RESOLUTION - ACTION REQUESTED 2017-117

MEETING: March 7, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Changes to Public Health Emergency Response Coordinator Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve amendments to the Public Health Emergency Response Coordinator Job Description by changing the title to Public Health Emergency Preparedness and Response Coordinator and by changing other areas of the job description to align with current emergency preparedness and response protocols.

The incumbent Public Health Emergency Response Coordinator has recently resigned. Before recruiting to fill the position, the County Health Officer determined that changes to the job description were needed. These changes include changing the title of the position to the Public Health Emergency Preparedness and Response Coordinator; changing some of the essential functions to ensure that the new incumbent understands that the position will be responsible for developing and maintaining the National Incident Management System and State Emergency Management System compliant plans for the Health Department; and will be planning and conducting Homeland Security Exercise and Evaluation Program compliant training. Additional changes include amending the minimum qualifications to allow more flexibility in qualifying for the position in order to attract a larger candidate pool.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Public Health Emergency Response Coordinator job description was approved by the Board of Supervisors on March 21, 2006. From time to time, the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve the job description as amended; amend the job description as the Board desires and approve.

FINANCIAL IMPACT:
Not Applicable

ATTACHMENTS:
Public Health Emergency Response Coordinator Job Description with updates February 2017 (DOC)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, Interim CAO 2/28/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE COORDINATOR

DEFINITION
Plans, organizes, and directs public health emergency preparedness and response functions, coordinates and directs related programs and activities within the department. Provides coordination with other county and state agencies in regard to emergency preparedness and response. This position has significant responsibility for the development, coordination and oversight of countywide public health including but not limited to natural disaster, emerging infectious disease, hazardous materials spill, radiation exposure, and other emergency events with public health implications. Specific tasks including formulation of policy, development and maintenance of a departmental emergency operations plan (EOP), coordination with the County EOP, fiscal management, and ensuring compliance with Federal and State grant guidance and regulations.

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

EXAMPLES OF ESSENTIAL FUNCTIONS
Develops and maintains National Incident Management System (NIMS) and State Emergency Management System (SEMS) compliant plans for the Health Department based on hazard vulnerability assessments and identified risks; based on requirements identified during planning, identifies capabilities within the County and the region that can be used to address these requirements.

Researches the epidemiological and clinical manifestations and medical countermeasures for the Centers for Disease Control (CDC) Category A and B biothreat agents.

Identifies gaps within the County and regional capabilities in public health emergency preparedness (PHEP) and develops potential resource requests for State and Federal resources.

Interacts with County, State and Federal authorities regarding the department’s preparedness and response plans to ensure unity of effort with other response agencies.

Coordinates with local medical providers, including hospital and ambulance services, on planning for and responding to public health emergencies.

Plan and conduct Homeland Security Exercise and Evaluation Program (HSEEP) compliant training and exercises to validate and revise the departmental EOP.
EMPLOYMENT STANDARDS

Knowledge of:
Intermediate to advanced incident management concepts needed to function as either the incident manager in a public health response or the health services representative in an emergency operations center in a multi-agency response.

Principles of SEMS, NIMS, and the National Response Framework (NRF).

Emergency Medical Services (EMS) systems.

Infectious diseases, hazardous chemicals and radiation agents which could precipitate a public health emergency.

Basic instruction techniques in order to provide training and education in PHEP and EMS.

Medical management of identified biothreat agents, emerging infectious diseases, and chemical and radiological agents.

Basic computer skills to include use of word processing, presentation, spreadsheet, and database software.

Interpersonal communication skills and techniques.

Excellent interpersonal communication skills and techniques.

Ability to:
Develop and revise as needed a departmental EOP as directed by State and Federal agencies.

Coordinate the development or revision of the departmental EOP with other County agencies, regional entities, and State agencies.

Provide or access training for departmental staff and others in the County as needed to ensure an effective response in a public health incident.

Conduct exercises to evaluate and validate the EOP using Homeland HSEEP standards.

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, and may include work in incident command posts, points of dispensing, and other indoor locations. Some outdoor work may be done in support of outbreak investigation and other incident responses.

**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 and Experience:**

An Associate’s degree from an accredited college or university in health, pre-hospital care, emergency management, biology, or related fields and six years of progressively responsible supervisory or administrative experience in the development and coordination of systems response to either a public health emergency or a health care systems emergency, including participating in the development and execution of both discussion-based and activity-based exercises.

-OR-

A Bachelor’s degree from an accredited college or university in health, pre-hospital care, emergency management, biology, or related fields and four years of progressively responsible experience as described above.
Substitution:
Additional qualifying experience may be substituted for the college education on a year-for-year basis for either of the above qualifying patterns.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State 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 or certification or eligibility for certification as an Emergency Manager through the International Association of Emergency Managers.

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.