

**APPROVE RESOLUTION ADOPTING NEW PUBLIC HEALTH EMERGENCY
PREPAREDNESS COORDINATOR JOB DESCRIPTION BASE WAGE OF \$26.32 AN
HOUR, APPROVE RESOLUTION ADOPTING NEW EPIDEMIOLOGIST JOB
DESCRIPTION, BASE WAGE \$35.00 AN HOUR, AND APPROVE RESOLUTION
ADOPTING PUBLIC HEALTH DATABASE ANALYST JOB DESCRIPTION, BASE
WAGE \$26.79 AN HOUR**

WHEREAS, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Human Resources Director has updated the job classifications for a Public Health Department and the base wages; and

WHEREAS, these are new job descriptions that were requested by the Director of Public Health; and

WHEREAS, it is recommended that the County add these three (3) new job descriptions to Public Health's position allocation for the limited term grant, non-general funds.

NOW, THEREFORE BE IT RESOLVED by the County of Plumas Board of Supervisors as follows:

Approve Resolution for the new job classifications in Exhibit A, B and C and new base wages.

New Job Classification: Public Health Emergency Preparedness Coordinator

Exhibit A - Attached job description

Recommended Base wage: \$26.32

New Job Classification: Epidemiologist

Exhibit B - Attached job description

Recommended Base wage: \$35.00 per hour

New Job Classification: Public Health Database Analyst

Exhibit C- Attached job description

Recommended Base wage: \$26.79 per hour

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 2nd day of May 2023 by the following vote:

AYES: Supervisors Hagwood, McGowan, Goss, Ceresola

NOES: Supervisors None

ABSENT: Supervisors Engel

ATTEST:


Chair, Board of Supervisors



Heidi White, Clerk of the Board

Exhibit A

PLUMAS COUNTY

NEW: 03/2023

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

DEFINITION

Under direction, plans, coordinates, and implements public health emergency preparedness and hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position assists with providing expertise specific to public health preparedness to respond to incidents of bioterrorism, infectious disease outbreaks, and other public health threats and related emergencies. This incumbent assists with organizing the County's Public Health Emergency Preparedness programs, and works in partnership with other employees, departments/divisions, agencies, and healthcare entities regarding pre-emergency planning, emergency response activities, and post-emergency functions.

This classification is responsible for independently performing professional duties in support of public health emergency preparedness and response activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

REPORTS TO

Department head, Assistant Director or as otherwise directed by the department head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -2

EXAMPLES OF DUTIES

- Develops, coordinates, and maintains public health emergency preparedness and hospital preparedness programs in accordance with federal, state, and local requirements.
- Coordinates with staff to design, write, and maintain public health emergency response plans, manuals, and standard operating procedures by utilizing local, state, and federal regulatory guidelines and requirements.
- Participates in related emergency preparedness and response training, periodic disaster drills and exercises with applicable County departments, other government agencies as well as the public.
- Prepares applicable grant applications, monitors grant awards, and complete grant reports as required by grants.
- Develops annual Public Health program budget work plan and amendments in collaboration with other Public Health programs.
- Monitors compliance with county, state, and federal expenditure guidelines.
- Maintains records and files; prepares periodic and special programmatic and financial progress reports as required.
- Attends regional and state health and medical meetings, conference calls, trainings, and other required functions facilitates local emergency health and medical meetings.
- Provides technical assistance and advice regarding Public Health roles and responsibilities to department staff during emergency response.
- Act as and/or assist in the Medical Health Operational Area Coordinator (MHOAC)
- Assist as Coordinator for California Health Alert Network (CAHAN) for the county.
- Updates and maintains contact information and resource listings for individuals, equipment, and supplies needed for public health emergency operations.
- May coordinate the work of others on various assigned projects and tasks during an actual public health emergency event.
- Maintains timely compliance with State and Federal reporting guidelines.
- Timely submission of reporting requirements for each assigned program area, including for agency-wide plans such as the Strategic Plan, Accreditation Reports, and grants.
- Participation in community events and agency initiatives and projects as assigned by agency or division leadership or direct supervisor, such as QI projects, Reaccreditation activities, staff trainings, vaccination clinics, and community events where agency is represented.
- Other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -3

TYPICAL WORKING CONDITIONS

Work is usually performed in both office and rural community environments; attend meetings outside the county, continuous contact with staff and the public. May be exposed to dangerous situation, inclement weather, varying temperatures, uneven footing, infectious diseases, and hazardous chemicals. May be required to work additional hours during an emergency event.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operations and services and best practices of comprehensive public health emergency preparedness programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Community demographics including socioeconomic and cultural factors.
- Principles, methods, techniques, and materials of emergency management.
- Functions, programs, and services of both public and private agencies.
- Public health statistical and survey methods.
- Community resources and demography.
- Principles of budgeting, record keeping and business mathematics.
- Principles of grant writing, administration, and reporting.
- Community organization and development.

Ability to:

- Work and communicate effectively with people of various professional, educational, and socioeconomic backgrounds.
- Develop and manage interagency Public Health emergency service programs.
- Read and understand complex laws and regulations.
- Develop, prepare, and present comprehensive reports and recommendations.
- Establish and maintain effective working relationships with a variety of agencies, organizations, and individuals.
- Speak effectively before public gatherings.
- Organize and coordinate public health training programs.
- Communicate effectively, orally and in writing.

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -4

TRAINING AND EXPERIENCE

Required Qualifications are:

Graduation from an accredited college or university with a bachelor's degree, preferably in emergency management, public or community health, education, psychology, sociology, social services, or other related.

OR

Graduation from an accredited college or university with an *associate degree

AND

one (1) year of professional experience, preferably in emergency management, public health, education, or another related field.

*Required education may be substituted on a year-by-year basis of related experience in the above areas.

Special Requirements:

Required Certifications: Successful completion of state and federally sponsored courses in disaster preparedness, response and recovery is highly desired, (i.e. ICS 300, ICS400, ICS700 courses). If not, these trainings are required upon hire.

Possession of a valid Driver's License at time of application and possession of a valid California Driver's License by time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Exhibit B

PLUMAS COUNTY

Last Revised: 3/2023

EPIDEMIOLOGIST

DEFINITION

Under general supervision, conducts epidemiological studies of occurrences of communicable diseases among residents of Plumas County. Collects, compiles, analyzes and evaluates data to assess the health status of the general population and specific demographic groups; explain the etiology of diseases; predict the occurrence of communicable diseases; and develop plans and strategies to control and /or contain the distribution of communicable diseases. Analyze the occurrence of communicable and chronic diseases, injuries, and mortality among residents of Plumas County; conduct epidemiological studies of disease occurrence; maintain surveillance of communicable diseases and other health conditions.

DISTINGUISHING

Primary responsibilities include investigating reported cases, outbreaks and epidemics of communicable and chronic diseases, collects and compiles epidemiological data and maintains databases, selects methods and conducts statistical and quantitative analysis for identification and prediction purposes, to identify and assess health care and health education needs, and to develop plans to extend services to underserved populations, prepares and delivers reports and presentations, and performs other duties as assigned.

REPORTS TO

Department Head, Assistant Director, or as otherwise assigned by Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EPIDEMIOLOGIST - 2

EXAMPLES OF DUTIES

- Investigates reported cases, outbreaks, and epidemics of communicable and chronic diseases.
- Designs, develops, and administers questionnaires and other instruments to obtain epidemiological data.
- Collects and compiles epidemiological data and develops and maintains epidemiological databases.
- Selects appropriate methods of statistical and quantitative analysis to identify demographic, geographic, cultural and other variables linked to the incidence of communicable and chronic diseases; to identify sources of exposure and disease transmission; and to predict the probability of future occurrences of disease.
- Develops and implements protocols for specimen collection and laboratory analysis, ensuring compliance with procedures to prevent contamination of specimen and maintain compliance with MIOSHA standards for occupational health and safety.
- Participates in the development of programs and strategies to control and contain the incidence of communicable diseases in the general public and among high-risk populations, and to prevent further disease transmission and future outbreaks.
- Consult and collaborate with program staff to provide epidemiologic data and analysis.
- Identifies and assesses health care and health education needs of current and underserved client populations and develops plans to extend services to underserved and under-served populations.
- Identifies potential sources of funding for programs and services and develops funding proposals for submission to public and private funding agencies.
- Prepares and delivers reports and presentations to community agencies and community groups, funding agencies, Plumas County Board of Supervisors, and other internal and external constituencies.
- Timely submission of reporting requirements for assigned projects and program areas, including for agency-wide plans such as the Strategic Plan and Accreditation Reports.
- Participation in community events and agency initiatives and projects as assigned by agency or division leadership or direct supervisor, such as QI projects, Reaccreditation activities, staff trainings, vaccination clinics, and community events where agency is represented.
- Frequent contact with various officials, boards, subcommittees, agencies, professional organizations, program staff and the general public related to the incidence, control and prevention of communicable diseases, to provide requested information and present proposals for approval, to exchange information, to monitor quality assurance and occupational health and safety practices and procedures, to provide notification of disease outbreaks and publicize recommended behaviors and practices to avoid exposure to and transmission of communicable diseases, and to participate in continuing education and maintain current knowledge of professional practices.
- Performs other related duties as assigned.

EPIDEMIOLOGIST - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous use of computers and electronic equipment; regular contact with staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Thorough working knowledge of principles and practices of epidemiology.
- Thorough working knowledge of the etiology of communicable and chronic diseases.
- Thorough working knowledge of the theoretical and applied statistics and quantitative analysis and statistical methods used in epidemiological studies.
- Thorough working knowledge of the principles and practices of research design.
- Descriptive epidemiology and risk factors of major causes of morbidity and mortality.
- Modes of transmission and epidemiological features of major infectious diseases
- Epidemiological trends and patterns, their characteristics, and possible causation
- Designs and statistical methods used in epidemiological studies.
- Principles and practices of public health surveillance
- Methods of disease outbreak investigation
- Availability and uses of health, demographic, and environmental data
- Computer programming and processing methods to generate, organize, and display complex statistical and other research data.
- Laws, regulations, and policies related to data privacy.
- Maintain Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Computer-based statistics, graphics, and database software

Ability to:

- Create, manage, and document health and demographic datasets.
- Select and apply appropriate statistical methods for analysis of public health data.
- Conduct epidemiologic studies using appropriate designs and analytical methods.
- Identify, retrieve, and critically evaluate epidemiologic reports and data.
- Effectively communicate research methods and findings orally and in writing.
- Create numerical and graphical displays of epidemiological and statistical data.
- Work effectively as a member of a multidisciplinary team.
- Advise management and program staff on matters related to epidemiology and statistics.
- Ability to interact positively and professionally with all populations.
- Excellent oral and written communication skills.

EPIDEMIOLOGIST - 4

TRAINING AND EXPERIENCE

Required Qualifications:

A Master's degree from an accredited college or university in Public Health, Epidemiology, Biomedical Statistics, or a closely related field. One (1) year of demonstrably successful experience in the design, development and conduct of epidemiological studies; or an equivalent combination of education and experience, is preferred.

OR

A Bachelor's degree in a relevant field, such as Public Health, Biostatistics, Informatics, or Demography,

AND

Two (2) or more years of more professional epidemiological experience in a local, state, federal, or international public health agency.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Exhibit C

PLUMAS COUNTY

Last Revised: 03/2023

PUBLIC HEALTH DATABASE ANALYST

DEFINITION

Under general supervision, create and maintain data storage; assess database design; develop and maintain database documentation; maintain data security; gather, organize, analyze, and interpret statistical information; compile and interpret data from varied sources to inform decision-making and quality improvement.

DISTINGUISHING CHARACTERISTICS

This position has primary responsibility for creating and maintaining public health databases, including secure storage of protected health information. Provides support for a wide range of public health programs and projects, including epidemiology, disease surveillance, performance management, and quality improvement.

REPORTS TO

Department head or as otherwise directed by department head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

PUBLIC HEALTH DATABASE ANALYST - 2

EXAMPLES OF DUTIES

- Plans and oversees database development, maintenance, and modification efforts to address business, staff, and public health reporting needs.
- Performs professional level data analysis in support of assigned data needs, quality improvement and performance outcomes.
- Design and participate in the modification of existing or implementation of new systems, databases, data collection tools, data analytics and other strategies that optimize business or data efficiency and quality.
- Review systems and program data for functionality, security, efficient, and accurate data. Ensures all necessary assessment and performance measures are submitted in a timely manner.
- Performs regularly scheduled backup and recovery. Monitors and evaluates the efficiency and effectiveness of data for all public health records, software and systems, and procedures to identify opportunities for improvement based on data collected and analyzed.
- Prepares reports for management and staff.
- Coordinates and shares information and resources (data, communications, hardware, and software), avoiding duplication of efforts and resources, minimizing inconsistencies, reducing burden on the participants, and developing and deploying strategies that are cost effective and improve utilization and efficiencies, cultural competencies, and other related measures.
- Provides training to all relevant personnel on forms, procedures and reporting from database.
- Acts as a resource person for users by answering questions and resolving problems related to the use, application, and operation of public health systems.
- Ensure that database projects are completed within set time limits and within estimated budget costs.
- Create statistical and data quality reports for use in program development, implementation, and improvement; designs and produces related charts, tables, and graphs.
- Consult and collaborate with program specialists and staff to develop tools for system related training.
- Compliance with State and Federal reporting guidelines and ensure compliance with all Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Submission of reporting requirements for each assigned program area.
- Participation in community events and agency initiatives.
- Other duties as assigned.

PUBLIC HEALTH DATABASE ANALYST - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to twenty-five (25) pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous use of computers and electronic equipment; regular contact with staff.

DESIREABLE QUALIFICATIONS

Knowledge of:

- Working knowledge of Database design, construction, and maintenance methods in coordination with the County Information Technology Department.
- Working knowledge of principles and practices used in the analysis and development of procedures associated with database.
- Data oriented programming languages and software for data analysis, reporting methods, techniques, and procedures.
- Data management best practices and database applications.
- Federal and state laws governing use of protected health information.
- Legal requirements related to public records requests in coordination with County Counsel.
- Desktop and network operating systems, intranet and internet.
- Statistical methods for descriptive analysis and inference.
- Principles and methods of graphical data display.
- Current trends in computer science, hardware, and software.
- Sources of health and population data.
- Modern office practices, methods, equipment, and software
- Desktop and network operating systems.
- Electronic health records software and systems.
- Regulations and procedures related to specific automated information systems utilized by assigned department.
- HIPAA and CFR 42 requirements for health information and technology.

Ability to:

- Work effectively as part of a multidisciplinary team.
- Communicate effectively in writing and orally.
- Analyze, interpret, identify, and resolve problems in an effective manner.
- Exercise organizational skills and attention to detail.

PUBLIC HEALTH DATABASE ANALYST - 4

Ability to – continued:

- Learn and apply emerging technologies.
- Be flexible and adaptable to continually changing demands or situations.
- Research and analyze information from a variety of sources. Prepare clear, concise reports and accurate program documentation and user procedures.
- Maintain confidentiality of materials and use discretion in sensitive situations.
- Comply with all HIPAA rules and regulations.

TRAINING AND EXPERIENCE:

Required Qualifications are:

Graduation from an accredited college or university with a bachelor's degree, in Computer Science, Informatics, Biostatistics, Mathematics, or related field.

OR

Graduation from an accredited college or university with an associate degree in another closely related field;

AND

two (2) years of professional experience in data management, administration, analysis, or another related field.

OR

Four (4) years of professional experience in data management, administration, analysis, or another related field.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

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