



# Memorandum

**Date:** May 24, 2018

**To:** Southern Nevada District Board of Health

**From:** *AG*  
**Andrew J. Glass, FACHE, MS, Director of Administration**  
**Joseph Iser, MD, DrPH, MSc, Chief Health Officer**

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**RE:** Administration Division Monthly Report – April 2018

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Apr 2017	Apr 2018		YTD FY17	YTD FY17	
Maintenance Responses	154	166	↑	1898	1501	↓
Electrical Work Orders	7	10	↑	105	65	↓
HVAC Work Orders	6	7	↑	172	116	↓
Plumbing Work Orders	6	4	↓	51	51	→
Preventive Maintenance	11	23	↑	157	125	↓
Security Responses	636	661	↑	6018	5832	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Apr 2017	Apr 2018		YTD FY17	YTD FY17	
Service Requests Completed	315	526	↑	3262	4995	↑
Service Requests Opened	307	534	↑	3345	4927	↑
Service Requests Open over 30 days	134	61	↓	1027	902	↓

### Information Services System Availability 24/7

	Apr 2017	Apr 2018		YTD FY17	YTD FY17	
Total System	99.94	99.87	↓	99.90	99.91	↑

### Total Monthly Work Orders by Department

	Apr 2017	Apr 2018		YTD FY17	YTD FY17	
Administration	81	150	↑	879	1509	↑
Community Health	60	112	↑	722	1001	↑
Environmental Health	69	91	↑	709	1064	↑
Clinical Services	105	173	↑	952	1358	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Apr 2017</b>	<b>Apr 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Total number of calls received	307	534	↑	3345	4927	↑
Number of first call resolutions	1	14	↑	710	63	↓
Number of Lock-out calls	0	11	↑	13	74	↑

**ADMINISTRATION Finance - Fiscal Year Data**

<b>Total Monthly Work Orders by Department</b>	<b>Apr 2017</b>	<b>Apr 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Contracts Processed	28	28	→	223	219	↓
Grants Pending – Pre Award*	6	3	↓	25	29	↑
Grants in Progress – Post Award**	5	8	↑	82	92	↑
Purchase Orders Issued	139	182	↑	1460	1756	↑

\* 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- Internships**

	<b>Apr 2018</b>
Internships-Total Interns <sup>1</sup>	22
Internship Hours <sup>2</sup>	588

<sup>1</sup> Total number of monthly interns includes 11 semester-long students (January-May 2018).

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

**ADMINISTRATION Public Information Office - Fiscal Year Data**

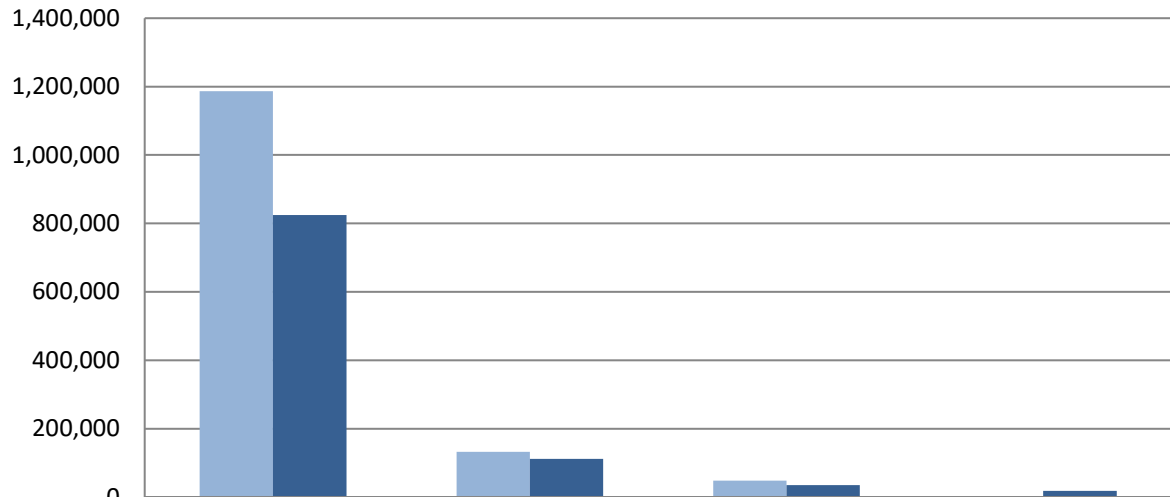
<b>Media, Collateral and Community Outreach Services</b>	<b>Apr 2017</b>	<b>Apr 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Media - Print Articles	111	23	↓	224	204	↓
Media - Broadcast stories	17	12	↓	157	88	↓
Collateral - Advertising/Printing Products	16	20	↑	180	189	↑
Community Outreach - Total Volunteers <sup>1</sup>	17	17	→			
Community Outreach - Volunteer Hours	1,006	1,261	↓	10,779	11,559.50	↑

<sup>1</sup>Total volunteer numbers fluctuate from month to month and are not cumulative.

<b>Social Media Services</b>		<b>Apr 2017</b>	<b>Apr 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>
*Facebook SNHD	Likes	3,541	3,784	↑	3,541	3,784
*Facebook Henderson PHC	Likes	1,477	1,465	↓	1,477	1,465
*Facebook Mesquite PHC	Likes	463	460	↓	463	460
*Facebook GHCC	Likes	3,292	5,510	↑	3,292	5,510
*Facebook SHC	Likes	1,841	1,795	↓	1,841	1,795
*Facebook THNK/UseCondomSense	Likes	6,226	6,169	↓	6,226	6,169
*Facebook SNHD THNK Project	Likes	34	41	↑	34	41
*Facebook FamCam	Likes	N/A	34	↑	N/A	34
Facebook Food Safety	Likes	N/A	22	↑	N/A	N/A
*Instagram SNHD	Followers	N/A	217	↑	N/A	22
*Instagram Food Safety	Followers	N/A	184	↑	N/A	184
*Twitter EZ2Stop	Followers	409	411	↑	409	411
*Twitter SNHDflu	Followers	756	830	↑	756	830
*Twitter Food Safety	Followers	N/A	38	↑	N/A	38
*Twitter GetHealthyCC	Followers	316	324	↑	316	324
*Twitter SNHDinfo	Followers	2,288	2,656	↑	2,288	2,656
*Twitter TuSNHD	Followers	209	222	↑	209	222
*Twitter THNK/ UseCondomSense	Followers	663	721	↑	663	721
*Twitter SoNVTraumaSyst	Followers	68	103	↑	68	103
YouTube SNHD	Views	45,778	9,681	↓	747,404	269,273
YouTube THNK/UseCondomSense	Views	124	161	↑	1,224	1,321

\*Twitter, Instagram and Facebook numbers are not cumulative

## Monthly Website Page Views



	SNHD	Get Healthy Clark County	Viva Saludable	Use Condom Sense
April 2018	1,186,745	132,245	48,035	0
April 2017	824,400	111,523	34,991	18,443

\*\*Unable to provide accurate statistics for April 2018 Use Condom Sense due to statistical anomalies caused by suspicious activity.

## HUMAN RESOURCES MONTHLY REPORT

### APRIL 2018

#### **Employment/Recruitment:**

- 14 New Hires
- 495 active employees as of April 27, 2018
- 6 Terminations, including 1 retirement
- 10 promotions, including 1 flex-reclass
- 0 lateral transfers
- 42 Interviews
- Turnover rates
  - Administration – 1.80%
  - Clinical Services – 2.59%
  - Community Health – 0.86%
  - Environmental Health – 0.00%
- 26 Personnel Change forms processed
- 36 Evaluations processed
- 1 Class Specifications updated:
  - Physician's Assistant

#### **Worker's Compensation (PACT)**

- Number of Workers Comp cases for the month: 1 (non-OSHA recordable)
- Number of Open Cases: 4

#### **Risk Management (POOL)**

- Number of new Risk Management cases for the month: 0
- Number of open cases: 4

#### **Safety issues/projects/programs**

- April safety newsletter

#### **Workforce Development/Training**

- Completed training for April:
  - Safety Orientation: New Hire: 14, Temp: 6

#### **FMLA**

- FMLA hours used for April: 974.50
- Number of employees on FMLA during April:
  - Intermittent (long-term): 15
  - Block of leave and intermittent (short-term): 17

- FMLA leave requests
  - New: 2
  - Recertification: 0
  - Return to Work: 3
- Number of donated leave requests/paperwork processed: 0

#### **Employee Benefits**

- Benefit Orientation/Public Health 101; number of attendees: 10
- Union Orientation: 10
- Mass Mutual/Deferred Comp
  - New accounts: 4
  - Processed withdrawals/rollovers: 6
  - Purchased service credit: 3
- 1:1 Retirement meetings, including 457(b) and PERS pension: 5
- 1:1 Health Insurance Meetings: 7
- Health benefits change log (new hires, changes, other qualifying events effective 04/01/2018): 14
- Employee benefit issues: 1

#### **Employee/Labor Relations**

- 0 Written Reprimands, 0 Suspensions, 2 Terminations, 1 Probationary Release
- 2 Grievances
- ½ hour of Labor Meetings (with Union)
- 9 hours Investigatory Meetings
- 7 Investigations
- 10 ½ hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4

#### **Employee Health Nurse**

Respirator Fit test: 8

Staff TB tests: 2

New Hire Bloodborne Pathogen class training: 2

Employee Vaccinations: 19

- Fit test equipment out for service 04/17/2018 to 04/30/2018
- Mentored one (1) Nursing student
- Conducted PAPR maintenance and continued to develop rotation process for a program of readiness maintenance
- Met with 3M representative; discussion underway to replace PAPR units
- Presentation of Bloodborne pathogen prevention to HIV 101 trainees at The Center

#### **Trainings Attended by Staff:**

- Webinar: Improving Healthcare Workers Immunization Rates (Karen Atkins)

- Small Tweaks, Big Impacts: Power of Behavioral Decision-Making for the Plan Sponsor (Susan Damitz)
- Dental Trend and Latest News from the ACA (Susan Damitz)
- Clark County Group Health Committee Meeting & Appeals (Susan Damitz)

**Projects in Progress/Other items**

- Attendance at UNLV Job Fair (Kimberly Monahan)
- Updated the contract with Concentra (pre-employment drug screening) to have nation-wide testing moving forward, saving the District \$17 per test and moving us to a 10-panel test instead of the 9-panel (Kimberly Monahan)
- Developed spreadsheet for tracking temporary agency/contracted workers (Susan Damitz)
- Organized Employee Road Show set for May 17th

**PAYROLL EARNINGS SUMMARY**

**April 07 to April 20, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 323,339.04	\$ 2,952,169.27	\$ 6,957,253.44	\$9,499,030.00	73%
ENVIRONMENTAL HEALTH	\$ 390,778.22	\$ 3,635,370.53	\$ 8,461,561.45	\$10,588,684.00	80%
COMMUNITY HEALTH	\$ 321,683.23	\$ 2,855,524.33	\$ 6,693,538.27	\$7,969,017.00	84%
ADMINISTRATION	\$ 274,342.00	\$ 2,568,155.91	\$ 6,032,435.24	\$7,951,494.00	76%
<b>TOTAL</b>	<b>\$1,310,142.49</b>	<b>\$12,011,220.04</b>	<b>\$28,144,788.40</b>	<b>\$36,008,225.00</b>	<b>78%</b>
FTE	497				
Regular Pay	\$ 1,143,429.50	\$ 9,649,196.52	\$ 22,399,192.37		
Training	\$ 21,970.74	\$ 90,270.86	\$ 208,624.29		
Final Payouts	\$ 4,683.71	\$ 341,283.42	\$ 696,025.90		
OT Pay	\$ 2,528.73	\$ 39,037.64	\$ 136,460.59		
Leave Pay	\$ 127,648.41	\$ 1,785,490.85	\$ 4,235,295.61		
Other Earnings	\$ 9,881.40	\$ 105,940.75	\$ 469,189.64		
	<b>\$ 1,310,142.49</b>	<b>\$ 12,011,220.04</b>	<b>\$ 28,144,788.40</b>		



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CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION



**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**April 07 to April 20, 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>
PALMER, MICHAEL J	4.00	\$172.75			
TERRIQUEZ, ARTURO	4.50	\$122.60			
VUKSANOVIC, DAN	2.50	\$68.11			
HENRI, CORINNE J	5.25	\$215.36			
COLBERT, MATTHEW	4.50	\$264.02			
<b>Total Administration</b>	<b>20.75</b>	<b>\$842.84</b>		<b>0.00</b>	<b>\$0.00</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
HARVEY, AMINEH D	0.00	\$0.00	HARVEY, AMINEH D	3.75	\$116.47
KING, MICAH N	4.50	\$189.30	CLARK, RYAN	8.25	\$203.80
CONSTANTIN, MELISSA	4.00	\$196.12	GRATZKE, JENNIFER D	6.75	\$244.30
CLARK, RYAN	0.00	\$0.00			
GRATZKE, JENNIFER D	0.00	\$0.00			
BAUTISTA, ILENE E	1.00	\$54.29			
ABITRIA, VINCENT R	1.00	\$61.73			
<b>Total Community Health</b>	<b>10.50</b>	<b>\$501.44</b>		<b>18.75</b>	<b>\$564.56</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
DOMINGUEZ, LILIANA	2.50	\$64.77	SPRANCE-GROGAN, CAROLYN S	1.13	\$35.84
ENZENAUER, LIZETTE	9.00	\$369.18			
DOMINGUEZ, MAYRA L	2.50	\$62.96			
VALDIVIESO-ESTRADA, ISABEL	0.25	\$11.95			
LUGO, SARAH M	9.25	\$528.91			
FLORES, JUDITH L	2.50	\$146.68			
<b>Total Clinical Services</b>	<b>26.00</b>	<b>\$1,184.45</b>		<b>1.13</b>	<b>\$35.84</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**April 07 to April 20, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<u>Employee</u>	<b>ENVIRONMENTAL HEALTH</b>		<u>Employee</u>	<u>Hours</u>	<u>Value</u>
	<u>Hours</u>	<u>Amount</u>			
			KADERLIK, PATRICIA A	3.38	\$125.44
			ROBINSON, GARY P	3.75	\$110.66
Total Environmental Health	<u>0.00</u>	<u>\$0.00</u>		<u>7.13</u>	<u>\$236.10</u>
Combined Total	<u>57.25</u>	<u>\$2,528.73</u>		<u>27.00</u>	<u>\$836.50</u>

**PAYROLL EARNINGS SUMMARY**

**April 21 to May 04, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 321,935.02	\$ 3,274,104.29	\$ 7,279,188.46	\$9,499,030.00	77%
ENVIRONMENTAL HEALTH	\$ 398,641.10	\$ 4,034,011.63	\$ 8,860,202.55	\$10,588,684.00	84%
COMMUNITY HEALTH	\$ 330,983.49	\$ 3,186,507.82	\$ 7,024,521.76	\$7,969,017.00	88%
ADMINISTRATION	\$ 278,227.92	\$ 2,846,383.83	\$ 6,310,663.16	\$7,951,494.00	79%
TOTAL	<u>\$1,329,787.53</u>	<u>\$13,341,007.57</u>	<u>\$29,474,575.93</u>	<u>\$36,008,225.00</u>	<u>82%</u>
FTE	497				
Regular Pay	\$ 1,133,924.39	\$ 10,783,120.91	\$ 23,533,116.76		
Training	\$ 37,756.50	\$ 128,027.36	\$ 246,380.79		
Final Payouts	\$ 22,436.59	\$ 363,720.01	\$ 718,462.49		
OT Pay	\$ 1,070.45	\$ 40,108.09	\$ 137,531.04		
Leave Pay	\$ 118,374.36	\$ 1,903,865.21	\$ 4,353,669.97		
Other Earnings	\$ 16,225.24	\$ 122,165.99	\$ 485,414.88		
	<u>\$ 1,329,787.53</u>	<u>\$ 13,341,007.57</u>	<u>\$ 29,474,575.93</u>		



CHIEF HEALTH OFFICER OR  
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**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**April 21 to May 04, 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>
ARMSTRONG, LARRY J	8.50	\$231.58	PRICE, KERI A	4.50	\$129.57
TERRIQUEZ, ARTURO	4.75	\$129.41			
RUESGA, LEONARD	1.50	\$43.06			
STEVENS, MICHAEL P	9.00	\$316.74			
<b>Total Administration</b>	<b>23.75</b>	<b>\$720.79</b>		<b>4.50</b>	<b>\$129.57</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
MURUA-ACEVES, CHRISTIAN	1.25	\$52.58	HARVEY, AMINEH D	5.25	\$163.05
			BOWERS, JENNIFER D	2.25	\$79.50
<b>Total Community Health</b>	<b>1.25</b>	<b>\$52.58</b>		<b>7.50</b>	<b>\$242.55</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BROWN, YORDANOS Z	0.25	\$15.43	BERNABE, XANDEE S	1.50	\$53.00
DOMINGUEZ, MAYRA L	7.00	\$176.29	GUEST, MATIA L	1.13	\$40.72
ELLIS, REGENA M	0.25	\$14.29			
FRITZMAN, SHERI	0.50	\$29.34			
<b>Total Clinical Services</b>	<b>8.00</b>	<b>\$235.35</b>		<b>2.63</b>	<b>\$93.71</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**April 21 to May 04, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>					
<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Amount</u></b>	<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Value</u></b>
HOUSTON, DONNA	1.00	\$61.73	CLARKE, MICHELLE	8.25	\$306.62
Total Environmental Health	<u>1.00</u>	<u>\$61.73</u>		<u>8.25</u>	<u>\$306.62</u>
<b>Combined Total</b>	<b><u>34.00</u></b>	<b><u>\$1,070.45</u></b>		<b><u>22.88</u></b>	<b><u>\$772.45</u></b>

## Grants Expired and Awarded

April 2018

<b>Grants Expired</b>					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
n/a					

<b>Grants Awarded</b>							
<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>
Underground Storage Tank (ust_18)	P-EPA	4/2/2018	7/1/2017	6/30/2019	\$ 24,700.00	Amendment #1 - fund increase	0.00
Ryan White Part B Early Intervention Services (rwbeis_18)	P-HRSA (90%) Rebates (10%)	4/5/2018	4/1/2018	3/31/2019	\$ 330,650.00	Renewal	3.00
Ryan White Part B Referral for Healthcare/Support Services (rwbrhs18)	P-HRSA (90%) Rebates (10%)	4/5/2018	4/1/2018	3/31/2019	\$ 124,477.00	Renewal	1.55
Heart Disease and Stroke Prevention (hdspp_18)	P-CDC	4/5/2018	6/30/2017	6/29/2018	\$ 16,080.00	Amendment #1 - fund increase	0.00
Rural Health Mobile Clinic (rural_18)	S-Fund for Healthy NV	4/5/2018	2/1/2018	6/30/2018	\$ 51,530.00	new effort	0.02
Tobacco Prevention (tob_18)	P-CDC	4/5/2018	3/29/2018	3/28/2019	\$ 174,371.00	Renewal	1.00
Nurse-Family Partnership Incentive Fund Contract/Funding Letter (nfpia_18)	O-NFP	4/9/2018	4/1/2018	3/31/2021	\$ 41,820.00	nfp program, new funding source	0.00
NV Childhood Lead Poisoning Prev (nclpp_18)	P-CDC	4/10/2018	9/30/2017	8/31/2020	\$ -	Correction of cover page of subaward	0.00
Food Illness Surveillance-Social Media (fdill_18)	F-CDC	4/12/2018	9/30/2017	9/29/2018	\$ -	Amendment #3 - Budget redirect	0.00
Essence system (syndrm18)	P-CDC	4/17/2018	4/12/2018	8/31/2018	\$ 31,392.88	Renewal	0.05
Nevada Home Visiting, Nurse-Family Partnership (nfp_18)	P-MCH	4/30/2018	10/1/2017	9/30/2018	\$ (24,363.56)	Amendment #1 - funding decrease	-0.25

F=Federal  
P=Pass-Through  
S=State



Funding Opportunity

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date
1	Public Health Associate Program (PHAP)	F-CDC	1/18/18	HIV/AIDS/STD	Rick C.	\$ -	10/1/18	9/30/20	1/16/18
2	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
3	Preventive Medicine Residency Program-pmres_18 hrsa-18-008	HRSA	1/26/18	MPH Residency Program	Andy G.	\$ 2,000,000.00	5/1/18	4/30/23	1/26/18
4	cross-jurisdictional sharing cjs_18	O-RWJF/KHI	3/30/18	max \$10,000	Dr. Iser	\$ 9,922.00	5/1/18	12/31/18	3/30/18
1	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Quality Improvement Performance Measurement drowning prevention	Andy G. Maria A.	\$ -	10/1/18	9/30/20	1/16/18
2	EMS First Responders non-competing application year 2 emsfr_19	F-SAMHSA	1/23/18	EMS First Responders - NARCAN	John H.	\$ 490,058.00	9/30/18	9/29/19	1/18/18
3	Implementation of Evidence-Informed Models to Improve HIV Health Outcomes for Black Men Who Have Sex with Men (BMSM) - Demonstration Sites - style_19 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
4	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
5	Immunization program - continuation (imm_18)	PT-CDC	3/5/18	do not exceed \$557,180	JoAnn R.	\$ 557,180.00	7/1/18	6/30/19	3/1/18
6	Ryan White HIV/AIDS Part C Capacity Development Program rwcap_19 hrsa-18-051	F-HRSA	3/9/18	\$150,000 for one yr	Sony V.	\$ 150,000.00	9/1/18	8/31/19	3/2/18
7	fdill_19 non-competing application	F-CDC	4/15/18	food illness social media monitoring	Lauren P.	\$ 192,500.00	9/30/18	9/29/19	4/12/18
8	rtlfd_19 non-competing application	F-FDA	4/30/18	retail food standards	Christine S.	\$ 70,000.00	7/1/18	6/30/19	4/26/18
9	ELC Continuation non-competing application for FY2019	P-CDC	4/27/18 to State NV		Lei Z.	tbd	8/1/18	tbd	4/20/18

Funding Opportunity

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date
10	national center for chronic disease prevention and health promotion PL Key TBD	F-CDC	5/4/18	school sealant program - oral health	tbd	tbd	9/1/18	8/31/21	5/4/18
1	Graduate Medical Education (GME) New and Expanded Program Grants Round IV PL Key TBD	S-Exec Order 2014-07	5/15/2018 email	increase number of physicians for primary care and/or mental health-training	Dr. Iser	tbd	7/1/18	6/30/20	
2	Title X Family Planning Program, FP_19 pa-fph-18-001	F-OPA	5/24/2018 upload 5/22/18	Family Planning 3 years	Dr. Leguen	tbd	9/1/18	8/31/21	
3	FY18 Announcement of Availability of Funds for Phase I Replicating Programs (Tier 1) Effective in the Promotion of Healthy Adolescence and the Reduction of Teenage Pregnancy and Associated Risk Behaviors AH-TP1-18-001	F-OASH	6/29/2018 upload 6/20/18	TPP - phase I - 2 yrs project. Ceiling \$500,000 per yr phase II - 2 yrs \$1,000,000 per yr phase II competing app	Margarita D.	\$ 1,000,000.00	9/1/18	8/31/20	
4	Sexual Risk Avoidance Education Program hhs-2018-acf-acyf-sr-1358	F-ACF	tbd forecast	\$300-\$450K	Margarita D.	tbd	tbd	tbd	





**To:** Southern Nevada Health District Board of Health

**Date:** May 24, 2018

**RE:** Updated Classification Specifications

- **Physician's Assistant** - Currently Schedule 27 (\$75,280.92 - \$105,086.28) FLSA Exempt, Bargaining Unit Eligible

**SUMMARY:**

Change the current class specification to include a **Physician's Assistant II** (Schedule 29; \$83,403.84 - \$116,364.56) FLSA Exempt, Bargaining Unit Ineligible. The **Physician's Assistant I** level will also be corrected to be FLSA Exempt and Bargaining Unit Ineligible.

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.

Class specification updated to attract more quality candidates.

- **Director of Environmental Health** - Currently Schedule 34 (\$107,729.96 - \$150,306.00) FLSA Exempt, Bargaining Unit Ineligible

**SUMMARY:**

Change the current class specification to add language requiring a current Nevada Driver's license.

**PHYSICIAN'S ASSISTANT I/II**

**DEFINITION**

To perform a variety of advanced clinical duties involved in assessing, treating, controlling, and preventing patient illness and disease within the assigned clinical area; to perform physical examinations; to identify patients with physical and emotional illness; and to administer medications as prescribed. 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**

- Receives direction from supervising physician and higher level supervisory or management staff.
- Exercises technical and functional supervision over clerical and professional 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.*

- Follow written protocols in all clinical practices.
- Perform general physical examinations including heart, neck, pulmonary chest, cardiovascular, abdominal, and other routine exams; perform pelvic and breast examinations; initiate and perform selected diagnostic tests.
- Identify physical and emotional illnesses through observations, interpretations of laboratory findings, and analysis of patient charts; analysis of diagnostic tests and appropriate medical, hospital, or other health care as needed.
- Counsel patients under medical treatment programs in order to assess their health progress; identify reoccurring problem areas; establish written and verbal treatment plans to solve specific problem areas; evaluate compliance with the treatment program and modify the treatment program based on the person or family response to treatment.
- Interview patients prior to examinations to obtain a variety of information including medical history and background; determine the type of care or community service the patient will need; observe patients for signs of intoxication or possible use of illegal drugs; refer patients to proper community service agency if necessary; document observations.
- Meet with patients in order to discuss and inform them of their laboratory test and exam results; educate patients regarding their illness; make and provide appropriate referrals.
- Counsel patients regarding the prevention of STD's and dispense appropriate STD medications.
- Provide health related counseling on the prevention of communicable diseases; coordinate health programs with outside organizations and agencies; provide general health related information and instruction to individuals and their families.
- Follow up, by telephone with patients with infections and other illnesses; ensure that they return for follow up testing or treatments as necessary
- Assist with medical emergencies; administer first aid for minor injuries and health problems including fainting, seizures, vomiting and other minor injuries or health problems.
- Maintain the operational activities and patient care for assigned clinic or health care program; (participate in a variety of responsibilities including administering immunizations, performing pregnancy and tuberculosis tests, and diagnosing and treating clients for drug addiction, and other illnesses.)
- Keep accurate patient records and maintain and update files as necessary.
- Perform related duties and responsibilities as required.

**SOUTHERN NEVADA DISTRICT**  
**Physician's Assistant (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Advanced principles, procedures, methods, and techniques of medical and health care.
- Advanced principles and practices of medical diagnosis.
- Approved medical treatments for a variety of health status.
- Normal growth patterns of newborns and infants.
- A variety of contagious and transmittable diseases, how they are contracted and spread, and their proper treatments and immunizations.
- A variety of possible reactions or side effects to vaccines and immunizations.
- Procedures and methods of laboratory testing and interpretation.
- A variety of community agencies and other outside resources available to patients.
- Medical terminology.
- Principles and procedures of medical record keeping.
- Principles and procedures of medical report preparation.
- Universal precautions and infection control practices.
- Pertinent Federal, State, and local laws, codes, and regulations regarding health care.

**Ability to:**

- Perform general physical examinations.
- Prepare and perform diagnostic tests in order to evaluate treatments for patients with a variety of infections and illnesses.
- Systematically assess the health status of persons and families.
- Provide responsible medical care within the scope of practice of physician's assistant.
- Administer a variety of prescribed medications.
- Administer proper vaccines and immunizations.
- Perform male and female exams.
- Draw blood from adults and children.
- Perform selected diagnostic procedures.
- Respond to emergency situations.
- Administer first aid.
- Interview patients prior to examination in order to assess their health status.
- Counsel patients on a variety of health care related issues.
- Operate standard medical testing equipment.
- Prepare, perform, and interpret laboratory tests.
- Prepare medical records and reports.
- 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.

**Experience and Training Guidelines**

**Physician Assistant I**

**Experience:**

- One year of experience as a Physician's Assistant.

## **SOUTHERN NEVADA DISTRICT**

### **Physician's Assistant (*Continued*)**

#### **Training:**

- Completion of a course of training in residence as a Physician's Assistant approved by the Committee on Allied Health Educations and Accreditation, affiliated with the American Medical Association.
- Certification by the National Commission on Certification of Physician's Assistants in accordance with NAC 630.280 to 630.415.

#### **Working Conditions:**

- Must perform District services with individuals having disease conditions.
- Standing and stooping for extended periods of time.

#### **License or Certificate:**

- Possession of an appropriate, valid State Physician's Assistant license.
- Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.

### **Experience and Training Guidelines**

#### **Physician Assistant II**

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.

#### **Experience:**

- Five years of experience as a Physician's Assistant.

#### **Training:**

- Completion of a course of training in residence as a Physician's Assistant approved by the Committee on Allied Health Educations and Accreditation, affiliated with the American Medical Association.
- Certification by the National Commission on Certification of Physician's Assistants in accordance with NAC 630.280 to 630.415.

#### **Working Conditions:**

- Must perform District services with individuals having disease conditions.
- Standing and stooping for extended periods of time.

#### **License or Certificate:**

- Possession of an appropriate, valid State Physician's Assistant license without restrictions.
- Possession of, or ability to obtain, 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.*

**SOUTHERN NEVADA DISTRICT**  
**Physician's Assistant (*Continued*)**

Bargaining Unit Ineligible

FLSA Exempt

Physician Assistant I Schedule 27

Physician Assistant II Schedule 29

Approved by the Board of Health on 6/25/98

Revisions approved by the Board of Health on 6/23/16

Revisions approved by the Chief Health Officer 04/20/2018

**DIRECTOR OF ENVIRONMENTAL HEALTH**

**DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Environmental Health Division and to provide highly responsible and complex administrative support to the Chief Health Officer

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general administrative and program direction from the Chief Health Officer
- Exercises direct supervision over management, supervisory, professional, technical and clerical staff in the Division of Environmental Health

**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 Environmental Health Division services and activities including field inspections, plan review, solid waste, compliance, special programs, food-handlers/animal inspections and I.S.D.S.; recommend and administer policies and procedures
- Manage the development and implementation of Environmental Health Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes
- Oversee and direct environmental responses to disease outbreaks or environmental exposures in collaboration with other Divisions, as necessary
- Represent the Environmental Health Division to other District divisions, elected officials and outside agencies; explain, justify and defend assigned programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues
- Select, train, motivate and evaluate Environmental Health Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures
- Plan, direct and coordinate, through subordinate level managers, the Division's work plan; meet with management staff to 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 Environmental Health Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary
- Coordinate Environmental Health Division activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Chief Health Officer and District Board of Health; prepare and present staff reports and other necessary correspondence
- 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 environmental health
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Perform related duties and responsibilities as required

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Director of Environmental Health (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services and activities of a comprehensive environmental health program
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- Computer software applicable to Environmental Health in addition to MS Office applications
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations

**Ability to:**

- Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility
- Select, supervise, train and evaluate staff
- Provide administrative and professional leadership and direction for the Environmental Health Division
- Identify and respond to community and Health Board issues, concerns and needs
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient environmental health inspection and plan review services
- Prepare and administer large and complex 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
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Prepare clear and concise administrative 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 District and other government officials, community groups, the general public, and media representatives
- Use a computer proficiently with MS Office programs

**Training and Experience Guidelines**

**Training:**

A master's degree in public health or a master of science degree with major course work in environmental health, chemistry, biology, public health or a related field, is required. A PhD or DSc degree in environmental health or related field is highly desirable.

**Experience:**

Five years of environmental health experience including five years of management/supervisory responsibility.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Director of Environmental Health (Continued)**

**License or Certificate:**

- Possession of a valid Registered Environmental Health Specialist certificate for the State of Nevada; national level certification is highly desirable
- Possession of or ability to obtain an appropriate, valid, Nevada Driver's License is a condition of employment

**Conditions:**

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

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

FLSA – Exempt

Bargaining Unit Ineligible

Schedule 34E

Established by the Board of Health in 1992

Revisions approved by the Board of Health on 1/23/03

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

Revisions approved by the Chief Health Officer on 6/6/13

Revisions approved by the Chief Health Officer on 05/07/2018