

December 12, 2019

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, December 19, 2019
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of minutes from the November 21, 2019 and October 17, 2019 meetings.

ITEM 2: Request to create for following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
3606	Public Health Epidemiology Supervisor	M04 (\$74,274.72 – \$101,229.44)

ITEM 3: Request to revise and change the title of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
3608	Information & Fiscal Services Manager	Public Health Informatics and Planning Manager	(M06)

ITEM 4: Request to revise the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
3612	Dental Division Manager	(M06)
3623	Public Health Epidemiologist	(A14)

ITEM 5: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Pat Lopez

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

PUBLIC HEALTH EPIDEMIOLOGY SUPERVISOR

NATURE OF WORK

This is highly responsible professional, technical, administrative and supervisory work coordinating advanced epidemiologic analytics and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposures, and injury.

Work involves responsibility for serving as the Supervisor for epidemiology services in the Health Department, leading and supervising a team of professional, technical and support staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and identify trends or outbreaks of diseases or other adverse health events; provides data and information to reduce adverse health effects and propose evidence-informed practices or policies to promote and protect public health. Work also includes managing efficient and effective public health epidemiology program; providing scientific, administrative, and program direction and leadership for the epidemiology program; plans, assigns, schedules, prioritizes, directs and coordinates the work of epidemiologists, GIS analysts, surveillance analysts, investigators and other staff. Work requires considerable independent judgment and advanced knowledge of applied epidemiology for public health practice. Work is performed under the general supervision of the Division Manager, and reviewed through conferences, reports and outcomes achieved.

EXAMPLES OF WORK PERFORMED

Implements and provides leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations, and customer discovery initiatives.

Manages the design and use of databases for analysis of health problems, environmental exposures, surveillance systems and instruments for the collection of surveillance information and data

Leads the development and conduct of epidemiologic studies for community health planning, and application of methods for advanced descriptive and comprehensive analyses of surveillance data.

Develops, implements and monitors organizational performance measures.

Provides technical assistance to communities and outside partners with respect to surveillance, performance measurement, data and evaluation; acts as liaison to outside data-generating entities to develop and maintain partnerships for sharing and using data.

Assists in city and grant budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.

Coordinates presentations for and communications with the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees, and other entities.

Selects, supervises and evaluates professional, technical and support staff.

Coordinates the development and monitors implementation of policies and procedures.

Participates in coordination of community planning and emergency response to potential and actual public health emergencies.

Provides technical support and acts as consultant for evaluation of programs, survey design and development, performance measure design and development.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of assessment and identification of public health problems in community.

Considerable knowledge of surveillance methodology, information systems and determining data needs.

Considerable knowledge of design for public health studies, investigations, and evaluation.

Ability to apply critical thinking to determine whether a public health problem exists including validation and verification to the data and its completeness and accuracy.

Ability to lead investigation of acute and chronic conditions or other adverse outcomes in the population.

Ability to use and follow ethical and legal principles in design and implementation of data collection, analysis and dissemination.

Ability to apply public health informatics knowledge and skills in design, development and implementation of all data management activities, including data collection, processing and analysis.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's degree in environmental education, environmental health, environmental policy, environmental science, environmental studies, community health education, public health, public health education, health promotion, or related field plus six years of experience in community or environmental health education; or any combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

12/19

PS3606

INFORMATION & FISCAL SERVICES PUBLIC HEALTH INFORMATICS AND PLANNING MANAGER

NATURE OF WORK

This is responsible professional, administrative and supervisory work planning, organizing, directing and coordinating the central administrative functions activities of the City County Public Health Informatics and Planning Department Division.

Work involves programmatic oversight and primary responsibility for developing, coordinating and administering leading, directing, and supervising emergency preparedness, epidemiology, geographic information systems, and information management and technology departmental fiscal services, budget, information technology and general business activities; supervising and directing information management development and maintenance; preparation and administration of the departmental budget; developing and implementing quality control through review of administrative activities. This position reports to and receives direction from the Health Director and is responsible for the division budget and personnel management. Work is performed with considerable independence in accordance with established policies and procedures under the general direction of the Health Director and is reviewed through conferences and results achieved. Supervision is exercised over subordinate professional, technical and clerical staff employees.

EXAMPLES OF WORK PERFORMED

Directs and administers information services and fiscal systems used by the Health Department Supervises the activities in the epidemiology and emergency preparedness programs including assigning work to subordinate staff, interviewing applicants for employment, and evaluating employee performance.

Confers with Health Director, the Assistant Director and division heads to keep informed of budget activity Analyzes and evaluates data, information and outcomes to determine the effectiveness of division planning, tools, programs and activities to support community health goals.

Plans and directs all data processing activities; consults with appropriate department staff in order to better utilize information systems to meet the needs of departmental programs Collaborates with local, State, and national public health officials regarding emergency preparedness plans and programs; implements and evaluates the local emergency preparedness response system.

Consults with Health Director, the Assistant Director and division heads to plan, develop and implement budget recommendations, resource acquisition and allocations Serves on committees and working groups to assist with development, implementation, and evaluation of department wide and community programs.

Prepares annual budget, grant and contract budgets for the Department and supervises their execution; monitors expenditures Plans and develops the division budget and monitors expenditures; assures fiscal oversight and management of grant funded programs.

Prepares annual budget and cash flow projections; analyzes impact on departmental and long and short range program plans.

Oversees the activities of the Fiscal and Information Management division; assigns work to subordinate staff; hires and evaluates employees.

~~Prepares-Develops~~ strategic plan, ~~program goals and objectives~~ for ~~development of information systems~~ public health informatics, community health data surveillance and analysis, and technology and knowledge management for the division and department to improve the effectiveness of services provided; ~~assists in long term planning; establishes and administers standards, protocols and procedures for using information management throughout the department.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Thorough-Extensive~~ knowledge of ~~the principles and practices of municipal finance,~~ budget preparation and budget management.

~~Thorough-Extensive~~ knowledge of ~~methods-the principles~~ and ~~procedures-practices used-involved~~ in the delivery of epidemiological and information management/technology services as they apply to-in the area of- public health, ~~including data standards and protocols.~~

Extensive knowledge of applicable Federal, State, and local laws, codes and regulations.

Thorough knowledge of planning processes and techniques.

Through knowledge of the principles and practices of public health administration.

~~Considerable-Thorough~~ knowledge of informatics, systems analysis and related functions.

~~Considerable knowledge of the overall operation of municipal government.~~

Ability to analyze problems and ~~organize their component parts into logical systems~~ statistical data and implement improvements in program operations.

Ability to establish and maintain cooperative working relationships with the public, other governmental agencies and co-workers.

Ability to plan, assign and coordinate the work of professional, technical and clerical personnel.

Ability to make professional and administrative decisions within the framework of department policy.

Ability, ~~and~~ to present ideas concisely and effectively both orally and in writing.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four year college or university supplemented by a Master's-Degree in public health administration, public or business administration; thorough experience-developing, implementing and administering public health administrative programs and in managing a-complex computer system; and considerable experience in a supervisory capacity.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in public health administration, informatics, epidemiology, biostatistics, public of business administration or related field supplemented by coursework in public health administration, public or business administration and considerable four years of experience developing, implementing and monitoring administering public health ~~administrative~~ programs and ~~in~~ managing a complex ~~computer system~~information and data systems; and two years of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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ps3608

DENTAL DIVISION MANAGER

NATURE OF WORK

This is responsible professional, administrative and supervisory work participating in and directing the programs and professional services of the Dental Health and Nutrition Services Division.

Work involves responsibility for directing and assuring the performance of policies and procedures of professional clinical dental services, ~~policies and procedures~~ and the Women, Infant, and Children (WIC) program services. Work also involves directing and administering the planning, implementation and evaluation of school and community-based dental health, WIC and public health programs and services. Administrative responsibilities include management of professional dentist contract(s), grants, and quality control measures for all dental and WIC services provided. The employee in this class exercises considerable independent judgment with work decisions made within established departmental policies and procedures as well as professional guidelines. Supervision is received from an administrative superior with work being reviewed in the form of adherence to dental and WIC practices, effectiveness of dental and WIC programs, reports and public comment. Supervision is exercised over subordinate professional and support staff.

EXAMPLES OF WORK PERFORMED

Supervises and directs the operation of the Dental Health and Nutritional Services Division; develops and administers the division budget; develops and recommends administrative policies and procedures for the division; develops and evaluates reports for the division; writes reports and manages grants for the division.

Develops, implements and directs quality control programs for all clinical and public health services for the division; administers and enforces quality and quantity measures of performance.

Develops, implements and administers school and community-based public health, dental health and WIC outreach programs ~~including the delivery of services utilizing the mobile health clinic~~; evaluates the effectiveness of programs and materials.

Interviews, hires and evaluates subordinate division personnel; plans and coordinates staff development and training programs.

Recruits, interviews and selects contractual dentists; negotiates and manages professional contracts for dental services; monitors performance.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in public health, dental health and WIC related activities.

Acts as a public health and dental health consultant to public health personnel, school personnel, and interested community groups and organizations; convenes and facilitates area agencies, community and neighborhood work groups for assessment of community public health, dental health and WIC program needs, policy development, service delivery and evaluation.

Performs routine professional clinical dental hygiene procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the ~~applications, practices and techniques of principles, methods and best practices involved in administering comprehensive community health, public health,~~ dental hygiene and the profession of dentistry and WIC health service programs.

Considerable knowledge of methods, practices and techniques used in ascertaining community public health, dental health, and WIC problems and public health, dental health, nutrition, and WIC education needs.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the principles, methods and practices of municipal finance, budgeting and accounting.

~~Knowledge of dental instruments, supplies, equipment and medications; sterilization techniques and their applications; and of radiation hygiene and hazards.~~

Ability to make professional and administrative decisions within the framework of department policy.

Ability to communicate effectively both orally and in writing.

Ability to plan, assign, coordinate and evaluate the work of subordinate personnel.

Ability to establish and maintain effective working relationships with co-workers, subordinates, public officials and the general public.

Ability to present complex information and terminology in understandable, non-technical language.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a school for dental hygienists accredited by the Nebraska State Board of Dental Examiners and experience as a dental hygienist; plus graduation from an accredited four-year college or university supplemented by a Master's Degree in dental hygiene, health education or related field and administrative and supervisory experience in a dental office or facility.~~

~~Membership in the American Dental Hygienists Association.~~

MINIMUM QUALIFICATIONS

Graduation from a school for dental hygienists accredited by the Nebraska State Board of Dental Examiners and two years of experience as a dental hygienist; plus graduation from an accredited four-year college or university supplemented by a Master's Degree with major coursework in dental hygiene, health education or related field and four years of experience in an administrative ~~experience in a dental office or facility or supervisory capacity~~; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Current Registered Dental Hygienist licensure from the State of Nebraska.

~~7/93~~

Revised ~~12/99~~ 12/19

PS3612

PUBLIC HEALTH EPIDEMIOLOGIST

NATURE OF WORK

This is highly responsible technical and supervisory professional work in the collection and analysis of data regarding public health programs and the coordination of the epidemiologic response team for investigating infectious disease outbreaks and community health problems, conducting advanced epidemiologic analytics and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposure and injury.

Work involves developing and conducting studies of the health needs of County residents and identifying modifications of existing programs or the need for new programs, participating and helping to facilitate a team of professional, technical and support staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and to identify trends or outbreaks of diseases or other adverse health events; documenting disease incidents and preparing reports which determine the frequency and need for control measures for certain diseases, providing data and information to reduce adverse health effects and propose evidence informed practices or policies to promote and protect public health.; preparing written reports and making oral presentations on study methodologies and findings to lay audiences and professionals at the state and national level; making recommendations regarding the design of public health programs; identifying public health problems that are potentially susceptible to interventions and designing and implementing those interventions; coordinating the response of the epidemiologic team to infectious disease outbreaks and unusual community health problems; and designing data collection instruments and monitoring routine data collection, providing efficient and effective public health epidemiology assessment, surveillance and analytical services. Working collaboratively with epidemiologists, GIS analysts, surveillance analysts, investigators and other staff. Work requires considerable independent judgment and advanced knowledge of applied epidemiology for public health practice. General supervision is received from a professional or an administrative superior, the Epidemiology Supervisor with work being reviewed in the form of conferences, reports submitted and results achieved. Supervision may be exercised over subordinate professional staff engaged in the collection of public health data or the investigation of infectious disease outbreaks and community health problems.

EXAMPLES OF WORK PERFORMED

Develops and conducts studies of health needs of county residents and identifies modifications of existing programs or new programs designed to address those needs.

Documents disease incidents and reviews reports to determine frequency, interrelationships and need for control measures.

Prepares written reports and makes oral presentations on study methodologies and findings to professionals and lay audiences.

Identifies public health problems that are potentially susceptible to interventions and participates in the planning and implementation of methodologies designed to test those interventions.

Makes recommendations regarding the design of public health programs and provides input into the department's planning process.

Assures the coordinated response of the department's epidemiologic response team to infectious disease outbreaks and unusual community health problems.

Designs data collection instruments and monitors routine data collection to assure the maintenance of community health information for program planning.

Identifies public health problems pertinent to the community; conducts surveillance activities; investigates acute and chronic conditions or other adverse outcomes in the population; works with data from surveillance, investigations, or other sources; evaluates analysis of data, conclusions and interpretation.

Implements and provides leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations and customer discovery initiatives.

Develops, prioritizes and implements strategies to achieve performance indicators, goals and objectives.

Plans, directs and manages epidemiologic studies and urgent outbreak investigations; serves as lead for epidemiology on the Outbreak Response Team; fulfills epidemiology role in Incident Command System.

Manages the design and use of databases for analysis of health problems, environmental exposures, surveillance systems and instruments for the collection of surveillance information and data.

Leads the development of epidemiologic studies for community health planning and application of methods for advanced descriptive and comprehensive analyses of surveillance data.

Develops, implements and monitors organizational performance measures.

Provides technical assistance to communities and outside partners with respect to surveillance, performance measurement, data and evaluation; acts as liaison to outside data-generating entities to develop and maintain partnerships for sharing and using data.

Formulates policies, procedures and plans for epidemiologic analysis, assessment and data dissemination.

Assists in city and grant budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.

Coordinates presentations for and communications with the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees and other entities.

Staffs, develops and guides external advisory committees and task forces.

Participates in internal and external planning processes, evaluates public health implications from a holistic, big picture viewpoint and ensures public health and environmental issues are addressed.

Coordinates the development and monitors implementation of policies and procedures.

Participates in coordination of community planning and emergency response to potential and actual public health emergencies.

Provides technical support and acts as consultant for evaluation of programs, survey design and development, performance measure design and development.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of sources of information, on disease incidents, recognized trends and vital event data by the state and the nation.

Thorough knowledge of the principles, practices and methodologies of epidemiology.

Thorough knowledge of the use of computers, database building and maintenance, and statistical analysis software such as SPSS and EPIINFO, in the collection and analysis of data.

General knowledge of the principles and methods of public health agencies, government organization and sound practices of public administration.

Working knowledge of the factors that affect the availability and utilization of health services and cause changes in the health status of the community.

Ability to maintain accurate and detailed records.

Ability to consolidate information from a variety of sources, and draw meaningful conclusions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, co-workers, public officials and the community.

Skill in the use of microcomputers and skill in the use of a keyboard.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university and a Master's Degree in public health with major coursework in epidemiology, biostatistics, research methods and behavioral sciences plus considerable experience conducting epidemiologic investigations and in the use of computers and statistical software packages for data collection and analysis.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public health, epidemiology, biostatistics, research methods and behavioral sciences plus two years of experience in epidemiologic investigations; or any equivalent combination of training and experience that provides the desired knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory

performance of assigned duties.

11/12/19

PS3623