



Memorandum

Date: March 28, 2019
To: Southern Nevada District Board of Health
From: **John Shannon**, *Director of Administration*
Joseph Iser, MD, DrPH, MSc, *Chief Health Officer*

RE: Administration Division Monthly Report – February 2019

ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Feb 2018	Feb 2019		YTD FY18	YTD FY19	
Maintenance Responses	121	159	↑	1173	1256	↑
Electrical Work Orders	7	6	↓	50	71	↑
HVAC Work Orders	8	10	↑	94	82	↓
Plumbing Work Orders	1	2	↑	44	18	↓
Preventive Maintenance	7	20	↑	90	106	↑
Security Responses	558	526	↓	4587	4494	↓

ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Feb 2018	Feb 2019		YTD FY18	YTD FY19	
Service Requests Completed	460	492	↑	3992	3879	↓
Service Requests Opened	446	486	↑	3906	3934	↑
Service Requests Open over 30 days	84	83	↓	973	651	↓

Information Services System Availability 24/7

	Feb 2018	Feb 2019		YTD FY18	YTD FY19	
Total System	99.96	99.92	↓	99.95	99.87	↓

Total Monthly Work Orders by Department

	Feb 2018	Feb 2019		YTD FY18	YTD FY19	
Administration	152	180	↑	1202	1423	↑
Community Health	84	79	↓	808	612	↓
Environmental Health	101	85	↓	855	700	↓
Clinical Services	123	148	↑	1064	1144	↑

First Call Resolution & Lock-Out Calls	Feb 2018	Feb 2019		YTD FY18	YTD FY19	
Total number of calls received	446	486	↑	3906	3934	↑
Number of first call resolutions	8	0	↓	51	28	↓
Number of Lock-out calls	5	7	↑	43	65	↑

ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	Feb 2018	Feb 2019		YTD FY18	YTD FY19	
Grants Pending – Pre Award*	5	8	↑	7	7	→
Grants in Progress – Post Award**	5	9	↑	69	67	↓
Purchase Orders Issued	176	214	↑	1207	1414	↑

* 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/Residents/Fellows

Feb 2019

Internships-Total Interns ¹	15
Internship Hours ²	558

¹ Total number of monthly interns includes 4 semester-long students (January-May 2019).

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

ADMINISTRATION Office of Communications – Monthly Activity Report and Fiscal Year Data

Media Contacts:

- 02.27.2019: KTNV-TV 13: Fake health inspectors
- 02.26.2019: KTNV-TV 13: Immunizations
- 02.19.2019: KXNT-AM/FM: Heart Month
- 02.13.2019: KSNV-TV 3: Health effects of contaminated water
- 02.13.2019: Las Vegas Review-Journal: Clark County Detention Center complaint
- 02.12.2019: KTNV-TV 13: Clark County Detention Center complaint
- 02.11.2019: KVVU-TV 5: Slam Dunk Challenge
- 02.11.2019: KXNT-AM/FM: Flu season
- 02.11.2019: Las Vegas Sun: Infant mortality rates among African Americans
- 02.11.2019: KVVU-TV 5: Increase in Children getting flu shots
- 02.11.2018: NBC News Radio: Flower Child Restaurant past ratings and TAM cards
- 02.11.2019: Las Vegas Review-Journal: 2017 Legislative Bill AB 307 related to additional emergency response planning
- 02.08.2019: KVVU-TV 5: Flu season/schools
- 02.07.2019: KVVU-TV 5: Flu outbreak in schools
- 02.05.2019: KSNV-TV 3: Scarlet fever
- 02.05.2019: KXNT-AM/FM: Move Your Way 5k Run/Walk
- 02.04.2019: KVVU-TV 5: Arsenic in water

- 02.01.2019: KVVU-TV 4: Restaurant complaint/inspection processes

News Releases Disseminated:

- 02.11.2019: Southern Nevada Health District, Clark County School District, and Las Vegas Aces team up for Slam Dunk Health Challenge
- 02.07.2019: February is American Heart Month
- 02.06.2019: Southern Nevada Health District to offer Express Testing for National Black HIV/AIDS Awareness Day
- 02.05.2019: Redistributed Move Your Way 5k Run/Walk

Press Placed:

- 02.28.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/i-team-contract-extended-for-head-of-health-district-despite-absences/1818675841>
- 02.26.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/southern-nevada-health-district-s-controversial-chief-could-get-contract-extension/1813211221>
- 02.26.2019: Pew Trusts: <https://www.pewtrusts.org/en/research-and-analysis/blogs/stateline/2019/02/26/more-babies-are-being-born-with-syphilis-blame-meth-and-opioids>
- 02.21.2019: US News: <https://www.usnews.com/news/best-states/nevada/articles/2019-02-20/officials-find-ricin-with-dead-man-in-las-vegas-apartment>
- 02.20.2019: LVRJ: <https://www.reviewjournal.com/local/local-las-vegas/small-amount-of-ricin-found-in-las-vegas-hazmat-incident-1601391/>
- 02.20.2019: Las Vegas Sun: <https://lasvegassun.com/news/2019/feb/20/small-amounts-of-ricin-found-in-las-vegas-apartmen/>
- 02.20.2019: KXNT-AM/FM: <https://kxnt.radio.com/articles/metro-police-ricin-found-apartment-west-las-vegas>
- 02.20.2019: KSNV-TV3: <https://news3lv.com/news/local/police-ricin-found-inside-las-vegas-apartment-during-death-investigation>
- 02.20.2019: KDWN-AM/FM: <https://kdwn.com/2019/02/20/ricin-found-in-las-vegas-apartment/>
- 02.20.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/ricin-found-in-man-s-apartment-near-flamingo-decatur/1796804535>
- 02.20.2019: KVVU-TV5: https://www.fox5vegas.com/news/las-vegas-police-investigate-death-find-hazardous-ricin/article_f65a0f58-356d-11e9-9c2d-17f77a600324.html
- 02.19.2019: KTNV-TV13: <https://www.ktnv.com/news/vegas-pd-apartments-complex-on-lockdown-due-to-possible-hazardous-substance>
- 02.15.2019: https://www.fox5vegas.com/news/las-vegas-woman-finds-glass-in-fries-at-popeye-s/article_b8e021d0-31bc-11e9-bf0a-97f972af776e.html
- 02.14.2019: <https://mesquitelocalnews.com/2019/02/14/february-is-american-heart-month/>
- 02.13.2019: <https://kxnt.radio.com/articles/southern-nevada-health-district-teaming-new-partners>
- 02.12.2019: <https://www.ktnv.com/news/investigations/serious-raw-sewage-spill-under-investigation-at-clark-county-detention-center>
- 02.12.2019: <https://www.reviewjournal.com/news/politics-and-government/2019-legislature/nevada-health-officials-push-for-funding-prevention-programs-1595503/>
- 02.11.2019: <https://www.lasvegasnow.com/news/video/health-district-food-and-beverage-stands-could-pose-a-health-risk/1773466507>

- 02.11.2019: <https://aces.wnba.com/news/aces-team-up-with-southern-nevada-health-district-clark-county-school-district-for-slam-dunk-health-challenge/>02.07.2019: Las Vegas Heals: <https://www.lasvegasheals.org/february-is-american-heart-month/>
- 02.07.2019: Las Vegas Heals: <https://www.lasvegasheals.org/southern-nevada-health-district-to-offer-express-testing-for-national-black-hiv-aids-awareness-day/>
- 02.06.2019: KXNT-AM: <https://kxnt.radio.com/articles/health-district-offering-express-testing-national-black-hiv-aids-awareness-day>

Products under Development:

- Food Handler Safety Training video — filming partially done
- Monitored legislative session activity
- NIIW vendor list
- Public Health Heroes
- Mobile Health Collaborative release for community partners
- FSAM grant videos — filming partially done
- March bubble messages

Products Completed:

- National Children's Dental Health Month videos
- THNK training flyer
- THNK Super Smash Bros. tournament flyer
- Pedestrian and traffic signs banner — design subsequently scrapped / to be redone with new theme
- Reviewed City of Henderson agenda
- Reviewed Clark County Commission agenda
- Spanish Stop-Look-Listen banner
- PowerPoint template matching Trauma System Report
- New FERL document template
- Spring FamCAN event flyer
- NIIW participant form sent to vendors
- Stop-Look-Listen banner (English version)
- SNPOD website and app passwords sheet
- Academic Affairs newsletter – February 2019
- FPC/THNK Youth Access Day flyer
- Updated smoke-free housing signage
- Updated Living Well with HIV handbook
- Landlord/Tenant infographic
- CCMS Article
- Edited MM4RS flyer
- April Food Safety Partnership meeting flyer
- Formatted Accreditation Communication Plan
- March and April Barbershop Outreach Project posters
- Updated Celebrating Your Health event flyer
- BabyFest 2019 flyer
- Spanish Tobacco Quitline trifold brochure

Advertising Placed:

- Gay Vegas and Fab magazine ads – March 2019
- Las Vegas Kids Directory ad and website banner – March/April 2019

Social Media Summary:

- Researched, developed, and posted 137 social media messages for:
 - Diabetes
 - International Mother Language Day
 - Emergency preparedness
 - Quit smoking
 - Mobile Health Collaborative
 - Immunizations
 - Slam Dunk Health Challenge
 - U.S. Passport
 - American Heart Month
 - National Condom Week
 - Flu
 - Mosquito prevention
 - HIV/STD testing
 - National Children's Dental Health Month
 - Mobile Clinic
 - Move Your Way
 - Family Planning Clinic
 - National Black HIV/AIDS Awareness Day

Website Updates/Postings:

- Reviewed/revised syphilis/gonorrhea/chlamydia FAQs
- Created BabyFest page
- Posted/updated pages related to the Board of Health, various committees, and associated assets
- Contacted stakeholders regarding outdated content
- Website alerts, reminders, and schedules
- Provided FY17-18 statistical analysis for GetHealthy website
- Reviewed/updated Hepatitis and TB related pages
- Updated Contact Us pages
- Updated SNHD homepage
- Uploaded translated FH Safety Training Guides
- Organized FAQs to be updated
- Updated News Release page
- Posted content and alerts related to Ricin event
- Updated GetHealthy and Viva Saludable website properties
- Reviewed/updated health topics and program content
- Aquatics – organized meeting and reviewed major content updates

Web Development Updates:

- Tested plugin updates on test instance
- CSS modifications on test site prior to implementation
- Website FAQ review
- Content container adjustments and updates
- Troubleshoot various issues related to website migration
- Replied to stakeholder questions/concerns regarding SNHD website and how best to add new content
- Researched and tested plugins to enhance website functionality
- Introduced CMS capabilities for cross-training purposes

Translation Services:

- Reviewed translation for BabyFest flyer
- Translated EH Inspection Required notice into Spanish
- Translated Family Health Care Center brochure into Spanish
- Translated Office of Chronic Disease Health Prevention & Promotion brochure into Spanish

Community Outreach:

- Delivered Health District flyers and information pamphlets to Friends of Parkinson's for an upcoming event
- Mobile Health Collaborative health fair
- Distributed Mobile Health Collaborative event flyers to community partners

Meetings of Note:

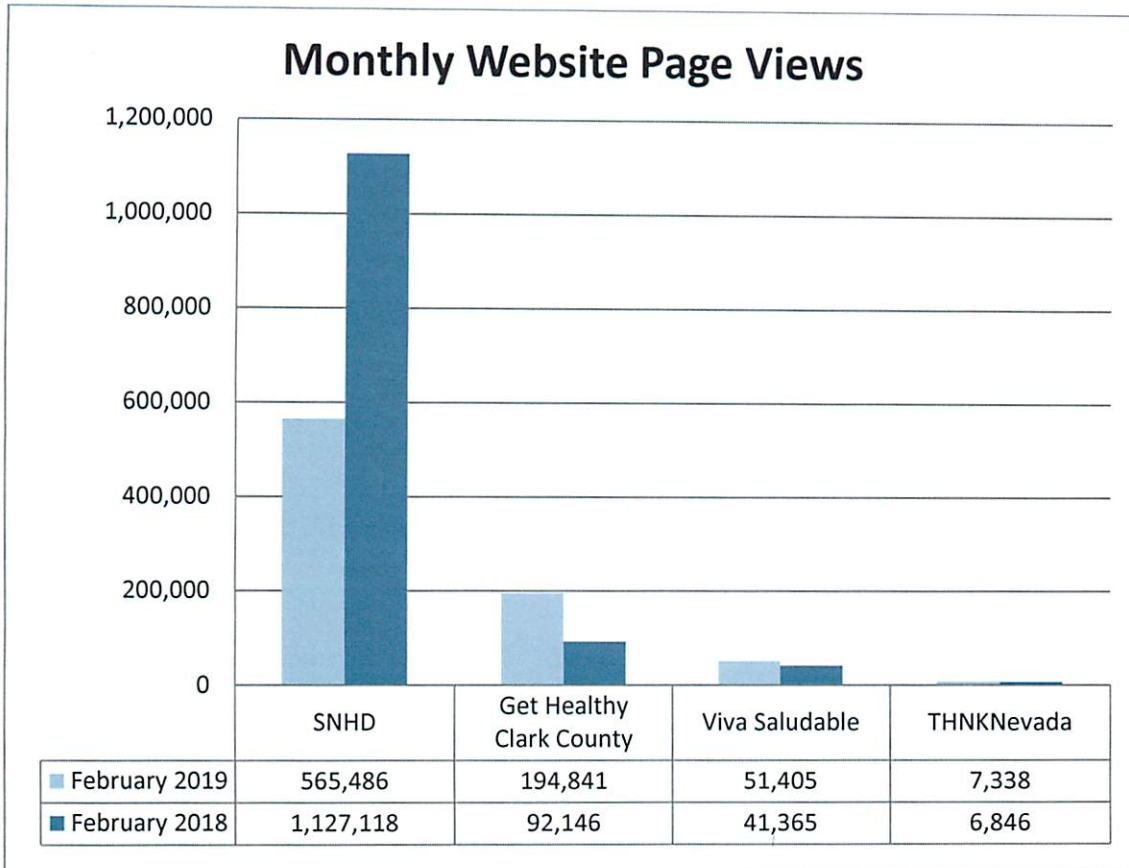
- 02.28.2019: Intranet discussion
- 02.27.2019: State Health Insurance Assistance Program meeting
- 02.27/2019: EH Morning Mingle
- 02.26.2019: 2019 County Health Rankings Webinar
- 02.25.2019: Administrative Roundtable
- 02.22.2018: Legislative Update meeting
- 02.22.2019: NPHA Advocacy and Policy Committee call
- 02.21.2019: NIIW planning meeting
- 02.21.2019: Division of Strategic National Stockpile/NV-LV Urban Areas Security Initiative tabletop exercise
- 02.20.2019: Ricin Incident briefing
- 02.20.2019: Ricin News Conference LVMPD HQ
- 02.19.2019: Met with Census Bureau representative
- 02.15.2019: NPHA Advocacy and Policy Committee meeting
- 02.15.2019: Legislative Update meeting
- 02.13.2019: Leadership Las Vegas Health Committee meeting
- 02.12.2019: Radio interview with Miriam Hickerson's Weekly Consumer Affairs show to discuss American Heart Month and the Mobile Health Collaborative health fair on February 15.
- 02.11.2019: Health Equity Quality Improvement meeting
- 02.01.2019: Meeting with Miriam Hickerson/ESPN to discuss 2019 radio schedule

Media, Collateral and Community Outreach Services	Feb. 2018	Feb. 2019		YTD FY18	YTD FY19	
Media - Print Articles	20	23	↑	165	201	↑
Media - Broadcast stories	8	22	↑	70	121	↑
Collateral - Advertising/Marketing Products	13	29	↑	147	213	↑
Community Outreach - Total Volunteers ¹	22	22	→			
Community Outreach - Volunteer Hours	1,019	1,011	↓	9,177	10,127.50	↑

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

Social Media Services		Feb. 2018	Feb. 2019		YTD FY18	YTD FY19
*Facebook SNHD	Likes	3,713	4,037	↑	3,713	4,037
*Facebook Henderson PHC	Likes	1,472	**N/A	↓	1,472	**N/A
*Facebook Mesquite PHC	Likes	461	**N/A	↓	461	**N/A
*Facebook GHCC	Likes	5,370	5,784	↑	5,370	5,784
*Facebook SHC	Likes	1,805	1,744	↓	1,805	1,744
*Facebook THNK/UseCondomSense	Likes	6,181	6,008	↓	6,181	6,008
*Facebook SNHD THNK Project	Likes	40	46	↑	40	46
*Facebook FamCam	Likes	31	50	↑	31	50
Facebook Food Safety	Likes	22	22	→	22	22
*Instagram SNHD	Followers	199	645	↑	199	645
*Instagram Food Safety	Followers	170	269	↑	170	269
*Twitter EZ2Stop	Followers	410	408	↓	410	408
*Twitter SNHDflu	Followers	815	899	↑	815	899
*Twitter Food Safety	Followers	38	50	↑	38	50
*Twitter GetHealthyCC	Followers	324	329	↑	324	329
*Twitter SNHDinfo	Followers	2,609	2,955	↑	2,609	2,955
*Twitter TuSNHD	Followers	225	253	↑	225	253
*Twitter THNK/ UseCondomSense	Followers	704	715	↑	704	715
*Twitter SoNVTraumaSyst	Followers	96	114	↑	96	114
YouTube SNHD	Views	7,602	11,000	↑	249,597	78,730
YouTube THNK/UseCondomSense	Views	79	338	↑	1,041	1,709

*Facebook, Instagram and Twitter numbers are not cumulative.
**Henderson and Mesquite Facebook pages deactivated January 2019.



HUMAN RESOURCES MONTHLY REPORT FEBRUARY 2019

Employment/Recruitment:

- 7 New Hires, including 1 Rehire
- 543 active employees as of February 28, 2019
- 6 Terminations, including 1 retirement
- 6 Promotions, including 2 Flex-reclasses
- 0 Lateral Transfer
- 0 Reclassifications
- 0 Demotions
- 51 Interviews
- 0 Bilingual Tests conducted, and 2 sign-language interpreters scheduled
- Turnover rates
 - Administration – 1.77%
 - Clinical Services – 1.44%
 - Community Health – 0.00%
 - Environmental Health – 1.29%
- 15 Other Personnel Change forms processed
- 37 Evaluations received and recorded in One Solution
- Total number of vacancies: 46.2 FTEs
- Total number of positions in recruitment: 36.2 FTEs

Worker's Compensation (PACT)

- Number of Workers Comp cases for the month: 0 (non-OSHA recordable) and 1 (OSHA recordable)
- Number of Open Cases: 5
- Number of Cases in final closing: 3

Risk Management (POOL)

- Number of new Risk Management cases for the month: 2
- Number of open cases: 5

FMLA and ADA

- FMLA hours used: 1,163.75 hours; 22 employees utilized FMLA this period (February)
- FMLA cases open:
 - Short-term intermittent: 13
 - Block of FMLA leave: 15
 - Long-term intermittent: 16
 - Near exhaustion of FMLA letters sent out: 2
- FMLA leave requests: 6 new, 4 recertifications, 2 return to work
- FMLA meetings with employees, one-on-one: 13
- Number of donated leave requests/paperwork processed: 0
- ADA accommodation discussions: 1
- Follow-up with employee in Finance regarding ADA interactive process and FMLA (Susan Damitz)

Employee Benefits

- Orientations conducted:
 - Benefit Orientation/Public Health 101: 9 employees
 - SEIU Union Orientation: 8 employees
- Benefits processed:
 - New Hires: 8
 - Changes: 1
 - Terminations: 6
- Mass Mutual:
 - Open new accounts: 7
 - Processed withdrawals/rollovers/purchase of service credit: 6
- One-on-one retirement meetings—includes 457(b) and PERS pension/advice and counsel: 8
- Health Insurance meetings, assist with issues, assist with disability claim forms: 21

Employee/Labor Relations

- 1 Verbal Warning, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 2 Probationary Releases
- 1 Grievance
- 0 Arbitrations
- 0 hours of Labor Meetings (with Union)
- 90 hours Investigatory Meetings
- 6 Investigations

- 40 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4

Other Employee Issues:

- Met with employee from OEDS to discuss his behavior (Susan Damitz)
- Met with employee in PIO to discuss use of FMLA (Susan Damitz)

Employee Health Nurse

Employee TB tests: 18

Employee Vaccinations: 2

New Hire Bloodborne Pathogen class training: 1

Post Hepatitis B titer blood draws: 1

Respirator Fit test: 16

BBP exposure follow-up: 2

Other Activities for Employee Health Nurse:

- Finalized 2019 Exposure Control Plan update
- Participated in meetings/discussions regarding:
 - Pre-contract negotiations: 3
 - Safety duties designation: 2
 - Respiratory protection: 2
 - Mail room process
 - Interview for HR trainer
 - Ergonomic assessment
 - Policy Committee: Blood and Body Fluid clean up update
- In Progress:
 - New SNHD Respiratory Protection Policies and Procedures
 - Assisting with creation of mailroom process

Human Resources Administrator

Investigations: 22 hours

Training: 21 hours

Training Development: 16 hours

Meetings with employees: 45 hours

Negotiations: 22 hours

Trainings/Meetings Attended by Staff:

- The Power of Lifestyle Medicine webinar (Karen Atkins)
- SharePoint Intranet committee meeting for Human Resources (Susan Damitz)
- WGU Bagel Breakfast (Susan Damitz)
- Vendor meeting with Western Life Specialties; met new agent (Susan Damitz and Scott Witherall)
- Health Equity Committee (Kimberly Monahan)
- Academic Affairs Committee (Adriana Alvarez)

Projects in Progress/Other items

- Coordinate six (6) financial sessions for employees for April, including PERS, Social Security, Probate & Estate Planning, Mass Mutual, retirement Lunch 'n Learn (Susan Damitz)

- Update exit interview form to capture information in relation to employee's feedback on flexible work schedule (Susan Damitz)
- Continue to work on uploading Human Resources forms from SharePoint to new Intranet (Susan Damitz)
- Update and improve FMLA forms on H: drive to fillable forms; create new FMLA checklist, FMLA intake sheet, improved FMLA notes page (Susan Damitz)
- Final updates to recruitment policy (Adriana Alvarez and Kimberly Monahan)
- Developing the Adjusted Work Schedule Policy (Adriana Alvarez, Kimberly Monahan, Scott Witherall)
- Pay Scale (Adriana Alvarez and Kimberly Monahan)
- Assistant Public Health Officer/Communicable Disease Controller Class Spec Development (Adriana Alvarez and Kimberly Monahan)

SOUTHERN NEVADA PUBLIC HEALTH LABORATORY (SNPHL)

1. **Clinical Testing:** SNPHL continues to support the SNHD Nursing Division with Sexually Transmitted Disease (STD) testing. SNHD STD department and SNPHL cooperatively participate in the CDC Gonococcal Isolate Surveillance Project (GISP). SNPHL performs *N. gonorrhoeae* culture and submits isolates to CDC and Nursing provides the client information required by the project. In October, 2015, SNPHL began performing *C. trachomatis/N. gonorrhoeae* (CT/GC) molecular testing to support SNHD clinical programs.
2. **Epidemiological Testing and Consultation:**
 - A. SNPHL continues to support the disease investigation activities of the SNHD OOE and Nursing Division.
 - B. SNPHL continues to participate in the SNHD Outbreak Investigation Committee and Foodborne Illness Taskforce.
 - C. SNPHL continues to report results of influenza testing to the CDC National Respiratory and Enteric Virus Surveillance System (NREVSS).
3. **State Branch Public Health Laboratory Testing:**
 - A. SNPHL continues to perform reportable disease isolate testing and confirmation. Isolates submitted by local laboratories are serotyped or confirmed; stored on-site; and results reported and/or samples submitted to CDC through various national programs including Public Health Laboratory Information System (PHLIS), National Antimicrobial Resistance Monitoring System (NARMS), and Influenza Surveillance.
 - B. SNPHL continues to perform CDC Laboratory Response Network (LRN) testing for biological agents on clinical and unknown environmental samples.
 - C. SNPHL continues to perform Pulsed Field Gel Electrophoresis (PFGE) testing of *Salmonella*, *Shigella*, *Listeria*, and Shiga toxin producing *E. coli* (STEC) isolates submitted by local clinical laboratories. SNPHL reports the PFGE data to the CDC PulseNet program and to the SNHD OOE.
 - D. SNPHL provides courier services to SNHD public health centers and Southern Nevada hospital or commercial laboratories
4. **All-Hazards Preparedness:**
 - A. SNPHL continues to participate with SNHD OPHP, local First Responders and sentinel laboratories to ensure support for response to possible biological or chemical agents.

- B. SNPHL staff continues to receive training on LRN protocols for biological agent confirmation.
- C. SNPHL maintains sufficient technical laboratory staff competent to perform LRN testing 24 hours per day/7 days per week.
- D. SNPHL continues to coordinate with First Responders including local Civil Support Team, HazMat, Federal Bureau of Investigation, and Las Vegas Metropolitan Police Department.
- E. SNPHL continues to provide information to local laboratorians on packaging and shipping infectious substances and chain of custody procedures.

5. February 2019 SNPHL Activity Highlights:

- A. Laboratory staff had received an average of approximately 9 hours of training this month.
- B. Clinical laboratory is in the validation process for Hepatitis C testing.
- C. Training of both SNPHL new hires continues.
- D. SNPHL continues to move forward with mandated transition from PFGE to WGS. The current established deadline for this change is 3/2019. SNPHL sent one staff member to WGS training in February.
- E. SNPHL has worked closely with OEDS department and local community partners on recent cases of Acute HAV, and one case Leishmania.
- F. Respiratory surveillance has increased significantly with positive detection of Influenza A cases on the rise. SNPHL sent one untypable flu case to CDC.

COMMUNITY HEALTH – SNPHL – Fiscal Year Data

SNPHL Services	Feb 2018	Feb 2019		FY 2017-2018	FY 2018-2019	
Clinical Testing Services ¹	3289	4585	↑	44355	39685	↓
Epidemiology Services ²	205	313	↓	5862	2937	↓
State Branch Public Health Laboratory Services ³	3	71	↑	1698	561	↓
All-Hazards Preparedness Services ⁴	89	95	↓	136	569	↑
Environmental Health Services ⁵	N/A	0		N/A	2157	

1 Includes N. Gonorrhoeae culture, GISP isolates, Syphilis, HIV, CT/GC molecular, Gram stain testing.
 2 Includes Stool culture, EIA, Norovirus PCR, Respiratory Pathogen PCR, Epidemiological investigations or consultations.
 3 Includes PFGE and LRN testing, proficiency samples, reporting to CDC, courier services, infectious substance shipments, teleconferences, trainings, presentations and inspections, samples submitted to CDC or other laboratories.
 4 Includes Preparedness training, teleconferences, inspections.

Grants Expired and Awarded

February 2019

Grants Expired					
Project Name	Grantor	End Date	Amount	Reason	FTE
Ryan White Part A (rwa_18)	P-HRSA	2/28/2019	\$ 1,494,853.00	end of budget period	10.40
Ryan White Part A Clinical Quality Management (rwacqm18)	P-HRSA	2/28/2019	\$ 40,000.00	end of budget period	0.29

Grants Awarded							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Tobacco Prevention and Control - Nevada Clinical Services, amendment #1 (tobncls19)	O-NV Clinical Services	2/1/2019	10/1/2018	6/30/2019	\$ 43,917.00	added funds	0.11
Cross Jurisdictional Sharing, amendment #1 (cjs_18)	O-RWJ Foundation	2/4/2019	5/1/2018	5/31/2019	\$ -	time extension	0.00
Racial and Ethnic Approaches to Community Health, amendment #3 (reach_19)	F-CDC	2/5/2019	9/30/2018	9/30/2023	\$ -	change in AO	0.00
Supplemental Nutrition Assistance Program Education, amendment #1 (snaped19)	P-USDA	2/11/2019	10/1/2018	9/30/2019	\$ -	change in AO	0.00
Family Planning AB197 Nevada (fpmv_19)	State NV	2/12/2019	signature	6/30/2019	\$ 250,000.00	new award	0.00
Tuberculosis Prevention and Control Program (tb_19)	P-CDC	2/14/2019	1/1/2019	12/31/2019	\$ 330,210.00	renewal	1.00
Zida Birth Defects, amendment #5 (zikabd17)	F-CDC	2/19/2019	3/1/2017	7/31/2019	\$ -	revised budget	0.00
Emergency Medical Services First Responders, amendment #1 (emsfr_19)	F-SAMHSA	2/20/2019	9/30/2018	9/30/2019	\$ -	change in AO	0.00

Grants Expired and Awarded

National Association of County and City Health Officials Mentorship Program(mentor19)	P-FDA	2/25/2019	12/1/2018	8/31/2019	\$ 15,400.00	renewal	0.00
Family Planning Title X Program, amendment #6 (fp_17)	F-OASH	2/27/2019	4/1/2016	8/31/2018	\$ -	close out	0.00


Post-Award Grants Status

Grantor	Grant Name	Grant Doc Rcv'd	Start	End	Total Amount	Description of Action	Project Manager	POC	Grant Doc Routed	Signed by Admin Dir AO/ SO	Sent to Grantor	Doc Received	Fully Executed - Signed	Comments
NCS	tobncs19 hd162829-1	1/25/2019	10/1/2018	6/30/2019	\$43,917.00	added fund and 1 objective	Maria	Nicole	1/25/2019	1/28/2019	1/28/2019	2/1/2019	1/29/2019	emailed to jonathan lopez/ state nv
KHI	cjs_18 amd#1	2/4/2019	5/1/2018	5/31/2019	\$0.00	time extension	iser	emily	n/a	Dr. Iser 2/3/19	n/a	2/4/2019	2/3/2019	received signed amd#1 by email from Jakki Wells
CDC	reach_19	2/5/2019	9/30/2018	9/29/2023	\$0.00	change in AO/SO	Maria	Nicole	n/a	n/a	n/a	2/5/2019	2/5/2019	amemdment processed by CH. Fully executed amd #3 sent from GS
State NV	snaped19 hdED1906-1	1/14/2019	10/1/2018	9/30/2019	\$0.00	split one salary with two employees on project	Maria	Nicole	1/16/2019	1/16/2019	1/16/2019	2/11/2019	2/11/2019	emailed monique pomerleau/ state nv
State NV	fprnv_19 hd16911	2/1/2019	signature	6/30/2019	\$250,000.00	fp using mobile van clinic	Vicki	Bernie	2/1/2019	2/4/2019	2/4/2019	2/12/2019	2/7/2019	emailed to lynn conway / state nv
State NV	tb_19 hd16935	1/31/2019	1/1/2019	12/31/2019	\$330,210.00	prevention and control of TB	Margarita	Laurie	2/1/2019	2/4/2019	2/4/2019	2/14/2019	2/8/2019	emailed to susan mcelhany / state nv
CDC	zikabd17 amd#5	2/19/2019	3/1/2017	7/31/2019	\$0.00	revised budget	Kathryn	Devin	n/a	n/a	n/a	2/19/2019	2/19/2019	received via grantsolutions.gov
SAMHSA	emsfr_19 #02M001	2/20/2019	9/30/2018	9/29/2019	\$0.00	change in AO/SO	John	Laura	n/a	n/a	n/a	2/20/2019	2/19/2019	received from John S. and Dr. Johnson
NACCHO	mentor19 #2019-012905	2/15/2019	12/1/2018	8/31/2019	\$15,400.00	being mentor - retail food standards Cohort 8	Christine	Nikki	2/15/2019	2/22/2019	2/22/2019	2/25/2019	2/25/2019	emailed to leslie mclaughlin/ naccho
OASH	fp_17 amd #6	2/27/2019	4/1/2016	8/31/2018	\$0.00	close out and change in AO	Vicki	Bernie	n/a	n/a	n/a	2/27/2019	2/27/2019	received automatically from grantsolutions.gov
State NV	tob_19 hd17048	2/11/2019	3/29/2019	3/28/2020	\$163,546.00	tobacco education and prevention	maria	nicole	2/12/2019	2/11/2019	2/13/2019			
State NV	aduhep19 hd16913-1	2/26/2019	11/1/2018	10/31/2019	\$0.00	correct category from Other to Contractual	Marlo	Victoria	2/26/2019	2/27/2019				

PAYROLL EARNINGS SUMMARY

February 09 to February 22, 2019

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 381,216.57	\$ 1,852,958.29	\$ 6,191,542.90	\$10,285,494.00	60%
ENVIRONMENTAL HEALTH	\$ 431,251.95	\$ 2,158,453.33	\$ 7,346,531.60	\$11,396,176.00	64%
COMMUNITY HEALTH	\$ 357,624.13	\$ 1,750,183.04	\$ 5,891,555.85	\$9,689,098.00	61%
ADMINISTRATION	\$ 298,769.87	\$ 1,554,134.69	\$ 5,371,086.41	\$8,433,999.00	64%
TOTAL	<u>\$1,468,862.52</u>	<u>\$7,315,729.35</u>	<u>\$24,800,716.76</u>	<u>\$39,804,767.00</u>	<u>62%</u>
FTE	542				
Regular Pay	\$ 1,164,911.37	\$ 5,794,145.15	\$ 19,789,799.36		
Training	\$ 5,725.12	\$ 36,578.23	\$ 148,275.39		
Final Payouts	\$ 1,348.84	\$ 65,337.43	\$ 298,147.08		
OT Pay	\$ 4,747.51	\$ 11,944.43	\$ 82,033.14		
Leave Pay	\$ 272,385.95	\$ 1,332,393.01	\$ 3,997,411.60		
Other Earnings	\$ 19,743.73	\$ 75,331.10	\$ 485,050.19		
	<u>\$ 1,468,862.52</u>	<u>\$ 7,315,729.35</u>	<u>\$ 24,800,716.76</u>		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 09 to February 22, 2019

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>
STEVENS, MICHAEL P	8.00	\$288.59	POOLE, STEPHENIE	0.75	\$19.98
CHAMBERLAIN, ROBERT C	8.00	\$288.59	ALFORD, CAMILLE A	0.75	\$14.71
HASSELBAUER, FORREST L	3.50	\$171.43	GILLIAM, TINA	5.25	\$147.16
RUESGA, LEONARD	16.00	\$495.22	BERRY, KAREN	0.38	\$11.07
RUIZ, GEORGE	4.50	\$162.33	SHARRON, TARA	0.38	\$6.64
HAMILTON, SAMANTHA	0.75	\$19.92	YOUNG, ANGELA K	10.50	\$466.41
Total Administration	40.75	\$1,426.08		18.00	\$665.98

COMMUNITY HEALTH

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
FLOURNOY, TIFFANY D	4.50	\$170.91	KING, MICAH N	7.88	\$238.20
EWING, TABITHA L	DEII_19/RWBEIS18 4.50	\$184.38	EARNEY, RAYLEEN D	6.00	\$228.57
O'CONNOR, KELLI J	DEII_19/RWBEIS18 4.50	\$199.21	BROWN, AMANDA B	6.00	\$228.57
BUTTERY, ERIN J	7.00	\$466.41	MEACHAM, MINDY A	8.25	\$314.29
ABITRIA, VINCENT R	PHEPLB19 4.50	\$299.84	PELAEZ, NELEIDA	6.00	\$147.95
BAUTISTA, ILENE E	PHEPLB19 10.25	\$600.74	AYALA, CARLOS	6.00	\$147.95
DEL ROSARIO, EDNA	4.00	\$123.81			
Total Community Health	39.25	\$2,045.30		40.13	\$1,305.53

CLINICAL SERVICES

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BRANTNER, LONITA A	1.00	\$39.97	VALDIVIESO ESTRADA, ISABEL	0.75	\$24.49
CHONGTAI, LORIZA R	0.50	\$33.32	PANALIGAN, TEODORITA	0.38	\$15.03
BROWN, PREANA C	0.50	\$12.91	RIVERA, SHEILA A	0.75	\$24.49
RUBIO LERMA, ADRIANA	RWAEIS18 1.00	\$26.55	FRITZMAN, SHERI	0.75	\$30.07
WOOLFOLK, MARIO	CHWNV_19 0.50	\$12.91	AGUILAR, BECKY S	0.75	\$24.49
			ARIAS DE LUJAN, MARIA	0.38	\$15.03
			SPRANCE GROGAN, CAROLYN S	1.13	\$36.74
Total Clinical Services	3.50	\$125.66		4.88	\$170.34

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 09 to February 22, 2019

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>
KONOLD, CANDICE S	10.00	\$571.43	JOHNSON, JENNIFER S	0.38	\$12.25
KARNS, ALFRED J	10.00	\$543.23	NORTHAM, KORIE	1.13	\$37.69
SAN NICOLAS, THOMAS	0.75	\$35.81	FRANCESCHINI, JOSEPH D	3.00	\$88.54
			CASTRO, SHANAE C	1.13	\$33.20
Total Environmental Health	<u>20.75</u>	<u>\$1,150.47</u>		<u>5.63</u>	<u>\$171.67</u>
Combined Total	<u>104.25</u>	<u>\$4,747.51</u>		<u>68.63</u>	<u>\$2,313.53</u>

PAYROLL EARNINGS SUMMARY
February 23 to March 8, 2019

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 409,935.71	\$ 2,266,698.34	\$ 6,605,282.95	\$10,285,494.00	64%
ENVIRONMENTAL HEALTH	\$ 429,281.36	\$ 2,587,734.69	\$ 7,775,812.96	\$11,396,176.00	68%
COMMUNITY HEALTH	\$ 299,840.02	\$ 2,050,023.06	\$ 6,191,395.87	\$9,689,098.00	64%
ADMINISTRATION	\$ 375,253.70	\$ 1,929,388.39	\$ 5,746,340.11	\$8,433,999.00	68%
TOTAL	\$1,514,310.79	\$8,833,844.48	\$26,318,831.89	\$39,804,767.00	66%
 FTE	 541				
 Regular Pay	\$ 1,315,354.34	\$ 7,109,499.49	\$ 21,105,153.70		
Training	\$ 9,361.80	\$ 45,940.03	\$ 157,637.19		
Final Payouts	\$ 58,240.59	\$ 125,859.63	\$ 358,669.28		
OT Pay	\$ 2,104.28	\$ 14,048.71	\$ 84,137.42		
Leave Pay	\$ 117,622.58	\$ 1,451,538.32	\$ 4,116,556.91		
Other Earnings	\$ 11,627.20	\$ 86,958.30	\$ 496,677.39		
	\$ 1,514,310.79	\$ 8,833,844.48	\$ 26,318,831.89		



 CHIEF HEALTH OFFICER OR
 DIRECTOR OF ADMINISTRATION



BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

February 23 to March 8, 2019

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>
TERRIQUEZ, ARTURO	2.75	\$80.91	POOLE, STEPHENIE	0.38	\$9.99
CHAMBERLAIN, ROBERT C	8.00	\$288.59	GILLIAM, TINA	2.25	\$63.07
RUESGA, LEONARD	2.50	\$77.38	BERRY, KAREN	0.75	\$22.13
STEVENS, MICHAEL P	8.00	\$288.59	HAMILTON, SAMANTHA	0.75	\$13.28
RUIZ, GEORGE	4.50	\$162.33			
HASSELBAUER, FORREST L	3.00	\$146.94			
Total Administration	<u>28.75</u>	<u>\$1,044.74</u>		<u>4.13</u>	<u>\$108.47</u>

COMMUNITY HEALTH

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
AHLO, MALCOLM K	0.00	\$0.00	AHLO, MALCOLM K	12.00	\$481.10
HARMON, JENNIFER J	0.50	\$28.57			
BAUTISTA, ILENE E	4.00	\$234.44			
Total Community Health	<u>4.50</u>	<u>\$263.01</u>		<u>12.00</u>	<u>\$481.10</u>

CLINICAL SERVICES

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
CHONGTAI, LORIZA R	0.25	\$16.66	REED, DEBORAH D	2.25	\$56.97
RIVERA, SHEILA A	0.50	\$24.49	THARAYANI, SIBYL	0.75	\$24.49
CENABRE, MARIA T	0.25	\$9.99	VALDIVIESO ESTRADA, ISABEL	0.75	\$24.49
GONZALES, VIRTUDES	1.00	\$60.14	WOODS, ROSANNA	0.38	\$13.91
MATTESON, KIMBERLY A	0.25	\$8.57	CAPURSO, CYNTHIA	0.38	\$15.03
FINCHER, INA B	0.50	\$30.07	BRANTNER, LONITA A	1.13	\$29.97
BERNABE, XANDEE S	1.00	\$57.14	SPRANCE GROGAN, CAROLYN S	1.50	\$48.98
			LIONETTI, YAMILETH L	3.00	\$133.26
			ARIAS DE LUJAN, MARIA	0.38	\$15.03
Total Clinical Services	<u>3.75</u>	<u>\$207.06</u>		<u>10.50</u>	<u>\$362.15</u>

ENVIRONMENTAL HEALTH

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
NAVARRETE, GEORGE	0.75	\$46.24	CATALINE, JOHN	1.13	\$35.81
KARNS, ALFRED J	10.00	\$543.23			
Total Environmental Health	<u>10.75</u>	<u>\$589.47</u>		<u>1.13</u>	<u>\$35.81</u>
Combined Total	<u><u>47.75</u></u>	<u><u>\$2,104.28</u></u>		<u><u>27.75</u></u>	<u><u>\$987.53</u></u>



Memorandum

Date: March 28, 2019

To: Southern Nevada District Board of Health

From: **Amy Hagan**, *Human Resources Administrator*
Joseph P. Iser, MD, DrPH, *Chief Health Officer*

RE: UPDATED AND NEW CLASSIFICATION SPECIFICATIONS

- **Laboratory Director** – REVISED
The class specification for “Laboratory Director” was modified to include this language:
“Incumbents who are Physicians licensed in the state of Nevada may act as the Acting Health Officer in the absence of other Health Officers”

Schedule 31 (with PhD) (\$94,732.75 - \$132,123.24), FLSA Exempt, Bargaining Unit Ineligible
Schedule 32 (with MD) (\$99,715.24 – \$139,094.34), FLSA Exempt, Bargaining Unit Ineligible
- **Clinical Office Supervisor** – NEW POSITION
This position would ensure efficient patient flow throughout the clinics through supervision, organization, monitoring and controlling business operations of the clinics within the Southern Nevada Health District; to coordinate assigned activities with other divisions, outside agencies and the general public.

Schedule 26 (\$73,382.38 - \$102,359.46), FLSA exempt, Bargaining Unit Eligible
- **Budget Analyst** – REVISED
The class specification for “Budget Analyst” was modified to clarify some of the “Examples of Essential Responsibilities and Duties.”

Schedule 23 (\$62,914.78 - \$87,739.79), FLSA Exempt, Bargaining Unit Eligible
- **Human Resources Administrative Analyst** – NEW POSITION
This position would perform a variety of professional and technical duties involved in preparing budgets, managing the human resources administrative process and monitoring expenses within the Human Resources department

Schedule 23 (\$62,914.78 - \$87,739.79), FLSA Exempt, Bargaining Unit Ineligible

- Human Resources Director – TITLE CHANGE ONLY
Title change from “Human Resources Administrator”

Schedule 31 (\$94,732.75 - \$132,123.24), FLSA Exempt, Bargaining Unit Ineligible

LABORATORY DIRECTOR

DEFINITION

To lead, oversee, plan, organize, and direct the overall operation and administration of the Southern Nevada Health District public health laboratory which performs high complexity testing in support of public health surveillance, disease investigation, outbreaks and response activities. The director provides technical consultation to community physicians, commercial laboratories, hospitals and other public agencies on diseases of public health significance.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Community Health, Chief Health Officer, or designee.
- Exercises general supervision over all laboratory personnel.

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.*

- Plans, develops, organizes, implements, and directs laboratory operations
- Acts as chief advisor to the Director of Community Health, the Health District, and the Chief Health Officer on matters related to the laboratory
- Leads and directs the overall operation and administration of the laboratory, including the employment of personnel who are competent to perform all elements of laboratory testing and for assuring compliance with applicable regulations
- Implements and supervises quality assurance practices; performs microbiological and biochemical examinations for detection and identification of microbiological disease agents or abnormal conditions in food, water, environmental, or biological specimens
- Develops, administers standard guidelines, and implements goals, objectives, policies, and procedures relating to laboratory operations and quality control activities
- Prepares administrative and technical reports; participate in the development and implementation of operations budget to ensure compliance with organizational expenditure requirements
- Develops, establishes, and maintains a quality management system to assure the quality of laboratory services provided and to identify failures in quality as they occur
- Ensures that the laboratory is enrolled in a program for proficiency testing for all testing performed by the laboratory and that testing systems developed and used for each of the tests performed provide quality laboratory services for all aspects of test performance, including the pre-analytical, analytical, and post-analytical phases of testing
- Ensures that the facilities and environmental conditions of the laboratory are appropriate for the testing performed and provide a safe environment in which employees are protected from physical, chemical, radiologic, and biological hazards; including showers and eyewashes are provided where necessary
- Ensures that the test methodologies selected have the capability of providing the quality of results required; verification procedures used are adequate to determine the performance characteristics of the method; and laboratory personnel are performing the test methods as required for accurate and reliable results
- Ensures that all necessary remedial actions are taken and documented whenever significant deviations from the laboratory's established performance specifications are identified and that patient test results are reported only when the system is functioning properly
- Ensures that consultation is available to the laboratory's clients on matters relating to the quality of the test results reported and their interpretation

SOUTHERN NEVADA HEALTH DISTRICT
Laboratory Director (Continued)

- Oversees laboratory billing and fee collection activities
- Prepares grant proposals and monitors expenditures
- Responsible for the selection of laboratory personnel with appropriate education and either experience or training to provide appropriate consultation, properly supervise and accurately perform tests and report accurate test results
- Oversees the development of the organization's plans and programs in evaluation of long-range planning and regulatory action on operational performance
- Monitors utilization patterns of lab services and advises leadership and other appropriate staff of developing trends in laboratory service needs
- Establishes and maintains lines of communication with internal and external customers in order to ensure a timely response to new laboratory service trends and program planning
- Leads and directs the development, communication, and implementation of effective growth strategies and processes
- Administers, facilitates, and conducts workshops sponsored by the District or in cooperation with state and federal agencies
- Consults and networks with other public health laboratories and agencies; communicates findings to appropriate individuals and authorities as required by law and agency policy
- Incumbents who are Physicians licensed in the state of Nevada may act as the Acting Health Officer in the absence of other Health Officers
- Performs other duties and responsibilities as required and as mandated by all pertinent local, state or federal regulations

QUALIFICATIONS

Knowledge of:

- State and federal guidelines and regulations pertinent to laboratory safety and security
- Principles of effective supervision, training, and performance evaluation
- General rules for safe exposure and handling of chemical and biological hazards
- Comprehensive knowledge of current public health laboratory principles and techniques
- Current principles and practices in the fields of biology, physiology and/or chemistry, clinical biochemistry, clinical bacteriology, clinical virology, clinical serology/diagnostic immunology, mycobacteriology, parasitology, molecular microbiology,
- Quality assurance procedures applicable to a laboratory
- Bacteriological principles, techniques, and terminology used in the examination of food, water, clinical, and environmental samples
- Principles, techniques, and terminology used in immunology; the common causes of disease and methods transmission and control of communicable diseases
- Laboratory scientific resource material; laboratory equipment and its care
- Methods of scientific research and relevant scientific theories
- Public Health Emergency Response related to laboratory activities
- Federal or State grant proposal requirements
- 49CFR packaging and shipping of diagnostic, infectious and hazardous materials
- Appropriate computer operations, software and peripherals
- HIPAA regulations

Ability to:

- Plan, organize, coordinate, and supervise staff and varied complex projects
- Perform cost analysis studies relative to lab services
- Prepare clear and concise records and reports; prepare and approve budgets
- Maintain proper safety precautions and procedures
- Perform complex laboratory tests and examinations

SOUTHERN NEVADA HEALTH DISTRICT
Laboratory Director (Continued)

- Train staff on laboratory procedures and provide technical guidance
- Analyze situations accurately and take effective action
- Establish and maintain effective working relationships with other departments, agencies, and the general public

Training and Experience Guidelines

Training:

To qualify for a license as a director of a licensed laboratory, a person must meet one of the following qualifications:

1. Be a physician who is licensed to practice medicine in this State and:
 - (a) Be certified in anatomical and clinical pathology, or in clinical pathology, by:
 - (1) The American Board of Pathology; or
 - (2) The American Osteopathic Board of Pathology;
 - (b) Possess qualifications which are equivalent to those required for certification by either of the institutions listed in paragraph (a);
 - (c) Within the 10 years immediately preceding application for a license, have successfully completed a 4-year program accredited by the National Accrediting Agency for Clinical Laboratory Sciences;
 - (d) Be certified, in accordance with NAC 652.410, as a general supervisor; or
 - (e) Have at least 4 years of experience as a technologist:
 - (1) In a licensed laboratory or a laboratory of a hospital, health department or university;
 - (2) As a full-time employee working at least 30 hours per week; and
 - (3) Under the supervision of a director who possesses a doctoral degree.
2. Hold an earned doctoral degree from an accredited institution, with a chemical, physical, biological or clinical laboratory science as the major, and:
 - (a) Be certified by:
 - (1) The American Board of Medical Microbiology;
 - (2) The American Board of Clinical Chemistry;
 - (3) The American Board of Bioanalysis;
 - (4) The American Board of Medical Laboratory Immunology;
 - (5) The American Board of Forensic Toxicology; or
 - (6) The American Board of Medical Genetics; or
 - (b) Possess qualifications which are equivalent to those required for certification by any of the institutions listed in paragraph (a)

Experience:

A minimum of six years of experience as a laboratory director or as a qualified doctorate level director in a hospital, university, health department, medical research institution, or CLIA approved laboratory, as specified in Nevada State requirements; with four (4) years supervisory experience involving supervision of professional laboratory personnel.

Working Conditions:

- Contact with chemical and biological hazards
- Color vision must be adequate to successfully perform the job
- Machine noise
- May be required to wear special personal protective equipment (PPE), including a respirator

License or Certificate:

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

SOUTHERN NEVADA HEALTH DISTRICT
Laboratory Director (*Continued*)

- Possession of or ability to obtain a Nevada Laboratory Director license in 90 days as defined in NAC 652.380.
- Or current board certification from the American Board of Clinical Chemistry; Medical Laboratory Immunology; American Board of Medical Microbiology OR other National accrediting board acceptable to the US Department of Health and Human Services.
- Possession of, or ability to obtain, certification as a General Supervisor from the Nevada Division of Public and Behavioral Health
- Ability to obtain within 120 days, a Security Risk Assessment (SRA) from the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS).

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 – Administrative Employee

FLSA Exempt

Schedule 31 or 32

Applicants holding a PhD will be placed on Schedule 31

Applicants holding an MD license will be placed on Schedule 32

Approved 02/2015

Revisions approved by Chief Health officer on 01/30/2019

CLINICAL OFFICE SUPERVISOR

DEFINITION

To ensure efficient patient flow throughout the clinics through supervision, organization, monitoring and controlling business operations of the clinics within the Southern Nevada Health District; to coordinate assigned activities with other divisions, outside agencies and the general public.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Director of Clinical Services
- Exercises direct supervision over billing, administrative 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.*

- Ensures positive patient experience through efficient clinic operations and excellent customer service
- Provides supervision of patient scheduling, registration, financial counseling, medical records, medical billing and coding, data entry and processing.
- Coordinates the day to day operations of the clinics
- Promotes excellent customer service by staff
- Develops, implements and maintains office policies and procedures
- Manage insurance contracts and ensure compliance with contracts
- Trains administrative, clerical and billing staff
- Monitor and evaluate staff performance and conducts performance appraisals
- Maintains and manages all filing and organizational systems for the clinics
- Ensures patient satisfaction, including troubleshooting when there is a complaint and develops process improvements to prevent recurrences
- Coordinates staff meeting for administrative, clerical and billing staff
- Ensures administrative, clerical and billing staffing is appropriate for the day to day operations
- Ensure compliance with current healthcare regulations, medical laws and ethics
- Communicate with patients regarding inquiries and complaints
- Assists in special projects
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Medical office or clinic operations, services and activities
- Accounting, data and administrative processes and principles
- Medicare, Medicaid and commercial insurance
- All aspects of medical coding and billing
- Medical terminology
- Principles of supervision, training, and performance evaluation
- Computer software programs such as Electronic Medical Records system, WORD and EXCEL
- Healthcare regulations, HIPAA, and State and Federal regulations

SOUTHERN NEVADA HEALTH DISTRICT
Clinical Office Supervisor (*Continued*)

Ability to:

- Organize and review the work of administrative, clerical and billing staff
- Supervise, train, and evaluate staff
- Provide excellent customer service
- Multitask and problem solve
- Maintain confidentiality
- Use Electronic Health Records System
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing. Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of medical professionals, community groups, and the general public
- Work independently in the absence of supervision

TRAINING AND EXPERIENCE GUIDELINES

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in a health-related profession
- MBA highly desirable
- Certified Medical Manager (CMM) or Certified Medical Practice Executive (CMPE) highly desirable

Experience:

- Five years of experience in a medical office setting.
- Two years in a supervisory or management position preferably within the last five years.

Working Conditions:

- May perform District services with individuals with diseases, including communicable diseases
- May travel from site to site for extended periods of time in varied weather conditions

License or Certificate:

- 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.

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.

SOUTHERN NEVADA HEALTH DISTRICT
Clinical Office Supervisor (*Continued*)

FLSA Exempt

Bargaining Unit Eligible

Schedule 26

Approved by the Chief Health Officer on 02/15/2019

BUDGET ANALYST

DEFINITION:

To perform a variety of professional and technical duties involved in preparing budgets and monitoring expenses within SNHD (District); to provide grant fiscal monitoring; to provide analysis of work performance; and to recommend procedural and policy changes based on data, or operational, or research analysis.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Financial Services Manager

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.*

- Lead the development and preparation process of program budgets within the District; collect budget recommendations and requests from staff; participate in budget meetings; analyze, interpret, and identify trends in monthly financial reports
- Review all staff requests for hiring and prepare analysis of financial impact for each as part of the overall District forecasted spend; reviews purchases within organizational guidelines; ensure compliance with applicable program budget;
- Prepares and analyzes Division and Program expenditures as part of a monthly management reporting process; develops short-and-long term forecasts for District expenditures; analyzes variances and develops narratives and financial projections for management guidance
- Conduct analysis of Divisions and District operations including analysis of forms, procedures, organization, staffing, and file review; prepare preliminary recommendations; develop and prepare clear and concise statistical summary reports and records maintenance, detailing staff performance indicators and workloads
- Serve as Budgeting Subject Matter Expert; implement and develop best practices related to managing budgeted financial data processes and District operational data
- Lead special projects and develop reports as requested.
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Governmental Accounting practices and principles
- Auditing procedures and techniques
- Principles and practices of statistical data analysis
- Complex methods and techniques of research and analysis
- Principles and techniques of budget preparation and fiscal analysis
- Principles and techniques of business management and organizational analysis
- Advanced Spreadsheet Functions and Enterprise Resource Planning Systems

SOUTHERN NEVADA HEALTH DISTRICT
Budget Analyst (*Continued*)

Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- Perform detailed research and statistical data analysis, including variance analysis, forecasts and historical trending
- Assist with the development and preparation of several complex budgets
- Effectively use a variety of financial and analytical tools to create clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

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

Experience:

- Three to five years of recent experience as an analyst or accounting experience with a strong emphasis in budgeting, preferably in local or State government

License or Certificate

- Possession of or ability to obtain a valid Nevada Driver's License as a condition of employment

Conditions:

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

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

FLSA Exempt

Bargaining Unit Eligible

Schedule 23

Approved by SNHD 12/6/12

Revisions approved by Chief Health Officer on 03/14/2019

HUMAN RESOURCES ADMINISTRATIVE ANALYST

DEFINITION

To perform a variety of professional and technical duties involved in preparing budgets, managing the human resources administrative process and monitoring expenses within the Human Resources department; to provide grant fiscal monitoring; to provide analysis of work performance; and to recommend procedural and policy changes based on data, or operational, or research analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Health Officer, Division Head or designated Supervisor.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assist in the development and preparation of program budgets within the Human Resources Division; collect budget recommendations and requests from staff; participate in budget meetings; analyze, interpret, and identify trends in monthly financial reports
- Track all Human Resources department metrics and report on metric trends
- Conduct studies, perform research and prepare reports
- Ensure compliance with rules and regulations
- Attend meetings with the Human Resources Director and take notes
- May review all staff requests for purchases within organizational guidelines; ensure compliance with applicable program budget; initiate requests for furnishings and equipment purchases and may coordinate inventory
- Manage the HR Director's calendar and be the first point of contact for screening the HR Directors calls.
- Manage the HR Director's routine email
- Participate in and take notes for labor relations meetings and for bargaining sessions
- Serve as liaison with Computer Services staff in order to request program changes, installations, and hardware/software problem resolutions; arrange for staff training in the use of new computer software
- Conduct research of Division operations including analysis of forms, procedures, organization, staffing, and file review; prepare preliminary recommendations; develop and prepare continuous statistical summary reports and records maintenance, detailing staff performance indicators and workloads
- Manage project assignments given to other HR Staff by the HR Director
- Assist with all HR analysts, the HR supervisor and the Employee Health Nurse with routine paperwork and documentation
- Perform an annual HR Audit on the HR department process.
- Assist with new hire onboarding activities; to include orientation and other trainings
- Track annual performance reviews and notify management when reviews are overdue.
- May routinely contribute to decisions of management affecting the collective bargaining agreement
- Attend and participate in a variety of professional group meetings and conferences; answer inquiries relating to proposed budgets; represent the Division at conferences related to data processing or Division operations
- Develop a variety of special projects and reports as requested
- Perform related duties and responsibilities as required
- Manage the record retention schedule/process for Human Resources department
- Perform all HR administration duties as assigned
- always Maintain confidentiality
- Make all changes to the CBAs and Personnel Code
- Maintain historical Human Resources records

SOUTHERN NEVADA HEALTH DISTRICT

Administrative Analyst (*Continued*)

- Ensure all Human Resources processes are memorialized
- Ensure all Human Resources processes have SOPs and turn over manuals
- Plan and prepare for Human Resources events
- Train new hires on standardized training
- Assist with all aspects of the new hire process
- Assist with all aspects of employee leave and accommodation processes
- Assist with all aspects of labor relations and employee relations
- All other administration duties as assigned
- Maintains human resource information system records and compiles reports from the database.

QUALIFICATIONS

Knowledge of:

- Principles and practices of statistical data analysis
- Complex methods and techniques of research and analysis
- Principles and techniques of budget preparation and fiscal analysis
- Principles and techniques of business management and organizational analysis
- Spreadsheets and Geographic Information System
- Principles and practices of computer programming and software application systems
- Record keeping principles and procedures
- Human Resources best practices and Human Resources law

Ability to:

- Perform detailed research and statistical data analysis
- Assist with the development and preparation of several complex budgets
- Prepare clear and concise reports; communicate in a clear and concise manner
- Operate a computer and its associated equipment
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain discretion and uphold all privacy laws when dealing with personal and personnel information
- Respond to requests and inquiries from the public and employees
- Interpret, apply and explain applicable rules and regulations
- Understand and follow oral and written instructions
- Perform work independently with little supervision
- Determine work priorities and follow through on tasks
- Ability to maintain a high level of confidentiality of all information at all times
- Learn department operating procedures
- Write external and internal correspondence free of grammatical errors

Training and Experience Guidelines

Training:

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

SOUTHERN NEVADA HEALTH DISTRICT

Job Description (Continued)

Experience:

Three years of recent analytical and/or budget experience, preferably in local or State government. One year of Human Resources administration experience or 18 hours of Human Resources Management credits at the bachelors or master's level.

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 23

Approved by the Chief Health Officer on 03/12/2019

HUMAN RESOURCES DIRECTOR

DEFINITION

To supervise, plan and coordinate activities and operations of the Human Resources Section and other assigned areas; to manage District-wide programs pertaining to employee relations, recruitment, training, safety compliance, affirmative action, evaluation, benefits, budget control, position classification and compensation and related functions; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Chief Health Officer and the Director of Administration.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Director of Administration
- Exercises direct 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.*

- Coordinate the organization, staffing and operational activities for the Human Resources Section and other assigned areas
- Coordinate the recruitment, training, payroll, labor relations and safety compliance for the District
- Develop and implement goals, objectives, and priorities for assigned programs; identify resource needs; recommend and implement District policies and procedures with the concurrence of the Director of Administration
- Select, train and motivate section personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures
- Direct, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements
- Analyze existing and proposed legislation for impact on Human Resources and District related issues and costs, and provide appropriate recommendations or testimony. Function as a legislative liaison for all Human Resources related legislation
- Promote career opportunity announcements internally and with outside agencies and organizations
- Assist others as directed; prepare and present reports within the District and to outside agencies
- Direct and participate in all phases of the employee/labor relations process and when appropriate, represent the District in grievance hearings and other legal processes
- Act as a liaison for employee benefits such as the Public Employees Retirement System, Public Employee Benefits System (Insurance), Workers Compensation Program, and other related programs
- Develop and participate in the review of all employee classification and compensation plans, payroll procedures and personnel related research and survey data collection
- Ensure Health District compliance with all Federal and State statutes regarding Human Resources

SOUTHERN NEVADA HEALTH DISTRICT

Human Resources Administrator (*continued*)

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Human Resources
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive Human Resources program
- Modern and complex principles and practices of personnel management and administration to include supervision, training, performance evaluation and other related organizational processes
- Contemporary labor law compliance issues and practices
- Pertinent Federal, State, and local laws, codes and regulations
- Principles and practices of Labor Relations and related fields
- Principles of safety compliance

Ability to:

- Supervise, organize, and review the work of professional, technical and clerical personnel
- Establish and implement new policies and procedures
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals
- Maintain confidentiality of work records
- Select, supervise, train and evaluate staff
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups, and the general public

Training and Experience Guidelines

Training:

- Bachelor's degree from an accredited college or university with major course work in business, human resources, management, psychology, public administration or a related field.
- A Master's degree in Human Resources or a related field is highly preferred

Experience:

- 10 years of increasingly responsible human resources experience, including five years of management experience preferably in the public sector.
- Significant experience with collective bargaining units
- PHR/SPHR Certification is desirable

SOUTHERN NEVADA HEALTH DISTRICT
Human Resources Administrator (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.

Bargaining Unit Ineligible

FLSA Exempt

Schedule 31

Approved by the Board of Health on 3/23/06

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

Approved 6/2015

Title Change approved by Chief Health Officer 03/06/2019