments; balance cash drawers each day; produce daily cashiering reports
- Issue birth and death certificates in accordance with state laws and regulations; assist with the completion of affidavits.

SOUTHERN NEVADA HEALTH DISTRICT
Vital Records Assistant I/ II (Continued)

- Informs parents of their rights and responsibilities and witnesses the signing of Declaration of Paternity and other legal documents.
- Reviews death certificates for completeness, cause of death, medical terminology and necessary signatures pursuant to local, state and federal mandates.
- Make certified copies of death certificates to be distributed to funeral homes, customers, coroner's office and vital records department.
- Provides program support duties such as assisting program clientele in person, electronically and on the telephone; answers telephones, takes messages and relays information to others as requested by the supervisor.
- Performs data entry into vital records system.
- May act as a Notary for affidavits and other legal documents.
- Provides routine administrative support; maintains records and files; enters data in computer equipment/software; summarizes data as required for reports; searches specific online sites for factual information as directed.
- Interacts with other agencies; schedules appointments and arranges meetings.
- Performs related duties as assigned.

Vital Records Assistant II

In addition to continuing to perform the essential responsibilities and duties required at the VRA I, the VRA II will also perform the following:

- Registers all county births; reviews all birth records for completeness and accuracy pursuant to local, state and federal mandates; review court orders, paternity and surrogacy documents.
- Registers all county deaths; signs burial permits
- Collaborate and provide training to hospitals birth clerks, physicians and Coroner Investigators.
- Review monthly financial reports for discrepancies and work with finance during auditing periods
- Deal with more complex daily customer service issues and work towards resolutions.
- May be assigned functional supervision and training of lower level staff.

QUALIFICATIONS

Vital Records Assistant I

Knowledge of:

- Principles and practices of customer service and proper phone etiquette
- Office procedures, methods and equipment including computer and applicable software applications such as work processing, spreadsheets and databases
- Correct English usage, grammar and punctuation; proper spelling of commonly used words
- Operation of computers and other office machines; Microsoft word, Microsoft Excel
- Basic math skills
- Basic principles and practices of cashiering
- Reading skills sufficient to understand information and material related to the assignment.

Ability to:

- Maintain a high level of security and confidentiality of restricted information
- Learn mandated requirements and procedures for issuing and registering official legal documents
- Use computers, telephones, copiers, facsimile machines and other office equipment.
- Understand and follow oral and written direction
- Deal with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Learn medical terminology and medical record documentation
- Add, subtract, multiply and divide numbers accurately
- Proficiently complete internet research request

SOUTHERN NEVADA HEALTH DISTRICT
Vital Records Assistant I/ II (Continued)

Vital Records Assistant II

In addition to having the knowledge and abilities required at a VRA I, the VRA II will also have the following:

Knowledge of:

- Advanced understanding of NRS 440, NAC 440, CDC guidelines and other federal, state and local laws applicable.
- Auditing processes
- Understanding of medical terminology as it relates to birth and death certificates.
- Financial and statistical record keeping methods
- Safety policies and safe work practices applicable to the work.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping, filing and basic purchasing practices and procedures.

Ability to:

- Effectively communicates with physicians, Coroner Investigators, hospital and medical staff
- Multi-task in a high-traffic office; plan and organize work independently; meet schedules and timelines.
- Prepare clear and accurate reports, documents, data entries and files.
- Make arithmetic calculations quickly and accurately.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Maintain sensitive and confidential information.
- Exercise tact and diplomacy in dealing with technical, complex and confidential customer issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

TRAINING AND EXPERIENCE GUIDELINES:

Vital Records Assistant I:

Training:

- Graduation from high school or equivalent education
- Intermediate competency in Microsoft Word, basic competency in Excel
- Minimum typing speed of 45 words per minute

Experience:

- One year of clerical and administrative support

Vital Records Assistant II:

Training:

- Graduation from high school or equivalent education. Intermediate competency in Microsoft Word, basic competency in Excel and a minimum typing speed of 45 net words per minute.

Experience:

- Two years of clerical and administrative support experience with a minimum of six months of experience with the Southern Nevada Health District as a Vital Records Assistant I

SOUTHERN NEVADA HEALTH DISTRICT
Vital Records Assistant I/ II (Continued)

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Possession of, or ability to obtain, certification as a Deputy Registrar in the state of Nevada.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

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

Bargaining Unit Eligible
FLSA Non-Exempt
Vital Records Assistant I- Schedule 12
Vital Records Assistant II- Schedule 14
Approved by Chief Health Officer on 02/26/2018

INTERNAL AUDITOR/ PROCESS IMPROVEMENT SPECIALIST

DEFINITION

Prepares professional level audits in a variety of functional areas including staffing feasibility, work flow, management and compliance.

DISTINGUISHING CHARACTERISTICS

This is stand-alone classification. The Internal Auditor/Process Improvement Specialist is distinguished from the financial internal auditor in that incumbents are required to perform a full-range of professional audits on a variety of functional areas that are not limited to financial areas.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the Human Resources Administrator.

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. Some responsibilities and duties listed may be program or department specific and are not performed by all incumbents in the position.*

- Develop process improvement procedures to improve operational efficiency.
- Conduct observation and analysis of personnel and work procedures to determine time-and-motion requirements of job duties
- Analyze current process standards and metrics in order to provide solutions for improvements.
- Coordinate with Subject Matter Experts to develop process improvement reports for setting forth progress, adverse trends and appropriate recommendations and conclusions.
- Analyze complex information including work study data and equipment specifications to establish time and production standards
- Evaluate work procedure proposals and develop recommendations for management, which could affect work procedures and budget decisions.
- Prioritize and implement process change requirements based on the critical project needs.
- Ensure proper knowledge management techniques are employed throughout the district.
- Lead process redesign workshops.
- Monitor, measure and provide feedback on process performance.

QUALIFICATIONS

Knowledge of:

- Advanced practices and principles of auditing standards.
- Best practices in data collection and data analysis.
- Data sampling; and statistical analysis techniques.
- Budget and cost analysis.
- Operational characteristics, services and activities of Financial Services.
- Best practices in change management.
- Lean Six Sigma or other programs for determining improvement in process flows.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Time and motion studies
- Advanced computer commands and functions

SOUTHERN NEVADA HEALTH DISTRICT
Internal Auditor/Process Improvement Specialist (Continued)

Ability to:

- Audit a variety of programs including financial and operational areas
- Conduct time-and-motion studies
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Organize and plan the work flow process for professional and technical personnel in a variety of areas
- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Prepare clear and concise administrative and financial reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work, including District and other government officials, community groups, and the general public
- Use computers, telephones, copiers, facsimile machines and other office equipment

Training and Experience Guidelines:

Training:

- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field. Master's Degree in Business Administration; Accounting; Finance or closely related field preferred.

Experience:

- Six years of experience directing a major process improvement function. Experience performing internal audits for organizations.

License or Certificate:

- Possession of, or ability to obtain a valid NV State driver's license.
- Lean Six Sigma or BPM certification highly desired.

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 23

Approved by the Chief Health Officer on 02/15/2018

ENTERPRISE RESOURCE PLANNING SUPPORT ANALYST

DEFINITION

Create complex reports utilizing SQL databases; support all software package business applications in working directly with the end-user and vendor to resolve issues with the Enterprise Resource Planning (ERP) system software. Develop a solid business understanding of the Financial and Human Resource information systems to provide relevant technical service.

SUPERVISION RECEIVED AND EXERCISED

- Work under the general direction of the Information Technology Manager with latitude for initiative and independent judgment. Directly receive requirements from key staff members of the various areas such as Finance, Human Resources, Information Technology and Divisional Administrative Analysts

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.*

- Support Finance and Human Resource staff to assist with and troubleshoot ERP application modules. Serve as the subject matter expert in the use of inter-agency data transfers, including but not limited to finance, timekeeping, and employment applications.
- Build, manage and maintain system workflows throughout the ERP application.
- Translate end-user reporting requirements into analysis tools, dashboards, and reports.
- Design and build complex reporting, dashboard, and analysis tools that help streamline Health District business and make reporting, analyzing and projecting more efficient.
- Manage ERP security roles and user access to all modules including functionality data and navigational permissions.
- Design and execute complex queries, functions and stored procedures to accomplish data extraction and reporting tasks from multiple systems.
- Systematically identify and define problems, evaluate alternatives, and implement business solutions. Work extensively with ERP modules, MS SQL, MS Excel and other business tools as required.
- Troubleshoot issues with the various packaged application software for users.
- Troubleshoot, test and coordinate modifications to the data systems.
- Support and develop integrated reporting and dashboard enhancement projects.
- Be an organizational expert in key business systems and applications.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- SQL database Schemas, table structures and relational database structures
- Advance knowledge of MS Excel programming concepts preferred.
- Computer literate and proficient with accounting systems, word processing, spreadsheets and other PC oriented software applications or packages
- Must have strong knowledge of accounting and database concepts

Ability to:

- Write reports using SQL reporting, Cognos and others as needed.
- Provide strong quantitative and analytical analysis and problem-solving skills, and needs requirement gathering
- Provide complex technical and abstract concepts effectively
- Communicate effectively, clearly and concisely both verbally and in writing
- Keep the immediate supervisor informed of all activity

SOUTHERN NEVADA HEALTH DISTRICT
Enterprise Resource Planning Support Analyst (Continued)

- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE GUIDELINES:

Training:

- Equivalent to a Bachelor's degree from an accredited college or university in Information Systems, Business Administration or related field preferred

Experience:

- Three (3) years' work-related experience in general database design and query writing.

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.

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 Chief Health Officer on 02/22/2018

PUBLIC HEALTH INFORMATICS SCIENTIST I/II

DEFINITION

To develop, test and integrate software systems for surveillance and disease reporting; provide highly responsible and complex staff assistance to the Senior Public Health Informatics Scientist, Division Directors and the Chief Health Officer.

DISTINGUISHING CHARACTERISTICS

This position requires software development and database management skills.

Public Health Informatics Scientist I - is the entry-level class of this specialized public health informatics series. Initially under close supervision, incumbents perform the more routine analytical and maintenance duties while learning methodology, policies, procedures and becoming familiar with various programs, systems and technology. As experience is gained, duties become more diversified and are performed under more general supervision. Advancement to a Public Health Informatics Scientist II position is not automatic and is based on position availability; funding, minimum requirements met, and interview outcomes.

Public Health Informatics Scientist II - is the experienced level in this series, fully competent to perform the full range of professional duties. Successful performance of the work requires a thorough knowledge of public health informatics and the ability to exercise sound independent judgment within established guidelines. This class is distinguished from Public Health Informatics Scientist I in that it is a scientific position with significant experience in informatics conducting and/or supporting scientific investigations or public health interoperability. This classification also provides guidance for Public Health Informatics Scientist I staff.

SUPERVISION RECEIVED AND EXERCISED

Public Health Informatics Scientist I:

- Receives immediate supervision from Public Health Informatics Scientist II or management/supervisory staff

Public Health Informatics Scientist II:

- Receives immediate supervision from the Senior Public Health Informatics Scientist
- May exercise 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.*

Public Health Informatics Scientist I:

- Design, develop and deploy public health informatics tools, including front-end, back-end and middle-ware to enable surveillance and population-based studies of the health status of residents and visitors to Southern Nevada
- Develop and evaluate a decision support system for disease surveillance and disease reporting that integrates heterogeneous data sources provided by federal, regional and state health information organizations

SOUTHERN NEVADA HEALTH DISTRICT
Public Health Informatics Scientist I/II (Continued)

- Translate systems requirements into applications prototypes; plan and design systems and applications architecture; write, debug, and maintain computer code using standardized vocabularies for public health information; determine output media/formats; design user interfaces
- Establish appropriate data security provisions and protocols to enable access to and maintenance of public health data and personal health information
- Write professional documentation of work performed for both internal and external consumption including technical presentations, peer reviewed and non-peer reviewed publications
- Conduct assessments of the public health information systems and produce timely, meaningful and actionable information
- Provide support for effective disease monitoring and surveillance, and decision-making.
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of epidemiology and public health research and practice
- Principles and practice of public health informatics
- Strategies for achieving effective data acquisition, management, quality, storage, use, and application to address population health needs
- Public health reporting and information system standards
- Public health information vocabularies and data standards (e.g. HL7, ICD, LOINC and SNOMED codes) Information system design, development and management
- Computer programming languages such as Visual Basic, Java, JavaScript, C#, Python, SAS, and Ruby
- Relational database design and management using Microsoft SQL, Postgresql, and other database management systems.
- Data communications security and privacy techniques; legal and ethical issues regarding confidentiality and use of individually identifiable public health and medical record data
- Pertinent federal, state and local laws, codes and regulations
- Disease reporting statutes and regulations under Nevada law; HIPAA; FERPA; 45 CFR 46 (Human Subjects Protection)

Ability to:

- Evaluate information against a set of standards of information integrity and comparability
- Interpret and analyze medical, health and other data obtained from a variety of sources
- Produce timely and accurate data for disease surveillance and assist data-driven decision making for unique public health needs
- Plan, design and develop information systems that meet the needs of public health practice and research
- Develop instruments and methodologies for an integrated public health surveillance system such as aberration detection algorithms, data mining programs, and for matching and duplication of individual records when integrating different databases
- Apply knowledge of database design and management for the needs of public health practice and research
- Design and conduct quantitative research studies; collect, interpret and publish findings
- Maintain a professional demeanor in all circumstances
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Maintain confidentiality

Training and Experience Guidelines

SOUTHERN NEVADA HEALTH DISTRICT
Public Health Informatics Scientist I/II (Continued)

Training

- Equivalent to a master's degree from an accredited school with a focus in health informatics, computer science, software engineering, data science or a related field

Experience

- No experience required

PUBLIC HEALTH INFORMATICS SCIENTIST II

Examples of Essential Responsibilities and Duties

In addition to the Responsibilities and Duties required of the PHIS I:

- Lead, organize and review the work of lower level staff in collaboration with the Senior Public Health Informatics Scientist
- May serve in an acting capacity in the absence of the Senior Public Health Informatics Scientist when designated

QUALIFICATIONS

Knowledge of:

In addition to the qualifications required of the PHIS I:

- Principles of lead supervision
- Operations, services and activities of the informatics program

Ability to:

In addition to the abilities required of the PHIS I:

- Review and assist with the work of professional and support personnel

Training and Experience Guidelines

Training

- Equivalent to a master's degree from an accredited school with a focus in health informatics, computer science, software engineering, data science or a related field

Experience

- Four years of work experience in informatics including experience in conducting and/or supporting scientific investigations or data architecture management

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

**SOUTHERN NEVADA HEALTH DISTRICT
Public Health Informatics Scientist I/II (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

Bargaining Unit Ineligible

Schedule 24 Public Health Informatics Scientist I

Schedule 30 Public Health Informatics Scientist II

Approved by Board of Health on 6/25/09

Revisions Approved by the Board of Health on 9/22/11

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

Revisions Approved by the Chief Health Officer 02/22/2018



To: Southern Nevada Health District Board of Health

Date: March 22, 2018

RE: Updated Classification Specifications

- **Medical Investigator** - Currently Schedule 34 (\$107,729.96 - \$150,306.00) FLSA Exempt, Bargaining Unit Ineligible

SUMMARY:

Change the current Schedule from 34 to Schedule 37 (\$125,596.12 - \$175,250.40); no other changes to the job description are requested.

- **Clinical Staff Physician** - Currently Schedule 38 (\$132,205.32 - \$184,162.16) FLSA Exempt, Bargaining Unit Ineligible

SUMMARY:

Change the current Schedule from 38 to Schedule 39 (\$139,134.32 - \$193,457.68); no other changes to the job description are requested.

- **Residency Program Director** – NEW POSITION

SUMMARY:

New job description created for a physician to develop, modify and conduct the residency program in conjunction with the UNLV School of Medicine and the UNLV School of Community Health Sciences

Schedule 39 (\$139,134.32 - \$193,457.68), FLSA Exempt, Bargaining Unit Ineligible

MEDICAL INVESTIGATOR

DEFINITION

The Medical Surveillance Investigator would serve as medical community liaison between the Office of Epidemiology and Disease Surveillance (OEDS) and medical stakeholders in Clark County. This position is responsible for investigating complex cases, outbreaks and provides expert consultation. This position will be assigned on call duties as part of their scope of work and conduct in-person or telephone interviews, provide education, work with the media, provide lab monitoring for specific diseases and work offsite with collaborating physician depending on project assignments.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Director of Community Health 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.*

- Conduct epidemiologic surveillance activities including community assessments
- Lead community public health planning processes for the Division of Community Health
- Take calls after hours for communicable and infectious diseases.
- Provide prescriptions and immunizations to its clients when needed to accomplish specific disease control and prevention goals.
- May act as Chief Medical Officer in the absence of the CMO.
- Will be available to oversee Medical Assistants in Clinical Services as requested.
- Ability to build, foster and maintain positive relationships, coordinate and collaborate with various functional areas and departments within the division to ensure successful integration
- Communicate clearly and concisely orally and in writing on both technical and non-technical levels
- Lead/assist in the design of disease investigations and control of outbreaks in the community
- Participate in field investigations at hospitals, physician offices, laboratories, clinics, food establishments, childcare facilities or other locations as necessary to complete medical epidemiologic investigations
- Prepare reports on investigative activities and findings using computer software
- Evaluate and investigate unusual disease reports from laboratories, physicians and others
- Responsible for the exchange of medical and scientific data with physicians, laboratory directors, and answer questions from health district staff, the media and the general public regarding disease symptoms, and disease prevention and control
- Make presentations to the medical and public health community and act as the medical liaison between Community Health and the medical community
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Current principles and practices of medicine
- Basic principles of biology and microbiology Understanding of Epidemiologic principles
- Communicate clearly and concisely orally and in writing on both technical and non-technical levels
- Communicable disease etiology and intervention methods
- Risk factors associated with communicable, infectious, vector-borne and chronic diseases
- Chronic disease prevention methods
- Modern office procedures, methods and computer equipment

SOUTHERN NEVADA HEALTH DISTRICT

Medical Investigator

- English usage, spelling, grammar and punctuation

Ability to:

- Use a computer proficiently
- Work effectively with a multidisciplinary team
- Interview cases in order to determine demographic, medically relevant information and risk factor data
- Interpret and analyze the significance of medical, health and other data obtained from a variety of sources
- Maintain confidentiality
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain congenial relationships with those contacted in the course of work
- Maintain a professional demeanor in all circumstances
- Learn pertinent federal, state, and local laws, codes and regulations pertaining to disease surveillance and control
- Learn county health safety policies and procedures
- Learn to recognize health safety violations

TRAINING AND EXPERIENCE GUIDELINES

Training:

- MD, DO, or equivalent degree from an accredited college or university

Experience:

- A minimum of one year experience, post degree, working in epidemiologic research or public health disease investigation

License/Certification

- Nevada licensure as a physician, or ability to obtain licensure within six months
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

Working Conditions

- Travel from site to site for extended periods of time
- Exposure to varied weather conditions
- Exposure to a variety of working environments including urban and rural communities
- Will work with individuals having infectious or communicable disease

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 37

Approved by the Chief Health Officer on June 16, 2017

Modified by the Chief Health Officer on 12/21/2017

Modified by the Chief Health Officer and approved by Leadership on 03/06/2018

CLINICAL STAFF PHYSICIAN

DEFINITION

Perform a variety of advanced clinical duties on an “out-patient” basis only through the SNHD clinics, participate in the control, prevention, suppression and treatment of diseases and conditions within the assigned 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 Clinical Services with the Division Director 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 clinics

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 medical conditions, 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 communicable diseases including but are not limited to: Syphilis, Gonorrhea, Chlamydia, HIV, and Tuberculosis. 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
- Order, perform, and interpret diagnostic tests
- Analyze records, reports, and examination information to diagnose patient’s condition(s)
- Manage clients attending clinical services to include prescribing medications as appropriate for treatment of communicable diseases; prescribing prophylactic medication for TB, 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 SNHD Clinics
- Serve as the collaborating physician for APN services within the clinic
- Work in other clinical environments for the control of TB, HIV and STDs as assigned via SNHD contracts
- Serve as the physician for SNHD 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 NHC clinics
- 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 distributed within Clark County for areas of expertise as a Nevada Licensed Medical Physician
- Accept the direction of the program Medical Director, in reference to quality of services, standards of care, daily performance, and overall compliance within the scope of practice of the diseases to broaden the scope of knowledge base
- Participate in the strategic planning of public health services 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/Adult care 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 39

Approved by the Board of Health on 5/23/13

Revisions made by Director of Clinical Services and approved by Leadership 01/31/2017

Revisions made by Chief Health Officer and approved by Leadership 03/06/2018

RESIDENCY PROGRAM DIRECTOR

DEFINITION

To develop, modify and conduct the residency program in conjunction with the UNLV School of Medicine and the UNLV School of Community Health Sciences in order to provide the highest quality educational experience that will allow resident physicians to obtain knowledge, skills and attitudes necessary to practice in Public Health independently and competently.

SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the Chief Health Officer
- Exercises direct supervision over Resident Physicians 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.*

- Assume full management responsibility for all Resident Physicians and their activities including clinical services and special support programs such as AIDS and home health; recommend and administer policies and procedures
- Manage the development and implementation of Residency program goals, objectives, policies, and priorities for each assigned area; allocate resources accordingly
- Continuously monitor and evaluate the efficiency and effectiveness of residency program methods and procedures; assess and monitor each resident's progress; identify opportunities for improvement; direct the implementation of changes
- Represent the District with outside agencies such as Nevada Association of Local Health Officials, NACCHO, ACPM, and other state and national organizations to promote the residency program and the profession of public health.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of nursing and clinical services
- Work collaboratively with other residency programs (Internal Medicine, Family Medicine, Emergency Medicine) whose residents are involved in public health rotations at the District.
- Bring cutting edge knowledge to the program through local, state and national activities.
- Identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures
- Manage and participate in the development and administration of the Residency program budget; direct the forecast of additional funds, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of an implement budgetary adjustments as necessary
- Coordinate activities with the divisions and outside agencies and organizations; provide program status reports to the Chief Health Officer and District Board of Health; prepare and present reports and other necessary correspondence.
- Perform related duties and responsibilities as required

QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services, and activities of public health residency program
- Organizational and management practices as applied to the analysis and evaluation of the residency program, policies, and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- The utilization of computer software and MS Office applications
- Principles of supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes, and regulations

SOUTHERN NEVADA HEALTH DISTRICT

Residency Program Director (*Continued*)

- Principles, protocols, and practices of medical diagnosis and treatment including the treatment and management of communicable diseases
- Public Health organization and function; community problem solving; and political structure
- Methods of instruction, resident development, and quality assurance for public health programs

Ability to:

- Plan, organize, direct, and coordinate the work of residents;
- Select, supervise, train and evaluate residents
- Provide professional leadership and direction for the resident program
- Identify and respond to community and Board of Health issues, concerns, and needs related to the residency program
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient leadership for the residents
- Prepare and administer budgets; allocate limited resources in a cost effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare clear and concise management and financial reports
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including Health District staff, government officials, community partners, and program participants

TRAINING AND EXPERIENCE GUIDELINES:

Training:

- Completion of accredited medical school and residency.
- Current board certification in preventative medicine

Experience:

- Three plus years in general preventative medicine
- Two years' experience in general preventative medicine residency program.
- Experienced in curriculum design and policy development
- Demonstrated ability to recruit and develop faculty

License or Certificate:

- Ability to obtain a license to practice medicine or osteopathy in the State of Nevada within six months of employment is required
- Certification in public health and/or preventive medicine by the appropriate specialty board is preferred
- 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.

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FLSA Exempt

Bargaining Unit Ineligible

Schedule 39

Approved by Chief Health Officer on 03/06/2018