

Human Resources Department

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Date: September 24, 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 additional positions associated with a grant by the state. The following positions were reviewed by the Hay Committee for potential reclassification.

- Child Health Consultant - Health Department
- Resource Assistant - Health Department

Discussion

The Health Department has been the contract holder for the state Maternal and Child Health grant since October of 2000. Previously, the Health Department was responsible for administering the grant, and subcontracted for direct child services with Community Health Care, Inc. The focus of the grant has moved from providing direct care, to one of building community infrastructure to support a child health system. In light of that, a joint decision between Community Health Care and the Health Department was made to move the program from Community Health Care to the Health Department.

One component of the Child Health Program is the program Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) *Care for Kids*. EPSDT emphasizes early and regular schedule of services, including comprehensive preventative health screening, diagnosis, and treatment of disease or developmental delay through informing and care coordination services. A new position description was developed for the Child Health Consultant based on this statewide program. The primary population served through the EPSDT Program is individuals who are on Medicaid. EPSDT informing and care coordination services are billable services under Title XIX of the Social Security Act. In addition, the Health Department receives Title V money to support the program from the state. The presence of these two new funding streams as well as the transition of the entire program to the Health Department has necessitated the development of the program and related job descriptions. The inclusion of the program will provide additional workload for the current Resource Assistant. The grant and revenue generated from Medicaid reimbursement also will cover the costs of the increased staff time for the clerical responsibilities. The Child Health Consultant's job

description was approved by the Health Department and presented to the Hay Committee which after review made the following recommendations:

Conclusion / Recommendation

Health Department

Child Health Consultant

The Child Health Consultant position is responsible for the development and maintenance of local capacity for informing, care and coordination of health screening services. The positions would be funded by a state grant. The recommendation after review of the new position was a Hay point value of 323 which results in a pay range of \$40,372 (minimum), \$47,497 (midpoint), to \$54,622 (maximum). Due to the workload 2.0 FTE are recommended.

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 and associated Medicaid revenue.

First year cost increases are estimated at \$ 118,048.16 for both FTEs

Resource Assistant

It is recommended to add a .40 FTE to the current position for a Resource Assistant to assist in the additional data entry required to support the EPSDT Program. The Hay Committee did not review the position as the duties have not changed. The position has a Hay point value of 141.

It should be noted that the additional workload are offset by the state grant and associated Medicaid revenue.

First year cost increases are estimated at \$ 12,309.37

Proposed Action

The overall first year costs of these proposed changes totals \$130,357.53 as itemized in the attached document. However, the costs will be absorbed by the grant and associated Medicaid revenue. The new job description is also attached for the Board's review and information.

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

Cc: Larry Barker, Health Director
Amy Thoreson, Deputy Health Director



SCOTT COUNTY JOB DESCRIPTION

Class Title: Child Health Consultant

Working Title: Same

Department: Health

Hay Point Value:

Job Summary

Incumbent performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent works with families and service providers to assure that children are linked to appropriate health related services, including regular well-child preventive health care, based upon the needs of the child/family.

Reports to: Community Health Coordinator

Supervises: None

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.

Major Duties/Performance Measures

1. Develops community partnerships with local medical and dental offices, public service agencies, schools, businesses and faith-based organizations.
2. Participates in health planning and needs assessments to establish the Care for Kids referral network. Works to strengthen the public health system for children.

[Child Health Consultant- Health]

3. Provides education to families on the importance of preventive medical and dental care for their children.
4. Works with agency staff to develop protocols for informing newly-eligible Medicaid enrollees about medical and dental services and for care coordination of such services.
5. Serves as the single point of contact for parents to ensure coordination of care for all eligible children including: finding a primary care provider, scheduling appointments, identifying resources for transportation, accessing interpreter services and arranging child care.
6. Maintains documents, files and database information to document program activities and care. Submits reports of actions/outcomes to Coordinator on routine and as needed basis. Ensures appropriate data is entered into database systems for departmental use.
7. Works with outside agencies and community groups to focus diverse resources to achieve community-wide health maintenance and education goals.
8. Participates in meetings and committees (internal/external) as appropriate or requested.
9. Participates in quality assurance activities as appropriate.
10. Participates in local and state required meetings and trainings to meet competencies associated with the incumbent's position.
11. Provides Early ACCESS service coordination and related activities to target populations of children as identified by state program administrators.
12. Refers clients to appropriate local, state and federal resources, as necessary.
13. Maintains knowledge of program area(s) assigned to as lead to understand and share new developments. May train others in departmental procedures/protocol of assigned area.
14. Maintains safe and secure use and storage of equipment/vehicle. Ensures vehicle is maintained in appropriate manner.
15. Performs other job-related duties as necessary or assigned.

Education:

B.S. in nursing preferred or RN with four (4) years experience required. Must be licensed as a Registered Nurse in the State of Iowa.

OR

B.A. or B.S. in public health or related health science required.

Work Experience:

Minimum of two (2) years related work experience required. Experience working with or practicing nursing skills in community-oriented programs helpful.

Essential Skills:

- Must possess a valid driver's 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.
- Ability to organize and deliver public 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 basic computer skills to perform word processing, electronic spreadsheet or database tasks.
- Ability to analyze and interpret medical 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.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Health Department Organizational Changes

Position	Current Hay Pt.	Proposed Hay Pts	Change in	FTE	Additional Cost	Benefits ¹	Total
Child Health Consultant ²	n/a	323		2.00	\$80,744.00	\$37,304.16	\$118,048.16
Resource Assistant	<u>141</u>	<u>141</u>		<u>0.40</u>	<u>\$10,797.69</u>	<u>\$1,511.68</u>	<u>\$12,309.37</u>
Total				2.40	\$91,541.69	\$38,815.84	\$130,357.53

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

2. Entry level salary \$40,372