DEPARTMENT: Personnel

BY: Rich Inman
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RECOMMENDED ACTION AND JUSTIFICATION:

Approve the Public Health Emergency Response Coordinator job description, set the salary at range 465 ($3,730-$4,534/month), and assign the position to the SEIU bargaining unit. This position will be responsible for the development of the Public Health Emergency Preparedness Plan under the direction of the Health Officer.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the recent mid-year process, the Board approved allocating this position with direction given to staff to return to the Board for approval of a job description and salary range.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes (X) No Current FY Cost: $3,100 Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded
Amount in Budget: $35,509
Additional Funding Needed: $

Source:
Internal Transfer $X
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
( ) General ( ) Other

List Attachments, number pages consecutively

Job Description

The foregoing instrument is a correct copy of the original on file in this office.

Date: 

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: Deputy

COUNTY ADMINISTRATIVE OFFICER: 
Requested Action Recommended
No Opinion
Comments:

CAO:
PUBLIC HEALTH EMERGENCY RESPONSE COORDINATOR

DEFINITION
Plans, organizes, and directs public health preparedness and response functions, coordinates and directs related programs and activities within the department. This position has significant responsibility for the development, coordination and oversight of countywide public health programs relating to public health preparedness and response in the cases of natural disaster, infectious disease emergency, hazardous materials spill emergency, radiation emergency, and other emergency events with Public Health implications, including formulation of policy, development of goals and objectives, fiscal management, and compliance with federal and state regulations.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Public Health Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS
Researches the epidemiological and clinical manifestations of various Public Health emergency agents.

Develops plans for the Mariposa County Health Department to utilize standardized emergency medical response and standardized incident command as envisioned by both the State of California and the Federal Government.

Performs detailed and complex resource inventory within the County and the region serving this County.

Under the direction of the Health Officer, develops plans for response to Public Health emergencies in general and some specific agents as well.

Interacts with State and Federal authorities regarding the County’s response plans.

Coordinates with local medical providers, including hospital and ambulance service within the response plan.

Envisions, develops and executes training, including didactic training, table top drills, and full expanse real time disaster drills for both Health Department employees and other persons functioning within the County to execute the Public Health Emergency Plan.

EMPLOYMENT STANDARDS
Knowledge of:
Basic principles of incident command.

Basic principles of standard emergency medical system and national incident management system.
Emergency medical care and systems integration within a community.

Various infectious diseases, hazardous chemicals and radiation agents which could precipitate a Public Health emergency.

The basic tenants and standards involved in training and education to teach emergency response.

Medical management at all levels from specialist physician through first responder and citizen lay responder.

Basic computer skills.

Excellent interpersonal communication skills.

**Ability to:**
Learn the requirements of plan of drafting and finalizing a written plan required by the State and Federal Government.

Perform basic evaluation of the system or task.

Develop a plan which will guide the Department’s and County’s response to a Public Health emergency.

Communicate effectively in both verbal and written form.

Carry out Departmental and County missions.

Apply the applicable State, Federal and County laws and policies.

Make clear, credible and accurate presentations to various advisory groups, commissions, and boards.

Understand and execute both oral and written instructions in a timely and accurate manner.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Collect and record technical data and interpret technical data.

Read and understand plans.
TYPICAL WORKING CONDITIONS
Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Education:
High school diploma or GED equivalent with training and certification in the field of emergency medical care at the Paramedic level or higher. A Bachelor’s degree in health, biology, natural sciences, psychology, social services, or related fields.

Experience:
Four years of progressively responsible supervisory or administrative experience in the development and coordination of systems response to either a Public Health emergency or a medical emergency, including organization and participation in various levels of drills executing written plans.

Substitution:
Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Possession of a valid California Paramedic Certificate or a Registered Nurse License.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.