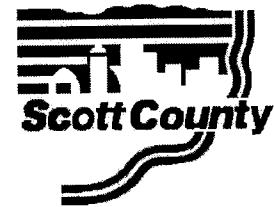


Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyiowa.com



Date: January 28, 2008

To: C. Ray Wierson, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject:: Health Department - Organizational Change Recommendation

Background

The following organizational change requests were submitted outside of the budget process and will be considered per the County's Classification and Compensation policy due to change in workload and the recommendation of an additional position through a grant by the state. The following positions were reviewed by the Hay Committee for potential reclassification.

- Medical Lab Technician - Health Department
- Community Dental Consultant - Health Department

Discussion

For each of these positions, either new position descriptions were created or the existing description amended to include the enhanced position responsibilities. Any job description creations and/or changes were approved by the incumbent and their Elected Official or Department Head. The Hay Committee then reviewed each revised job description and the following recommendations were made.

Conclusion / Recommendation

Health Department

Medical Lab Technician

The Medical Lab Technician has additional job responsibilities added to it that affect its Hay points. The Health Department would like to explore having this individual's hours expanded in FY10 from .75 FTE to 1 FTE in order to perform additional job duties in the Jail. Staff recommends that the Hay points be adjusted from 177 to 198 which results in a pay range of \$30,203 (minimum),

\$35,533 (midpoint), to \$40,863 (maximum) to reflect the following changes in responsibility:

- Increased duty responsibilities regarding running samples and reporting data
- Increase in experience and educational requirements.
- Requirement to enter the jail for testing purposes.

First year cost increases are estimated at \$ 1,697.54

Community Dental Consultant

The Community Dental Consultant position is a dental hygienist that would be funded by a state I-Smile grant to educate and coordinate dental health care for newly-eligible Medicaid children. The recommendation after review of the new position was a Hay point value of 271 which results in a pay range of \$35,402 (minimum), \$41,649 (midpoint), to \$47,896 (maximum).

It should be noted that although this position is a newly created, benefit eligible, full-time equivalent position, those costs are offset by the state grant.

First year cost increases are estimated at \$ 53,252.07

Proposed Action

The overall first year costs of these proposed changes totals \$54,949.62 as itemized in the attached document. The new job descriptions are also attached for the Boards review and information.

It is recommended that these changes take effect immediately so recruitment can begin for the positions.

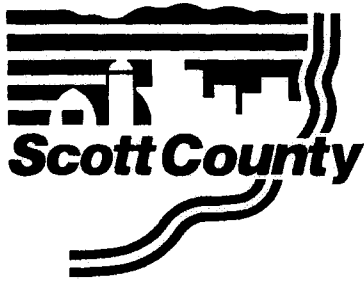
Cc: Larry Barker, Health Director

Health Department Recommended Organizational Changes

Position	Current Hay Pt.	Proposed Hay Pts	Change in FTE	Additional Cost	Benefits ¹	Total
Medical Lab Tech	177	198	0	\$1,493.00	\$204.54	\$1,697.54
Community Dental Consultant ²	0	271	1	\$35,402.00	\$17,850.07	\$53,252.07
						\$54,949.62

1. Benefits include IPERS and FICA & Health Insurance valued at \$13,000

2. Salary based on entry



SCOTT COUNTY JOB DESCRIPTION

Class Title: Medical Lab Technician
Working Title: Same
Department: Health
Hay Point Value: 198

Job Summary

Incumbent performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent is responsible for laboratory technician duties in all areas of disease prevention/health promotion. Works directly in areas of communicable diseases, hazardous chemicals, STD/HIV testing and counseling, lead, chronic disease, and correctional health.

Relationships

Reports to: Clinical Services Coordinator
Supervises: Not Applicable
Works with: Health Department staff, other agencies.

Physical/Environmental Conditions

Work performed in an office setting, jail and in the field. . Possible exposure to communicable diseases, hazardous chemicals, and or possible physical hazards associated with providing services in varied economic and social settings in private residents, schools, public gathering places. May include possible exposure to individuals under the influence of alcohol or illegal substances.

[Medical Lab Technician]

Major Duties/Performance Measures

1. Draws fingerstick and venous specimens from children for blood lead (PB) determination. Draws venous blood specimens for syphilis and other communicable diseases, as ordered by the medical director. Collects oral and/or blood specimen(s) for HIV antibody testing
2. Analyzes gram stains and wet preps to identify the result as normal/abnormal bacteria for STD testing.
3. Prepares lab specimens using OSHA biohazard guideline for mailing to out-of-county laboratories. Prepares all lab slips and mailing labels with the necessary name stamps to ensure accurate identification of samples.
4. Records results on lab forms. Completes quality assurance check as required per protocols.
5. Conducts tests and audits of equipment, procedures, and materials to maintain CLIA certification and meet regulatory guidelines to ensure quality and accuracy of testing protocols, procedures, and results. Assists in educating and training nurses and the medical assistant in analysis of gram stains and wet preps. Trains the nurse clinicians, medical assistant and the community health interventions specialist in phlebotomy
6. Performs general upkeep of laboratory; clean counters and equipment on a routine basis, in accordance with regulations and protocols. Schedules bi-annual maintenance on all equipment. Performs bi-monthly supply inventories. Maintains appropriate level of lab supplies and makes recommendations for purchase requests as necessary.
7. Maintains accurate and organized manuals and documentation of activities, results and procedures to ensure appropriate record of protocols and actions.
8. Properly and routinely disposes of lab equipment, materials, and supplies in appropriate bio-hazard containers in accordance with regulations and protocols.
9. Performs lead responsibilities associated with ensuring confidential and accurate data entry of HIV tests and results in accordance with state and internal regulations and protocols and filing of STD and HIV confidential files
10. Provides education to parents regarding lead poisoning, as necessary. Provide HIV counseling in the clinic setting as scheduled...
11. Assists environmental staff to draw blood on poultry to analyze for the presence of disease, as requested.

[Medical Lab Technician]

12. Records and monitors refrigerator and freezer temperatures on all department equipment used to store vaccines and or specimens per protocols.
13. Annually shreds all documents according to protocol and consolidates and stores old medical files off-site as stated in the STD protocols.
14. Performs other duties as needed and/or assigned

Background Requisites

Education:

A. A. in Medical Lab Technician required. Medical Technician licensure/certification preferred.

OR

High School Diploma with 4 years of Medical Laboratory Technician work experience

Work Experience:

One (1) year of related experience required.. Experience preparing and reading gram stains and other clinical lab work preferred.

Must have experience in interpreting CLIA and OSHA laboratory regulations.

Essential Skills:

- Ability to provide service to the public in a professional manner, regardless of the situation.
- Ability to organize and prioritize workload under limited direct supervision.
- Ability to effectively communicate, orally and in writing.
- Ability to proficiently utilize basic computer skills to perform word processing or database tasks.
- Ability to utilize and operate equipment including, but not limited to: microscope, centrifuge, computer and photocopier.
- Ability to maintain confidentiality.

[Medical Lab Technician]

- Ability to effectively participate, contribute and achieve goals as a member of a work group and multi-functional team(s).
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements

Incumbent is frequently standing, sitting, bending or walking while performing duties. Ability to occasionally lift 50 pounds and move or carry up to five (5) feet or up and down three (3) flights of stairs. Ability to walk up to 200 feet, occasionally walk up to 500 feet. Ability to push objects on wheels weighing up to 150 pounds up to 100 feet. Ability to occasionally push, pull or lift objects weighing up to 50 pounds. May also crawl, bend, or kneel occasionally. Ability to climb up to five (5) flights of stairs. Ability to perform minor medical testing procedures which may require fine manual dexterity.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____



Created 01/08

SCOTT COUNTY JOB DESCRIPTION

Class Title: Community Dental Consultant
Working Title: Same
Department: Health
Hay Point Value: 271

Job Summary

Incumbent performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent is responsible for coordinating dental care for newly-eligible Medicaid enrolled children with various care agencies to ensure completion of services. Incumbent is responsible for the delivery of services to ensure the health of the community by gathering, analyzing information, examining, investigating, educating the community about public health issues. In accordance with federal/state/local laws, ordinances and guidelines, the incumbent enhances delivery of education and services to the community to control and address community/public health issues and hazards.

Relationships

Reports to: Community Health Coordinator

Supervises: N/A

Works with: All levels of County staff, medical and dental community, other local and state agencies and organizations, general public.

Physical/Environmental Conditions

Work performed in an office setting, as well as in the community. Possible exposure to communicable diseases and/or possible physical hazards associated with providing services in varied economic and social settings in private residences, schools, businesses and public gathering areas. May include exposure to individuals under the influence of illegal substances.

Community Dental Consultant – Cont'd

Major Duties/Performance Measures

1. Develops community partnerships with local medical and dental offices, public health agencies, schools, businesses and faith-based organizations. Participates in health planning and needs assessments to establish the I-Smile referral network. Works to strengthen the public health dental system.
2. Works with agency care coordinators to develop protocols for informing newly-eligible Medicaid enrollees about dental services. Responds to inquiries from dental providers about dental care services and information.
3. Provides training of child health agency staff involved with oral health services. Familiarizes healthcare professionals with the availability of screening, tracking and referral services through the I-Smile project. Provides training regarding children's oral health.
4. Ensures completion of a risk assessment on newly-eligible Medicaid enrolled children under age 12. Ensures coordination of care for all eligible children including; developing relationships with local dentist's office, assisting families in finding a local dentist, setting up, reminding and keeping appointments, to include transportation.
5. Provides fluoride varnish applications, prophylaxes, and/or sealants as gap-filling services. Provides services at child care sites, health clinics, preschools and other public health settings.
6. Develops, implements and coordinates specific dental prevention/promotion/education programs. Encourages and participates in community outreach and health promotion and I-Smile advertising and marketing opportunities such as; posters for physician and dental offices, radio public service announcements, newspaper ads, library and health fair displays and education for parent groups.
7. Participates in meetings and committees (internal/external) as appropriate or requested. Acts as a liaison to external agencies/organizations to monitor/represent the health department's responsibilities and provide assistance.
8. Maintains documents, files and database information to document program activities and care. Submits numeric reports of actions/outcomes to coordinator on routine and as needed basis.

Community Dental Consultant – Cont'd

9. Refers clients to appropriate federal, state and local resources, as necessary.
10. Acts as a resource and provides advice regarding services for organized groups and individuals throughout the community.
11. Participates in health planning and needs assessments. Conducts evaluations of program results/outcomes to measure effectiveness and adequacy of disease prevention/health promotion activities.
12. Maintains knowledge of program area(s) assigned to as lead to understand and share new developments. May train others in departmental procedures/protocols of assigned area.
13. Orders, stores, maintains inventories and distributes appropriate supplies as needed. Ensures equipment assigned is properly utilized, cared for and accounted for.
14. Performs other job-related duties as necessary and/or assigned.

Background Requisites

Education:

A.A.S., diploma or certificate in Dental Hygiene program required. Must be licensed as a Dental Hygienist in the State of Iowa. Certification in CPR required.

Work Experience:

Three to four years related work experience required. Experience working with or practicing dental hygiene in community-oriented programs helpful.

Essential Skills:

- Must possess a valid driving license and satisfactory driving record. (Verified)
- Ability to provide service to the public in a professional manner, regardless of the situation.
- Ability to utilize independent judgment and take appropriate action, based on established protocols.

Community Dental Consultant – Cont'd

- Ability to organize and deliver dental health education to varied audiences, by utilizing verbal, written and visual communication tools/resources.
- Possess demonstrated skills in organizing shifting workload demands to meet established deadlines.
- Ability to proficiently utilize word processing, electronic spreadsheet, database and presentation software.
- Ability to analyze and interpret data and take or recommend appropriate action.
- Ability to effectively communicate, orally and in writing.
- Ability to maintain confidentiality.
- Ability to follow protocols and adhere to appropriate safety and security policies in accordance with local, state and federal guidelines.
- Ability to effectively participate, contribute and achieve goals as a member of a work group and multi-functional team(s).
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements

Incumbent frequently performs active physical tasks such as walking, standing, kneeling, bending and turning. Occasionally incumbent will reach up to three (3) feet, lift objects weighing up to twenty (20) pounds and carry/lower them up to four (4) feet. Ability to perform minor dental procedures which may occasionally require fine manual dexterity.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____