



# Memorandum

**Date:** August 22, 2019  
**To:** Southern Nevada District Board of Health  
**From:** Joseph Iser, MD, DrPH, MSc, Chief Health Officer

**RE:** Administration Division Monthly Report – July 2019

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	July 2019	July 2020		YTD FY19	YTD FY20	
Maintenance Responses	171	164	↓	171	164	↓
Electrical Work Orders	8	8	→	8	8	→
HVAC Work Orders	21	16	↓	21	16	↓
Plumbing Work Orders	7	5	↓	7	5	↓
Preventive Maintenance	7	19	↑	7	19	↑
Security Responses	531	548	↑	531	548	↑

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	July 2018	July 2019		YTD FY19	YTD FY20	
Service Requests Completed	448	611	↑	448	611	↑
Service Requests Opened	502	625	↑	502	611	↑
Service Requests Open over 30 days	65	79	↑	65	79	↑

Information Services System Availability 24/7	July 2018	July 2019		YTD FY19	YTD FY20	
Total System	99.07	99.33	↑	99.08	99.33	↑

Total Monthly Work Orders by Department	July 2018	July 2019		YTD FY19	YTD FY20	
Administration	163	211	↑	163	211	↑
Community Health	69	103	↑	69	103	↑
Environmental Health	100	113	↑	100	113	↓
Clinical Services	116	184	↑	116	184	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>July 2018</b>	<b>July 2019</b>		<b>YTD FY19</b>	<b>YTD FY20</b>	
Total number of calls received	502	625	↑	502	625	↑
Number of first call resolutions	4	0	↓	4	0	↓
Number of Lock-out calls	9	2	↓	9	2	↓

**ADMINISTRATION Finance - Fiscal Year Data**

<b>Total Monthly Work Orders by Department</b>	<b>July 2018</b>	<b>July 2019</b>		<b>YTD FY19</b>	<b>YTD FY20</b>	
Grants Pending – Pre-Award*	2	6	↑	2	6	↑
Grants in Progress – Post-Award**	4	9	↑	4	9	↑
Purchase Orders Issued	177	272	↑	177	272	↑

\* Grant application was created and submitted to agency

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

**ADMINISTRATION Academic Affairs - Fiscal Year Data**

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

**July 2019**

Internships-Total Interns <sup>1</sup>	36
Internship Hours <sup>2</sup>	1194

<sup>1</sup> Total number of monthly interns includes 4 semester-long students (May-August 2019).

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

**Orientations Provided:**

- 4 orientations provided: 5 PA students and 13 resident physicians

**Academic Health Department (AHD):**

- 2 monthly meetings with AHD Summit planning committee [committee members from Pima County Health Department (Tucson, AZ), University of Arizona, Oregon State University, Seattle-King County Public Health, and Utah County Health Department (Provo, UT) ]
- Phone meeting with Dr. Chuck Matthews, Director, North County Health Services (San Diego County) regarding participation in AHD Summit

**Meetings/Trainings Attended:**

- Meeting with Dr. Gillian Barclay, Academic Health Center Specialist, UNLV Office of the President, regarding academic-practice partnerships
- Meeting with Joann Pelaez-Fisher, CSN Program Coordinator, RN to BSN program, regarding clinical rotations for BSN students
- SNHD Preventive Medicine Residency Graduate Medical Education Committee
- Administration Round Table
- Continuous QI Team Meeting
- Workforce Development Committee Meeting

**Projects in Progress/Other Items:**

- October 2019 (day TBD): Health District After Dark (Topic: Cannabis/CBD)
- December 2-3, 2019: Western Regional AHD Summit
- "Education Squads": Student teams able to provide prevention education and administrative support for emerging outbreaks
- Records retention schedule for Academic Affairs and Preventive Medicine Residency
- LEP/SI Policy and Translator Code of Ethics for Health Equity QI Committee
- Academic Affairs SharePoint Intranet site as site owner

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

**News Releases Disseminated:**

- 07.31.2019: Media Advisory: Event Offers Interactive Environmental Exhibits for Kids of All Ages!
- 07.30.2019: Mosquitoes – Southern Nevada has them and they are spreading disease!
- 07.26.2019: West Nile Virus Update
- 07.25.2019: Health District issues precautions as additional West Nile virus cases reported
- 07.23.2019: Health District encourages parents to get children's school shots early
- 07.18.2019: Health District debuts healthy aging and green restaurant initiatives
- 07.08.2019: Health District reports second West Nile case

**Media Contacts:**

- 07.25.2019: KVVU Fox 5: Three new West Nile virus cases and updated ZIP codes
- 07.25.2019: KLAS Channel 8: Three new West Nile virus cases
- 07.25.2019: KVVU Fox 5: Grasshopper invasion
- 07.23.2019: KSNV Channel 3: Back-to-School immunizations
- 07.23.2019: Las Vegas Review-Journal: Mosquito Surveillance activity at former Wet 'n Wild site
- 07.22.2019: WJLA-TV 7 (ABC Affiliate, Arlington, VA): Immunizations/Immunization rates
- 07.12.2019: Las Vegas Review-Journal: Inspection/permitting of public accommodations
- 07.10.2019: KSNV-TV 3: West Nile virus cases
- 07.09.2019: KVVU-TV 5: AFM cases
- 07.08.2019: KVVU-TV 5: Earthquake preparedness
- 07.08.2019: KINC-TV 15: Mosquito surveillance
- 07.08.2019: KTNV-TV 13: Mosquito surveillance
- 07.08.2019: KVVU-TV 5: Mosquito surveillance
- 07.06.2019: KSNV-TV 3: tattoo removal facilities
- 07.04.2019: Las Vegas Review-Journal: Immunization locations/hepatitis A outbreak
- 07.03.2019: Las Vegas Review-Journal: Public accommodations follow up
- 07.01.2019: KTNV-TV 13: Cryptosporidium
- 07.01.2019: KINC-TV 15: ER visits by children related to cosmetics

**Press:**

- 07.31.2019: St. George News: <https://www.stgeorgeutah.com/news/archive/2019/07/31/mks-hw-health-departments-encouraging-parents-to-bring-kids-in-for-vaccinations-before-back-to-school-rush/#.XUTG245Kjct>
- 07.30.2019: KSNV-TV3: <https://news3lv.com/news/local/experts-say-west-nile-virus-is-more-prevalent-in-southern-nevada-this-year>

- 07.30.2019: KTNV-TV13: <https://www.ktnv.com/news/2-additional-cases-of-west-nile-virus-reported-in-clark-county>
- 07.30.2019: KSNV-TV3: <https://news3lv.com/news/local/two-new-cases-of-west-nile-virus-reported-in-clark-county>
- 07.30.2019: KVVU-TV5: [https://www.fox5vegas.com/news/more-west-nile-cases-reported-in-clark-county-bringing-total/article\\_2b57ef52-b30b-11e9-b989-e77435257dc6.html](https://www.fox5vegas.com/news/more-west-nile-cases-reported-in-clark-county-bringing-total/article_2b57ef52-b30b-11e9-b989-e77435257dc6.html)
- 07.30.2019: LVRJ: <https://www.reviewjournal.com/life/health/2-new-west-nile-virus-cases-reported-in-southern-nevada-1814898/>
- 07.30.2019: Business Breaking News: <https://www.businessbreakingnews.net/2019/07/2-new-west-nile-virus-cases-reported-in-southern-nevada/>
- 07.26.2019: LVRJ: <https://www.reviewjournal.com/life/health/sixth-case-of-west-nile-virus-reported-in-clark-county-1811754/>
- 07.26.2019: Reno Gazette Journal: <https://www.rgj.com/story/news/2019/07/26/mosquitoes-test-positive-west-nile-virus-washoe-county/1840332001/>
- 07.26.2019: Mesquite Local News: <https://mesquitelocalnews.com/2019/07/26/health-district-issues-precautions-as-additional-west-nile-virus-cases-reported/>
- 07.26.2019: Mesquite Local News: <https://mesquitelocalnews.com/2019/07/26/health-district-encourages-parents-to-get-childrens-school-shots-early/>
- 07.26.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/6th-west-nile-virus-case-in-2019-reported-in-las-vegas-valley/>
- 07.26.2019: KVVU-TV5: [https://www.fox5vegas.com/news/th-case-of-west-nile-virus-reported-in-clark-county/article\\_bf05d314-afef-11e9-a46b-7ba6180c5d6a.html](https://www.fox5vegas.com/news/th-case-of-west-nile-virus-reported-in-clark-county/article_bf05d314-afef-11e9-a46b-7ba6180c5d6a.html)
- 07.25.2019: LVRJ: <https://www.reviewjournal.com/life/health/agency-warns-of-outbreak-of-mosquito-borne-illness-in-clark-county-1810903/>
- 07.25.2019: KVVU-TV5: [https://www.fox5vegas.com/news/local/southern-nevada-health-district-reports-more-cases-of-west-nile/article\\_b1ed9f84-af33-11e9-892a-aba2f3312bdd.html](https://www.fox5vegas.com/news/local/southern-nevada-health-district-reports-more-cases-of-west-nile/article_b1ed9f84-af33-11e9-892a-aba2f3312bdd.html)
- 07.25.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/3-new-west-nile-virus-cases-confirmed-in-las-vegas-valley/>
- 07.25.2019: KSNV-TV3: <https://news3lv.com/news/local/three-more-cases-of-west-nile-reports-brings-total-to-five-in-so-nevada>
- 07.25.2019: KTNV-TV13: <https://www.ktnv.com/news/3-more-clark-county-residents-test-positive-for-west-nile-virus>
- 07.24.2019: KTNV-TV13: <https://www.ktnv.com/positivelylv/vaccination-clinics-set-up-ahead-of-back-to-school>
- 07.23.2019: Nevada Current: <https://www.nevadacurrent.com/2019/07/23/public-health-services-trying-to-keep-up-when-your-state-is-50th-in-funding/>
- 07.22.2019: LVRJ: <https://www.reviewjournal.com/life/health/black-white-party-to-raise-money-for-aids-services-in-las-vegas-1808552/>
- 07.19.2019: Las Vegas Sun: <https://lasvegassun.com/news/2019/jul/19/health-district-adds-programs-including-one-aimed/>
- 07.18.2019: LVRJ: <https://www.reviewjournal.com/business/sewage-backup-closes-businesses-at-spring-valley-plaza-1790547/>
- 07.18.2019: Las Vegas Sun: [https://lasvegassun.com/photos/galleries/2019/jul/18/20190718\\_sun\\_state\\_of\\_the\\_health\\_district\\_selects/#/0](https://lasvegassun.com/photos/galleries/2019/jul/18/20190718_sun_state_of_the_health_district_selects/#/0)
- 07.17.2019: Moapa Valley Progress: <http://mvprogress.com/2019/07/17/moapa-valley-fire-district-allowed-to-strike-out-on-its-own/>
- 07.11.2019: Las Vegas Heals: <https://www.lasvegasheals.org/event/state-of-the-health-district/>
- 07.10.2019: Mesquite Local News: <https://mesquitelocalnews.com/2019/07/10/report-of-west-nile-virus/>
- 07.09.2019: KRNV-TV4 Reno: <https://mynews4.com/news/local/narcan-miracle-drug-or-reason-for-addicts-to-keep-using>

- 07.09.2019: KRXI-TV11 Reno: <https://foxreno.com/news/local/narcan-miracle-drug-or-reason-for-addicts-to-keep-using>
- 07.09.2019: KSNV-TV3: <https://news3lv.com/news/local/narcan-miracle-drug-or-reason-for-addicts-to-keep-using>
- 07.08.2019: KDWN-AM/FM: <https://kdwn.com/2019/07/08/2nd-case-of-west-nile-reported-in-southern-nevada/>
- 07.08.2019: KTNV-TV13: <https://www.youtube.com/watch?v=EEE2DkYxqrY>
- 07.08.2019: KVVU-TV5: [https://www.fox5vegas.com/news/las-vegas-woman-talks-about-west-nile-diagnoses/video\\_b559e084-552a-5a91-8b33-a3ba2801fef4.html](https://www.fox5vegas.com/news/las-vegas-woman-talks-about-west-nile-diagnoses/video_b559e084-552a-5a91-8b33-a3ba2801fef4.html)
- 07.08.2019: KSNV-TV3: <https://news3lv.com/news/local/second-west-nile-case-reported-in-southern-nevada>
- 07/08/2019: KVVU-TV5: [https://www.fox5vegas.com/news/second-west-nile-virus-case-reported-in-southern-nevada-for/article\\_68329774-a19a-11e9-abe1-53b171f38f2b.html](https://www.fox5vegas.com/news/second-west-nile-virus-case-reported-in-southern-nevada-for/article_68329774-a19a-11e9-abe1-53b171f38f2b.html)
- 07.08.2019: KLAS-TV8: <https://www.lasvegastv.com/news/local-news/second-west-nile-case-reported-in-southern-nevada/>
- 07.08.2019: LVRJ: [https://www.reviewjournal.com/life/health/second-case-of-west-nile-virus-in-2019-confirmed-in-southern-nevada-1706089/?utm\\_source=onesignal&utm\\_medium=push\\_notification](https://www.reviewjournal.com/life/health/second-case-of-west-nile-virus-in-2019-confirmed-in-southern-nevada-1706089/?utm_source=onesignal&utm_medium=push_notification)
- 07.08.2019: Las Vegas Sun: <https://lasvegassun.com/news/2019/jul/08/health-district-reports-2nd-human-case-of-west-nile/>
- 07.08.2019: Reno Gazette Journal: <https://www.rgj.com/story/news/2019/07/08/las-vegas-area-logs-second-case-west-nile-woman-hospitalized/1679270001/>
- 07.07.2019: LVRJ: <https://www.reviewjournal.com/local/local-las-vegas/team-battles-hepatitis-a-outbreak-in-las-vegas-1705371/>

#### Products under Development:

- FSAM grant videos — editing stage
- District Dish
- Illegal Vending tri-fold brochure
- Family Planning Clinic back-to-school poster series
- “Protect Yourself from Hepatitis A” flyer

#### Products Completed:

- 36-page Smoke-free Housing Toolkit booklet for landlords
- Second email blast for Foodborne Illness Outbreak Prevention and Response Conference
- Resized three Get Healthy website banners for blog graphics
- Added BreakDown logo and information to FDA e-cigarettes flyer for schools
- Foodborne Illness Conference and EH Expo website banner
- EH Expo monitor slide
- 2018 Clark County Trauma Needs Assessment Review version 2.0
- 4 ft. x 2 ft. Environmental Health Expo banner
- Foodborne Illness Outbreak Prevention and Response Conference email blasts
- July Food Safety Partnership Meeting invitation
- Immunization outreach flyer for July 16 at WestCare
- Spanish oral, anal, and urine self-collection instructions
- Hepatitis A outbreak infographic
- State of the Health District monitor slide and website banner
- Updates to diabetes class and resource flyers
- Crush ads for Las Vegas Pride Magazine and Guide to Pride
- CCMS Article
- Beauty Shop Health Outreach Project poster
- Reviewed City of Las Vegas, Clark County Commissioner, and City of Henderson agendas

- Reviewed Smoke-free housing tool kit
- Mockup of Smoke-free banners for apartment complexes
- Island Envy logo
- Back-to-School and Give Kids A Boost website banners
- Viva Saludable homepage banner
- THNK newsletter — July issue

Advertising Placed:

- Boosted Facebook Give Kids A Boost event
- Facebook/Instagram Back-to-School advertising

Social Media Summary:

- State of the Health District Facebook Live
- Researched, developed, and posted 103 social media messages for:
  - West Nile
  - Heat
  - Summer safety
  - Drowning prevention
  - Body Art Card
  - Back-to-school immunizations
  - Earthquake/Emergency preparedness
  - STD testing
  - Food safety
  - Mosquito surveillance/prevention
  - Flu
  - Food Handler Safety Training
  - State of the Health District
  - Hepatitis

Website Updates/Postings:

- SNIPP 7-15-19 draft minutes
- New “submit a smoking complaint” link to NCIAA page
- Mosquito Surveillance pages
- EMS public meeting forms
- Board of Health pages
- Advisory Board pages
- BOH Nomination Committee pages
- Website banners
- Website notification and closure notices
- Immunization and Mobile Clinic pages
- Body Art pages
- Spanish pages
- Hepatitis pages
- Long-term projects:
  - FERL - complete
  - Aquatic Health - complete
  - Body Art – complete
  - Hepatitis A Outbreak Data Feed
  - Plugins and templates
  - FDAP pages
  - EH Permits and Regulations page
  - Hep B Perinatal Prevention

- PEWWS – Move archived reports to live website

Web Development Updates:

- Get Healthy website form request
- R-Markdown transformation
- R-Markdown plugin research
- Create new page without left hand navigation

Translation Services:

- Translated Family Planning documents into Spanish
- Reviewed Spanish Family Health Care Center documents

Community Outreach:

- Distributed Back-to-School/Give Kids A Boost flyer to community partners

Meetings of Note:

- 07.26.2019: ICS Huddle
- 07.25.2019: ICS Huddle
- 07.24.2019: Administration Division Roundtable
- 07.23.2019: ICS Operations Briefing
- 07.23.2019: ICS Huddle
- 07.22.2019: ICS Huddle
- 07.19.2019: Back-to-school meeting with La Campesina
- 07.19.2019: Intranet discussion
- 07.18.2019: State of the Health District
- 07.12.2019: Legislative Update Meeting
- 07.12.2019: Hep A Planning Meeting
- 07.12.2019: Hepatitis A Outbreak Huddle
- 07.11.2019: Hepatitis A Outbreak Huddle
- 07.10.2019: Disability Help Center Meeting
- 07.10.2019: Hepatitis A Outbreak Huddle
- 07.10.2019: Hep A Outbreak Operations Briefing
- 07.09.2019: Hepatitis A Outbreak Huddle
- 07.08.2019: Hepatitis A Outbreak Huddle
- 07.03.2019: Hepatitis A outbreak meeting
- 07.02.2019: Back-to-School/GKAB meeting
- 07.02.2019: Body Art test meeting

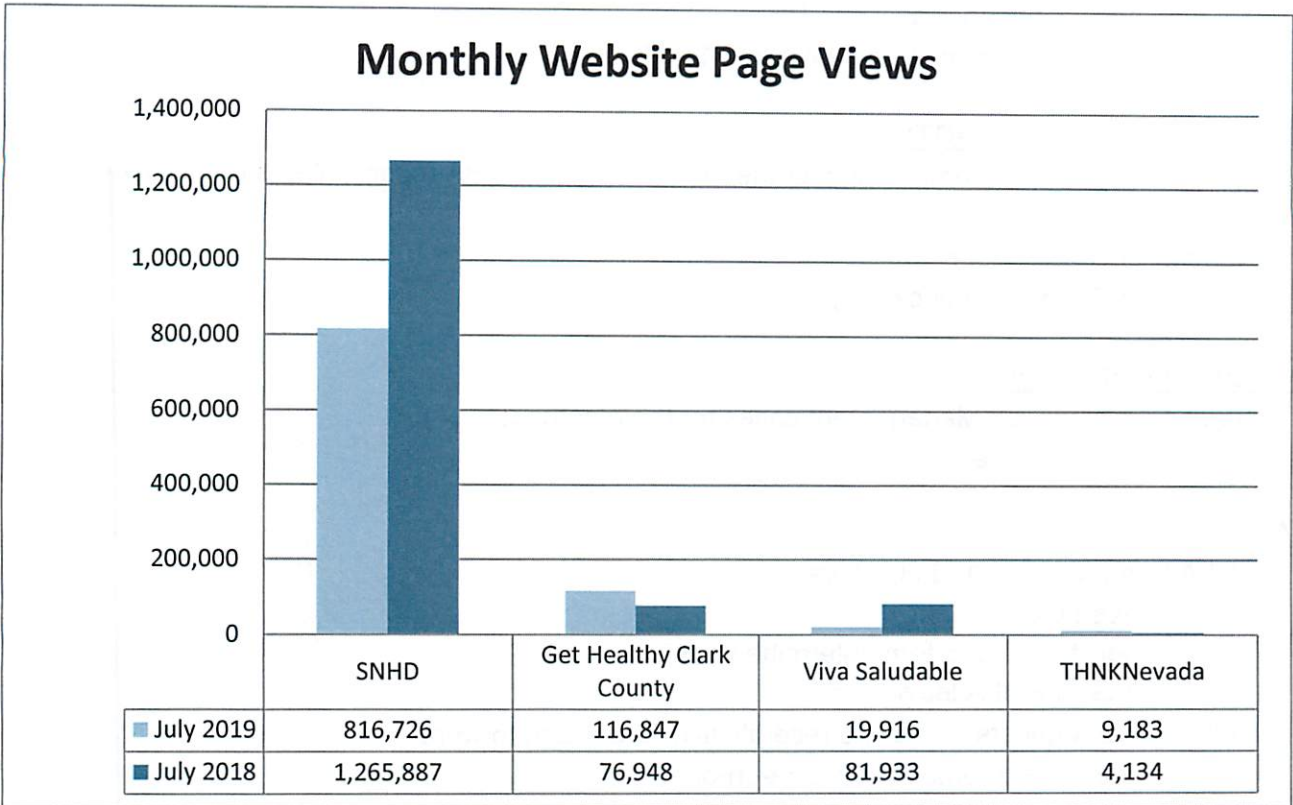
<b>Media, Collateral and Community Outreach Services</b>	<b>July 2018</b>	<b>July 2019</b>		<b>YTD FY19</b>	<b>YTD FY20</b>	
Media - Print Articles	56	39	↓	56	39	↓
Media - Broadcast stories	20	13	↓	20	13	↓
Collateral - Advertising/Marketing Products	20	41	↑	20	41	↑
Community Outreach - Total Volunteers <sup>1</sup>	28	27	↓			
Community Outreach - Volunteer Hours	1,350	1,456	↑	1,350	1,456	↑

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

\*Facebook, Instagram and Twitter numbers are not cumulative.

<b>Social Media Services</b>		<b>July 2018</b>	<b>July 2019</b>		<b>YTD FY19</b>	<b>YTD FY20</b>
*Facebook SNHD	Likes	3,823	4,331	↑	3,823	4,331
*Facebook GHCC	Likes	5,597	5,866	↑	5,597	5,866
*Facebook SHC	Likes	1,789	1,740	↓	1,789	1,740
*Facebook THNK/UseCondomSense	Likes	6,150	5,927	↓	6,150	5,927
*Facebook SNHD THINK Project	Likes	42	49	↑	42	49
Facebook Food Safety	Likes	22	22	→	22	22
*Instagram SNHD	Followers	295	995	↑	295	995
*Instagram Food Safety	Followers	190	317	↑	190	317
*Twitter EZ2Stop	Followers	415	412	↓	415	412
*Twitter SNHDflu	Followers	849	932	↑	849	932
*Twitter Food Safety	Followers	41	55	↑	41	55
*Twitter GetHealthyCC	Followers	327	339	↑	327	339
*Twitter SNHDinfo	Followers	2,708	3,187	↑	2,708	3,187
*Twitter TuSNHD	Followers	226	264	↑	226	264
*Twitter THNK/UseCondomSense	Followers	726	726	→	726	726
*Twitter SoNVTraumaSyst	Followers	108	116	↑	108	116
YouTube SNHD	Views	9,057	71,297	↑	9,057	71,297
YouTube THNK/UseCondomSense	Views	132	528	↑	132	528





## ADMINISTRATION Human Resources Monthly Report – July 2019

### Employment/Recruitment:

- 9 New Hires, including 0 rehires
- 561 active employees as of July 31, 2019
- 9 Terminations, including 2 retirements
- 6 Promotions, including 5 Flex-reclasses
- 0 Lateral Transfers
- 0 Reclassifications
- 0 Demotions
- 25 Interviews (15.5 hours)
- 0 Bilingual Tests conducted, and 3 sign-language interpreter set up
- 9 job offers extended
- 4 recruitments posted
- 1 job description development/updates
- Turnover rates
  - Administration – 0.81%
  - Clinical Services – 3.52%
  - Community Health – 2.21%
  - Environmental Health – 0.63%
- 32 Other Personnel Change forms processed

- 72 Evaluations received and recorded in One Solution
- Total number of vacancies: 28 FTEs
- Total number of positions in recruitment: 15 FTEs

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

- Number of Workers Comp cases for the month: 1 (non-OSHA recordable) and 0 (OSHA recordable)
- Number of Open Cases: 9
- Number of Cases in final closing: 8

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

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

### **FMLA and ADA**

- FMLA hours used: 1,179.50 hours
- FMLA cases open:
  - Short-term/Long-term intermittent: 30
  - Block of FMLA leave: 14
- FMLA leave requests: 7 new, 0 recertifications, 5 return to work
- FMLA meetings with employees, one-on-one: 19
- Number of donated leave requests/paperwork processed: 1
- ADA accommodation discussions: 0

### **Employee Benefits**

- Orientations conducted:
  - Benefit Orientation/Public Health 101: 6 employees
  - SEIU Union Orientation: 6 employees
- Benefits processed:
  - New Hires: 9
  - Changes: 1
  - Terminations: 7
- Mass Mutual 1:1's for employees (with Janet Corral): 13
- One-on-one retirement meetings—includes 457(b) and PERS pension/advice and counsel: 15
- Health Insurance meetings, assist with issues, assist with disability claim forms: 24

### **Employee/Labor Relations**

- 1 Verbal Warning, 0 Suspensions, 2 Written Warnings, 0 Final Written Warnings, 0 Terminations, 0 Probationary Releases
- 1 Grievance
- 0 Arbitrations
- 5 hours of Labor Meetings (with Union)
- 80 hours Investigatory Meetings
- 5 Investigations
- 30 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 3

### **Employee Health Nurse**

Employee TB tests: 18

Employee Vaccinations: 30

New Hire Bloodborne Pathogen class training: 2

Post Hepatitis B titer blood draws: 5

Respirator Fit test: 32

BBP exposure follow-up: 0

### **Other Activities for Employee Health Nurse:**

- Incident Command System for Hepatitis A outbreak participation:
  - Assigned as Safety Officer and attended multiple meetings regarding the outbreak
  - Safety plan creation and updates weekly
  - Review and development of roster of staff ready to deploy in outbreak response (updates ongoing)
  - Updating Immunization and TB testing of the rostered staff as needed for deployment
- Overseeing training of Human Resources Training Analyst for Bloodborne Pathogens presentations (ongoing)
- Completed training of OPHP staff to be back-up to perform Respirator Fit testing
- Ongoing updates to employees' vaccinations

### **Human Resources Director**

Investigations: 12 hours

Training: 10 hours

Training Development: 24 hours

Meetings with employees: 20 hours

Committee/Team/Employee engagement meetings: 19 hours

Leadership Meetings: 9 hours

Interviews: 2 hours

### **Human Resources Supervisor**

- 4 hours of Labor Meetings (with Union)
- 15 hours Investigatory Meetings
- 4 Investigations
- 17.5 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 1

### **Trainings/Meetings Attended by Staff:**

- Managing Difficult Employee Behaviors Workshop (Erika Bustinza)
- Fundraising & Event Planning Committee (Erika Bustinza and Susan Damitz)
- CDC Webinar Pink Book Series: "Immunizations Overview"; modules 3 – 6 of 15-week series (Karen Atkins)
- Operational Risk—Ensuring that the Achille's Heel of retirement plans is on Good Footing (Susan Damitz)
- Employees and Background Checks—Is Your Program Compliant? (Susan Damitz)
- SharePoint Training with Jeff Collins (Susan Damitz)
- Clark County Self-Funded Group Health Committee Meeting (Susan Damitz)
- Managing Difficult Employee Behaviors (Susan Damitz)

- Meeting with Las Vegas Metro regarding active shooter exercise (Angela Lewis)
- Safe and Sober Workplace Part II Training, POOL/PACT (Angela Lewis)
- Policy Committee Meeting (Angela Lewis)
- Compliance Committee Meeting (Angela Lewis)
- Safety Committee Meeting (Angela Lewis)
- Supervisor/Manager Meeting (Angela Lewis)
- CBA Changes Meeting (Angela Lewis)
- Biweekly HR Team Meeting (Angela Lewis)
- UMC Active Shooter Exercise Attendance (Angela Lewis)
- HR Intranet meeting with consultant (Angela Lewis)
- HR POOL/PACT Audit (Angela Lewis)
- SABA Cloud LMS Meeting (Angela Lewis)
- ADA Update Webcast Training/ Job Accommodation Network (Angela Lewis)

### **Projects in Progress/Other items**

- Grievance Log and Official Complaints Report, Investigation Log, and Weekly Recruitment Report for Leadership (Erika Bustinza)
- Assisted with development of Performance Improvement Plan for two (2) employees. (Erika Bustinza)
- Assisted with development of HR Intranet site—Labor Relations (Erika Bustinza)
- Assisted with development of HR Intranet site—Recruitment (Adriana Alvarez and Kimberly Monahan)
- Assisted with development of HR Intranet site—Entire site (Amanda Shore, Susan Damitz, and Angela Lewis)
- Recruitment Spreadsheet for Leadership for Amy (Adriana Alvarez and Kimberly Monahan)
- Two position control meetings (Adriana Alvarez, Kimberly Monahan and Scott Witherall)
- Per Diem POOL (Adriana Alvarez and Kimberly Monahan)—4 hours
- Academic Affairs Committee (Adriana Alvarez)
- Service Awards Subcommittee (Adriana Alvarez)
- Temp Agency Coordination (Adriana Alvarez)
- Onboarding notification to IT for New Hires (Adriana Alvarez)
- Hep A Funding Opportunity Meeting (Kimberly Monahan)—1 hour
- Health Equity Committee (Kimberly Monahan)
- Rewards and Recognition Committee (Kimberly Monahan, Edie Mattox and Amy Hagan)
- Records Information Management training and tasks (Amanda Shore)
- Maintaining temporary employee spreadsheet and time cards (Amanda Shore)
- Auditing personnel files (Amanda Shore)
- SABA LMS (Angela Lewis)
- HR Policy Review (Angela Lewis)
- Policy Hub (Angela Lewis)
- Active Shooter Exercise Plan (Angela Lewis)
- Revamping forms and process for FMLA (Susan Damitz)
- Employee FMLA issues (Susan Damitz)
  - Safety issue with employee mental health/use of FMLA

- Request by employee for reduced work load/schedule following FMLA
- Issue with employee appealing decision to deny FMLA
- Discussion with employee regarding FMLA/Leave Usage/Accommodations/Return to Work following birth of baby vs. additional bonding time

## **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. In December 2018, HIV-1 viral load was brought on-line to complete the CDC HIV algorithm testing. In July 2019, HCV quantitative viral load, was brought on line.
2. **Epidemiological Testing and Consultation:**
  - A. SNPHL continues to support the disease investigation activities of the SNHD OEDS 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 is transitioning to Whole Genome Sequence (WGS) testing of *Salmonella*, *Shigella*, *Listeria*, and Shiga toxin producing *E. coli* (STEC) isolates submitted by local clinical laboratories. SNPHL will report the WGS data to the CDC PulseNet program and to the SNHD OOE. Pulse Field Gel Electrophoresis officially ends July 15, 2019.
  - 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. June 2019 SNPHL Activity Highlights:**

- A. Laboratory staff had received an average of approximately 1 hour of training this month.
- B. Training of both SNPHL new hires continues.
- C. The Laboratory Director position remains vacant.
- D. SNPHL continues to move forward with mandated transition from PFGE to WGS. SNPHL will send one staff member to WGS training in September.
- E. Microbiology Supervisor to attend CDC training for ETest of Bacillus anthracis, August 5 – 7, 2019.
- F. SNPHL has worked closely with OEDS department and local community partners on recent cases of Acute HAV and with West Nile confirmation testing.
- G. SNPHL received and destroyed an isolate from a patient at a sentinal hospital which is classified as an agent of Bioterrorism. Isolate CDC, LRN and FSAP were notified. EPI worked with the sentinal hospital for patient information and post exposure treatment.

**COMMUNITY HEALTH – SNPHL – Fiscal Year Data**

SNPHL Services	July 2018	July 2019		FY 2017-2018	FY 2018-2019	
Clinical Testing Services <sup>1</sup>	3997	6548	↑	69615	74,456	↑
Epidemiology Services <sup>2</sup>	497	124	↓	1718	3800	↑
State Branch Public Health Laboratory Services <sup>3</sup>	65	143	↑	71	949	↑
All-Hazards Preparedness Services <sup>4</sup>	32	7	↓	979	808	↓
Environmental Health Services <sup>5</sup>	N/A	535	↑	1012	4,248	↑

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, WGS 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.

5 Includes vector testing



# Memorandum

**Date:** August 22, 2019  
**To:** Southern Nevada District Board of Health  
**From:** **Amy Hagan**, *Human Resources Administrator*  
**Joseph P. Iser, MD, DrPH**, *Chief Health Officer*

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**RE:** NEW CLASSIFICATION SPECIFICATIONS

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- **Licensed Clinical Social Worker** – NEW POSITION  
A direct service provider competent to provide psychotherapy to a diverse population with complex needs. Primary responsibilities include but are not limited to providing psychotherapy, mental health assessments, diagnoses, treatment planning, and crisis intervention.  
  
Schedule 22 (\$60,902.40 – \$84,947.20), FLSA Non-exempt, Bargaining Unit Eligible
- **Medical Coding Specialist** – NEW POSITION  
The Medical Coding Specialist will handle the financial and technical side of the medical coding of claims for reimbursement through insurance billing, Medicare, Medicaid, and other government health programs.  
  
Schedule 21 (\$57,886.40 – \$80,724.80), FLSA Non-exempt, Bargaining Unit Eligible
- **Public Health Preparedness Technician** – NEW POSITION  
To develop, administer, conduct annual and just-in-time Fit Testing of workforce personnel under oversight of the agency fit testing, workforce preparedness, and agency safety programs; to ensure employee safety, agency compliance, and preventative maintenance of agency equipment, supplies and mobile resources.  
  
Schedule 18 (\$49,628.80 – \$69,201.60), FLSA Non-exempt, Bargaining Unit Eligible

**LICENSED CLINICAL SOCIAL WORKER (LCSW) /  
LICENSED CLINICAL MENTAL HEALTH COUNSELOR (LMHC) /  
LICENSED MARRIAGE AND FAMILY THERAPIST (LMFT)**

**DEFINITION**

A direct service provider competent to provide psychotherapy to a diverse population with complex needs. Bilingual English/Spanish speaking provider is highly preferred. Primary responsibilities include but are not limited to providing psychotherapy, mental health assessments, diagnoses, treatment planning, and crisis intervention.

**SUPERVISION RECEIVED AND EXERCISED**

- Supervision is provided by the SNHD Director of Clinical Services/Chief Medical Officer.

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

- Provide direct services to clients in the form of individual, family or group psychotherapy or counseling appropriate to license, experience and training.
- Conduct diagnostic, substance abuse and risk assessments.
- Develop a professional therapeutic relationship with patients.
- Provide a comprehensive assessment of the client and family's needs and determine an appropriate treatment plan with the treatment team and/or Primary Care Provider (PCP).
- Assess, develop, implement, monitor and revise patient plan of care to meet the client's mental health needs.
- Continually assess the client's support systems, available community resources and other factors to plan, develop, and implement an appropriate plan of care.
- Collaborate with other members of the treatment team and community agencies to coordinate and provide appropriate referrals for ancillary services and integrated treatment services for clients.
- Offer support services that involve the process of linking and coordinating components of the service system to ensure that the client's family needs are needs, as applicable.
- Provide crisis intervention and triage for patients experiencing emotional difficulties at the site and assist with referrals to psychiatry or community mental health resources, as needed.
- Arrange for and conduct groups in which clients can create and maintain social networks that will sustain and support them during difficult times.
- On occasion, provides social service case management or referrals when needed.
- Develop discharge/aftercare planning with clients.
- Comply with all federal, state, division and agency requirements as related to medical records and documentation and reports instances of neglect or abuse to the appropriate authorities as required by law.
- Prepare complete and accurate case notes; writes correspondence, produce reports and other written materials; may prepare statistical reports and summaries.
- Attend department, health district and agency meetings, as scheduled.
- Participate as an active member of a work team.
- Assist with special projects at the Health District, as needed.
- Participate in professional development opportunities including clinical supervision, peer supervision, and/or internal or external training.
- Perform other duties as assigned.

Initials \_\_\_\_\_ Date \_\_\_\_\_



**Southern Nevada Health District  
Licensed Clinical Social Worker (continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Psychotherapy skills including assessment, diagnosis, treatment, planning, active listening and interviewing skills.
- Evidence-based practice interventions to improve mental health of clients.
- Special populations such as HIV+, homeless, medically indigent, etc. and diversity/cultural issues in treatment.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Collaborative case planning.
- De-escalation and crisis intervention techniques.
- Programs and eligibility requirements for federal, state and local mental health resources.

**Ability to:**

- Assess cases appropriately and utilize the most appropriate techniques and resources to provide effective client services.
- Prepare clear and concise reports, correspondence and other written materials.
- Operate a computer and software applicable to the position, including the electronic health record.
- Use initiative and independent judgment within established procedural guidelines; organize own work, set priorities and meet critical deadlines.
- Establish and maintain effective working relationships.
- Communicate with excellent oral and written communication skills.

**TRAINING AND EXPERIENCE GUIDELINES**

**Training:**

- Master of Social Work degree from a Council on Social Work Education (CSWE) accredited program or similar degree and training OR
- Master's in Counseling, Psychology or related degree with clinical counseling experience OR
- Licensed Marriage and Family Therapist (LMFT)

**Experience:**

- One-year experience in a health care facility or agency preferred.

**License or Certificate:**

- Possession or ability to obtain and maintain an appropriate, valid Nevada driver's license as a condition of employment.
- Professional license by the State of Nevada Board of Examiners for Social Workers LCSW, LMFT, or Clinical Psychologist required at the time of application.

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Southern Nevada Health District  
Licensed Clinical Social Worker (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, ICA 100, ICS 200 and NIMS as a condition of continuing employment prior to the completion of the probationary period.*

Bargaining Unit Eligible  
FLSA Non-Exempt  
Schedule 22  
Approved by the Chief Health Officer 08/02/2019

Initials \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL CODING SPECIALIST**

**DEFINITION**

The medical coding specialist will handle the financial and technical side of the medical coding of claims for reimbursement through insurance billing, Medicare, Medicaid, and other government health programs. They will extract clinical information from a variety of medical records and assigns appropriate codes to patient records according to established procedures; reviews charts and other documents in order to assess the quality of information; extract data and prepare reports and summaries of such information to ensure quality data.

**SUPERVISION RECEIVED AND EXERCISED**

- Works within the Division of Clinical Services and receives direction from the Clinical Office Supervisor and/or any the Director of Clinical Services or his designee.

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

- Reviews and verifies the documentation supports diagnoses, procedures and treatment results. Identifies diagnostic and procedural information.
- Audits clinical documentation and coded data to validate documentation supports services rendered for reimbursement and reporting purposes.
- Follows coding conventions. Assigns codes for reimbursements and ensures compliance with regulatory requirements and insurance rules. Ensures required signatures and authorizations are in place prior to submission.
- Serves as coding consultant to care providers.
- Identifies discrepancies, potential quality of care, and billing issues. Researches, analyzes, recommends and facilitates plan of action to correct discrepancies and prevent future coding errors. Identifies reportable elements, complications and other procedures.
- Conducts medical records research and corresponds with insurance companies and healthcare professionals to resolve the issue for denied claims due to incorrect coding.
- Serves as resource and subject matter expert to other coding staff. Assists lead or supervisor in orienting, training, and mentoring staff. Provides ongoing training to staff as needed. Handles special projects as requested.

**QUALIFICATIONS**

**Knowledge of:**

- District policies, procedures and past practices, regulations and operating procedures
- Medical terminology, pharmacology, body systems/anatomy, physiology and concepts of disease processes
- Utilization of electronic medical records systems
- Modern office procedures, methods and computer equipment
- Business letter writing and report preparation techniques and methods
- Research methods and data analysis techniques
- Communication principles and practices
- Principles of business letter writing and basic report preparation
- Correct English usage, spelling, grammar and punctuation
- Computer applications related to the work

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Southern Nevada Health District  
Medical Coding Specialist (continued)**

**Ability to:**

- Interpret, apply and explain applicable rules and regulations
- Maintain confidentiality of medical and work records and information
- Learn and apply departmental, division, and District policies, procedures and rules
- Understand and communicate complex issues and changes relating to regulatory compliance and third-party reimbursements
- Provide essential coding quality reviews and subsequent medical staff training
- Review and extract data to verify accuracy and completeness of the coding for billing; identify and resolve errors and discrepancies
- Prepare clear and concise reports, correspondence and other written materials
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities
- Operate office machines
- Learn computer software programs; enter and maintain accurate data and statistical information
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations
- Work independently in the absence of supervision

**TRAINING AND EXPERIENCE GUIDELINES**

**Training:**

- Two-year associate degree program in medical billing and coding

**Experience:**

- Three to five years of experience with medical billing and/or coding experience

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license
- Possession of one or more of the following:
  - Certified Coding Specialist (CCS)
  - Certified Professional Coder (CPC)
  - Certified Outpatient Coder (COC)
  - Certified Inpatient Coder (CIC)
  - Certified Coding Specialist – Physician based (CCS-P)
  - Registered Health Information Administrator (RHIA)
  - Registered Health Information Technician (RHIT)

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Southern Nevada Health District  
Medical Coding Specialist (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, ICA 100, ICS 200 and NIMS as a condition of continuing employment prior to the completion of the probationary period.*

Bargaining Unit Eligible

FLSA Non-Exempt

Schedule 21

Approved by the Chief Health Officer 07/24/2019

Initials \_\_\_\_\_ Date \_\_\_\_\_

**PUBLIC HEALTH PREPAREDNESS TECHNICIAN**

**DEFINITION**

To develop, administer, conduct annual and just-in-time Fit Testing of workforce personnel under oversight of the agency fit testing, workforce preparedness, and agency safety programs. To ensure employee safety, agency compliance, and preventative maintenance of agency equipment, supplies and mobile resources including, but not limited to, weekly PAPR equipment maintenance, Personal Protective Equipment (PPE) and grant supported, 6 week emergency stockpile of N-95 respirators, mobile command vehicle and Point of Dispensing Trailers resources, other management and storage of preparedness materials. Ability to follow agency safety, health and environmental regulations for District facilities, operations.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direct supervision from the Public Health Preparedness Manager and Supervisor;
- May receive additional direction from Facilities Services Manager for General Safety Program, and Employee Health Nurse who has program oversight over Fit-Testing Program.
- May receive direction from Community Health Division Director and/or Chief Health Officer.
- Provides functional direction to any and all District personnel as indicated for safety issues for the use of approved quantitative fit testing protocol for use of certain respirator types and models.

**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.*

- Under direction of PHP Manager or supervisor, Inspect District facilities, mobile command vehicle and preparedness trailers observing operations and activities, provide support in investigating health and safety complaints and ensuring that the District is in compliance with OSHA, EPA and ADA regulations.
- Observe work in progress, ensures that proper safety equipment such as respirators is worn and procedures are followed in accordance with agency policies, protocols, quantitative fit testing procedures; awareness of agency backup, qualitative fit testing guidance and protocols.
- Coordinate and interact with Division Directors and program managers, Employee Health Nurse regarding health and safety issues in their respective areas. Notify management staff regarding any violation of safety laws, regulations and codes
- Perform or coordinate routine maintenance of Health District and Personal Protective Equipment and equipment stockpiles to ensure 24/7/365 readiness.
- Participate in preparedness trainings, drills, and exercises for workforce health and safety. Actively participate in Homeland Security Exercise and Evaluation Program compliant After Action Report and Improvement Planning.
- Develop policies, plans and procedures to minimize risk to the public and employees and ensure workforce readiness to deploy for biological threats that require implementation of droplet precautions, universal Personal Protective Equipment, 6 week supply cache of respirators used for fit testing of employees, MRC volunteers, Health District responders, and personnel supporting Health District operations.
- Prepare statistics and other safety reports to support management and labor for the Safety Committee, quarterly grant progress reporting.
- Resolve complaints and makes recommendations to management for corrective action, as required
- Develop Desk Manual for position, equipment maintenance outlines and review employee instructions for alternate agency staff identified to serve as back-ups for this position using Portacount instrumentation to conduct Fit testing for Tier 1 employees requiring annual fit testing and workforce prior to being deployed in response to biological disasters or public health emergencies.
- May conduct or provide for employee safety training, including classroom lectures, demonstrations, or hands-on instruction

Initials \_\_\_\_\_ Date \_\_\_\_\_

## **Southern Nevada Health District**

### **Public Health Preparedness Technician (continued)**

- Plan, administer and/or assist in safety exercises, including fire drills, to evaluate and maintain worker safety in the event of emergency or exercise.
- Attend the meetings and consults with the Office of Public Health Preparedness (OPHP) team concerning District emergency operations and response planning
- Assist Facilities Manager who has oversight of Health District Safety Program during an emergency or any major event organized by OPHP and the Incident Command System (ICS)
- Use standard office and specialized equipment including a computer and specialized equipment, Portacount Fit testing instrument, ensure that annual maintenance and calibration is performed on equipment through approved vendor.
- May assist in stocking, unloading and delivery of supplies using warehouse equipment and tools
- Assist with maintaining security of property
- Perform related duties and responsibilities as required

## **QUALIFICATIONS**

### **Knowledge of:**

- Emergency preparedness, mitigation and response, Workforce Safety and Health
- Principles of Quantitative and Qualitative Fit Testing Programs
- Principles, practices and applicable equipment related to industrial safety and hygiene, Personal Protective Equipment (PPE), and workplace safety.
- Standard occupational hazards, including accident analysis and prevention techniques
- Applicable grant guidance and preparedness scope of work deliverables, safety laws, codes and regulations
- Data collection and statistical analysis and reporting
- Project management
- Research methods, practices and report writing
- Computer applications related to safety administration, preparedness, and respirator fit-testing administration
- Microsoft applications (Word, Excel, Outlook) related to day to day activities
- Record keeping and scheduling principles and practices
- Interpersonal skills
- Techniques of making effective written and oral presentations

### **Ability to:**

- Develop, implement, and support effective safety, preparedness, and workforce readiness special programs
- Assess risks and hazards and make effective and timely recommendations for action and correction
- Interpret, apply, explain and stay abreast of applicable laws, codes, regulations and guidelines to include changes or discontinuation in Personal Protective Equipment supplies, N-95/N-100 respirators, and Powered Air-Purifying Respirators (PAPR).
- Support staff performing detailed, technical, safety, hazard and environmental research
- Prepare clear and concise grant reports, correspondence and other written materials
- Use initiative and independent judgment within established procedural guidelines
- Work effectively as part of a multi-disciplinary team
- Contribute effectively to the accomplishment of the District's preparedness grant deliverables and scope of work activities, safety goals, and objectives.
- Establish and maintain effective work relationships utilizing conflict resolution and group process techniques when necessary with varying levels of management and professionals
- Make effective written and oral presentations to diverse groups, as necessary.
- Demonstrate strong interpersonal skills

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Southern Nevada Health District  
Public Health Preparedness Technician (continued)**

**TRAINING AND EXPERIENCE GUIDELINES**

**Training:**

- Equivalent to the completion of the twelfth grade. Course work, experience, or other appropriate trades training in preparedness, emergency management, Industrial Hygiene, Safety or closely related field is highly desirable.
- Recognized training in qualitative and quantitative fit testing processes and procedures.

**Experience:**

- Four years of full time professional experience in supporting a large-scale safety, public health preparedness or closely related program
- Bachelors Degree from an accredited college or university with related coursework in preparedness, emergency management, Industrial Hygiene, Safety or closely related field may be substituted for (2) years of full time professional experience
- Advanced Degree from an accredited college or university with related coursework in preparedness, emergency management, Industrial Hygiene, Safety or field closely related to may be substituted for (4) years of full-time professional experience

**License or Certificate:**

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

**WORKING CONDITIONS**

- Travel from site to site
- Some exposure to dust and noise
- Some heavy lifting, standing, climbing, twisting
- May work at heights
- Will be exposed to health and cold and other weather conditions
- May work with warehouse equipment, lifting and transport tools, power tools

**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, ICA 100, ICS 200 and NIMS as a condition of continuing employment prior to the completion of the probationary period.*

*In addition to the standard Incident Command System courses initially required of all new employees, this position additionally requires completion of ICS 300 and 400 before the end of twelve (12) months of employment.*

Bargaining Unit Eligible

FLSA Non-Exempt

Schedule 18

Approved by the Chief Health Officer 08/01/2019

Initials \_\_\_\_\_ Date \_\_\_\_\_



**PAYROLL EARNINGS SUMMARY**

**June 29 to July 12, 2019**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2019/20</u>	
CLINICAL SERVICES	\$ 379,084.66	\$ 5,717,922.43	\$ 387,068.81	\$10,638,836.00	4%
ENVIRONMENTAL HEALTH	\$ 441,333.46	\$ 6,588,465.12	\$ 442,666.71	\$11,543,029.00	4%
COMMUNITY HEALTH	\$ 336,718.89	\$ 5,428,507.59	\$ 339,261.69	\$9,730,923.00	3%
ADMINISTRATION	\$ 373,254.97	\$ 4,830,449.67	\$ 376,810.84	\$8,458,339.00	4%
<b>TOTAL</b>	<b>\$1,530,391.98</b>	<b>\$22,565,344.81</b>	<b>\$1,545,808.05</b>	<b>\$40,371,127.00</b>	<b>4%</b>
FTE	558				
Regular Pay	\$ 1,129,404.08	\$ 18,494,567.13	\$ 1,129,816.00		
Training	\$ 27,513.20	\$ 176,074.94	\$ 27,513.20		
Final Payouts	\$ 749.35	\$ 250,960.81	\$ 2,693.70		
OT Pay	\$ 2,489.64	\$ 60,446.77	\$ 2,489.64		
Leave Pay	\$ 358,504.93	\$ 3,124,546.16	\$ 359,989.73		
Other Earnings	\$ 11,730.78	\$ 458,749.00	\$ 23,305.78		
	<b>\$ 1,530,391.98</b>	<b>\$ 22,565,344.81</b>	<b>\$ 1,545,808.05</b>		



\_\_\_\_\_  
CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

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

**June 29 to July 12, 2019**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

**ADMINISTRATION**

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
HASSELBAUER, FORREST L		4.25	\$213.37	GILLIAM, TINA	1.50	\$43.10
RUIZ, GEORGE		3.50	\$129.41	ROSSI BOUDREAUX THIB, LESTER A	1.50	\$39.95
VUKSANOVIC, DAN		3.00	\$90.50	HAMILTON, SAMANTHA	0.75	\$13.61
JOHNSON, LANCE V		0.50	\$18.49			
GALAVIZ, MONICA		8.00	\$391.56			
ZIELINSKI, LYNDIA S		7.50	\$439.31			
BOJORQUEZ, IBETH		1.50	\$71.60			
Total Administration		<b>28.25</b>	<b>\$1,354.24</b>		<b>3.75</b>	<b>\$96.65</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
MCLELLAN, BETSY		6.00	\$301.54			
BAUTISTA, ILENE E	PHEPLB20	2.50	\$154.09			
Total Community Health		<b>8.50</b>	<b>\$455.63</b>		<b>0.00</b>	<b>\$0.00</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
POWELL, TASHEKA C		1.00	\$50.21	VILLANUEVA, MICHELLE	1.88	\$77.04
MATTESON, KIMBERLY A		0.25	\$8.79	FRITZMAN, SHERI	1.13	\$46.23
CRUZ, STACY		0.50	\$13.61	LUGO, SARAH M	3.00	\$126.39
PERALEZ, JESSICA		0.50	\$13.23	DINDA, KARIN	1.50	\$60.08
Total Clinical Services		<b>2.25</b>	<b>\$85.84</b>		<b>7.50</b>	<b>\$309.74</b>

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

**June 29 to July 12, 2019**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>						
<b><u>Employee</u></b>	<b><u>Project/Grant Charged to</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>
PIAR, DIANE M	FDILL_19	5.75	\$267.38	KENNEDY, DANIEL J	6.75	\$175.16
SHARIF, RABEA		4.50	\$204.19	WUBE, SABA	2.25	\$58.39
DE HAAN, CHRISTIAN M		0.75	\$36.71	CAVIN, ERIN M	18.00	\$650.88
RAINVILLE, SCOTT A		1.75	\$85.65	TAYLOR JR, GEORGE E	3.38	\$131.79
Total Environmental Health		<b>12.75</b>	<b>\$593.93</b>		<b>30.38</b>	<b>\$1,016.22</b>
<b>Combined Total</b>		<b>51.75</b>	<b>\$2,489.64</b>		<b>41.63</b>	<b>\$1,422.61</b>

**PAYROLL EARNINGS SUMMARY**  
**July 13 to July 26, 2019**

	<u>PayPeriod</u>	<u>Calendar</u> <u>Year to Date</u>	<u>Fiscal</u> <u>Year to Date</u>	<u>Budget</u> <u>2019/20</u>	
CLINICAL SERVICES	\$ 379,479.33	\$ 6,099,331.51	\$ 768,477.89	\$10,638,836.00	7%
ENVIRONMENTAL HEALTH	\$ 440,353.91	\$ 7,028,819.03	\$ 883,020.62	\$11,543,029.00	8%
COMMUNITY HEALTH	\$ 327,068.82	\$ 5,755,576.41	\$ 666,330.51	\$9,730,923.00	7%
ADMINISTRATION	\$ 381,716.95	\$ 5,212,166.62	\$ 758,527.79	\$8,458,339.00	9%
TOTAL	<u>\$1,528,619.01</u>	<u>\$24,095,893.57</u>	<u>\$3,076,356.81</u>	<u>\$40,371,127.00</u>	<u>8%</u>
FTE	561				
Regular Pay	\$ 1,313,773.51	\$ 19,809,352.80	\$ 2,444,601.67		
Training	\$ 7,523.67	\$ 183,598.61	\$ 35,036.87		
Final Payouts	\$ 243.93	\$ 252,122.33	\$ 3,855.22		
OT Pay	\$ 3,037.26	\$ 63,484.03	\$ 5,526.90		
Leave Pay	\$ 187,468.89	\$ 3,312,015.05	\$ 547,458.62		
Other Earnings	\$ 16,571.75	\$ 475,320.75	\$ 39,877.53		
	<u>\$ 1,528,619.01</u>	<u>\$ 24,095,893.57</u>	<u>\$ 3,076,356.81</u>		

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CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

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

**July 13 to July 26, 2019**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

**ADMINISTRATION**

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
VUKSANOVIC, DAN		1.50	\$44.96	ALFORD, CAMILLE A	2.25	\$44.96
HASSELBAUER, FORREST L		5.00	\$249.53	PRICE, KERI A	4.50	\$135.32
RUIZ, GEORGE		5.00	\$183.75	ROSSI BOUDREAUX THIB, LESTER A	1.50	\$39.71
KEEGAN, DAHLIA J		2.75	\$120.78	EASLEY, MARK	9.00	\$270.63
BOJORQUEZ, IBETH		6.00	\$284.67			
GALAVIZ, MONICA		16.00	\$778.32			
ZIELINSKI, LYNDA S		7.75	\$451.17			
OAKLEY, FRANCINE R		4.50	\$202.97			
WILCOX, TERESA E		3.00	\$125.24			
Total Administration		<b>51.50</b>	<b>\$2,441.39</b>		<b>17.25</b>	<b>\$490.61</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
		<b>0.00</b>	<b>\$0.00</b>		<b>0.00</b>	<b>\$0.00</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
PEREZ BAUTISTA, DANIELA		1.75	\$51.06	CAPURSO, CYNTHIA	3.00	\$122.52
WHITAKER, ANGELA		1.75	\$51.06	WOODS, ROSANNA	1.13	\$43.66
PEREZ, JOSE A		0.50	\$13.15	VOSS, LUCIA	0.38	\$11.55
WARE, LORENA		1.50	\$39.44	FRITZMAN, SHERI	3.00	\$122.52
BURQUEZ AHUJA, LILIA		0.50	\$20.36	LUGO, SARAH M	2.25	\$94.21
FINCHER, INA B		0.75	\$45.95	DINDA, KARIN	1.50	\$59.72
DINDA, KARIN		1.25	\$74.64	SPRANCE GROGAN, CAROLYN S	1.50	\$49.91
MATTESON, KIMBERLY A		1.75	\$61.14			
Total Clinical Services		<b>9.75</b>	<b>\$356.80</b>		<b>12.75</b>	<b>\$504.08</b>

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

**July 13 to July 26, 2019**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>						
<b><u>Employee</u></b>	<b><u>Project/Grant Charged to</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>
PIAR, DIANE M		2.50	\$115.54	UMUHOZA, DIANE	1.88	\$56.38
KNOWLES, MIKKI M		0.50	\$23.72	KENNEDY, DANIEL J	1.88	\$48.36
RAINVILLE, SCOTT A		2.00	\$99.81			
Total Environmental Health		<b>5.00</b>	<b>\$239.07</b>		<b>3.75</b>	<b>\$104.74</b>
<b>Combined Total</b>		<b>66.25</b>	<b>\$3,037.26</b>		<b>33.75</b>	<b>\$1,099.43</b>