

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached revised class specification for AIDS Program Coordinator at a salary range of 193. Adoption of this revised class specification will eliminate the existing extra-help class specification for this position.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per the Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The AIDS program has been conducted since 1991 in Mariposa County on an extra-help basis. Pursuant to Minute Order dated September 9, 1996, during the budget hearings for FY 1996-97, the Board concurred with replacing the extra-help position and creating an AIDS Program Coordinator permanent part-time position. To comply with the Board's direction, it is necessary to adopt a regular class specification at a specific salary range rather than an hourly rate. The revisions to the proposed class specification reflect minor changes to better define the program's functions and responsibilities as well as minimum qualifications required for staff.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Make any changes to the proposed class specification and salary range deemed necessary by the Board. If a regular class specification and salary range is not adopted, the Board would be out of compliance with its prior action.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 97-78 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
() Minute Order Attached () No Action Necessary

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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: _____
A.O. Initials: *JG*

MARIPOSA COUNTY

JOB TITLE: AIDS Program Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To plan, organize, coordinate and conduct the AIDS programs through a multidisciplinary approach including education, prevention programs, needs assessment and case management; coordinate grant program requirements with the California Department of Health Services; and monitor the attendant departmental budget. Employees in this classification work under general direction from the County Health Officer and receive specific guidance from a Public Health Nurse.

SUPERVISOR: Public Health Officer

TYPICAL DUTIES:

- Establish program goals.
- Plan, organize and conduct the AIDS program.
- Administer state program grants.
- Prepare progress and statistical reports.
- Coordinate AIDS Committee.
- Plan and implement ongoing AIDS information updates with community physicians, hospitals and other local agencies.
- Educate and organize local resources for development and continuance of an interdisciplinary team approach to AIDS case management.
- Attend trainings and conferences as required.
- Provide technical assistance in development of health education assessments, interventions and protocols.
- Perform other related duties similar to the above in scope and function as required.

MARIPOSA: AIDS Program Coordinator

EMPLOYMENT STANDARDS:

Knowledge of:

- AIDS, including the disease process, modes of transmission and current treatment regimens.
- the principles and practices of public health education including public relations and group dynamics.
- program administration including budget and grant writing techniques.
- health education methods.
- current trends in research, diagnostic treatment, counseling and prevention services in the field of AIDS and other communicable diseases.
- community agencies and resources.
- funding sources, grant administration, program evaluation, and fiscal management.

Ability to:

- plan, coordinate and implement an effective county-wide AIDS education and prevention program.
- analyze data, identify target groups and establish priorities for education and prevention programs.
- communicate effectively in both oral and written forms
- prepare reports, program policies and procedures.
- serve as liaison for the Public Health Department with the state and other involved agencies.
- organize and secure the support of other professionals, community groups and individuals of varying attitudes and behaviors.
- design, deliver and evaluate AIDS educational curriculum, publicity and presentations.
- develop and deliver training for professional staff.

MARIPOSA: AIDS Program Coordinator

Ability to (cont'd):

- maintain confidentiality.
- demonstrate sensitivity to the service population.
- establish and maintain effective working relationships with those contacted in the performance of required duties.
- use standard office equipment including computers and any required software programs.

MINIMUM QUALIFICATIONS:

Graduation from an accredited program of study in registered nursing or a bachelor's degree in a related public health field from an accredited college or university; and one year of experience providing health education and treatment services; and

Possession of: a valid Class C California driver's license.

AIDSCoord.frm
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