

Human Resources Department

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Date: June 27, 2011

To: Dee F. Bruemmer, County Administrator

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

Subject: Organizational Change Recommendations - Health and Secondary Roads Departments

The following organizational change requests were submitted outside of the budget process and will be considered per the County Classification and Compensation policy. The justification to doing these organizational changes outside of the budget process is that new job descriptions have been developed creating new job duties for the positions. The positions were reviewed by the Hay Committee on June 16th and reclassified.

Correctional Health Coordinator

This position became vacant in February, 2011. It is a key position in the Health Department. The position manages the staff and operations of Correctional Health in the Jail. The position is vital to the jail services and interacts with the Sheriff's office, Community Services and the Chief Medical Officer, along with personnel in the Health Department. While the position has been vacant the Health Department has had the opportunity to review in detail the daily tasks and responsibilities of the position. As a result the job description was updated to add additional tasks and work experience requirements. The updated job description was presented to the Hay Committee. The recommendation was a Hay point value of 455 which results in a pay range of \$53,801 (minimum), \$63,295 (midpoint), to \$72,789 (maximum). The current Hay points were 417, resulting in an overall increase of \$3,010 in the pay scale. The costs for the coming fiscal year are dependent upon the recruitment efforts. The previous incumbent was making \$4,100 over the entry level rate, due to years of service.

Garage Caretaker

This position was previously on the Z schedule, but is not truly a seasonal or temporary position. The position is a 0.3 FTE permanent position and HR is recommending it be moved to the non-bargaining salary scale. There was no job description for the position, so a job audit was conducted and a job description was developed. Additional duties needed to be added in order to comply with OSHA requirements as the custodial aspects of the job work with chemicals and have potential exposure to blood borne pathogens. The newly created job

description was presented to the Hay Committee. The recommendation was a Hay point value of 99 which results in a pay range of \$25,706 (minimum), \$30,242 (midpoint), to \$34,778 (maximum). The anticipated increase for FY12 is \$416.

Recommendation

Position	Current Hay	Proposed Hay	Current Salary	New Salary	Add'l Salary	Add'l Benefits	Total
Garage Caretaker	n/a	99	\$7,326	\$7,712	\$386	\$30	\$416
Correctional Health Coordinator	417	455	\$50,791	\$53,801	\$3,010	\$439	\$3,449

The new job descriptions are attached for the Board's review and information. It is recommended that these changes take effect immediately so recruitment can begin for the Correctional Health Coordinator.

Cc: Ed Rivers, Health Director
Amy Thoreson, Deputy Health Director
Jon Burgstrum, County Engineer

Correctional Health Services Coordinator

Job Summary

Incumbent performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent provides operational oversight and coordination in correctional health service delivery to ensure correctional health staff members provide safe, healthy, and appropriate services. Incumbent works closely with staff from the Scott County Sheriff's Office to assure that inmate medical needs are met within the applicable state and federal laws/regulations as well as medical guidelines.

Major Duties/Performance Measures

Duties Regarding Clinical Services

- Develops or revises appropriate standing orders, protocols, and procedures for staff to follow in the delivery of service. Ensures procedures meet Federal, State and local regulations, including the Jail's General Orders. Works with and obtains approval of Chief Medical Officer for medical protocols.
- Ensures that health appraisals are completed on each inmate upon entry into the facility, as specified in the Jail's General Orders.
- Assists staff in the delivery of correctional health services, as appropriate or necessary.
- Reviews patient service records with the Chief Medical Officer on a periodic basis. Maintains standards in the confidential collection, interpretation, and storage of medical records.
- Assures appropriate staff within the Health Department, Sheriff's Department, Community Services, and Risk Management are alerted of inmates with medical and/or mental health conditions/situations that may impact facility operations.
- Coordinates with Scott County Risk Manager regarding inmate grievances and requests for medical information/records from external sources, including community/statewide agencies and attorneys.
- Performs random audits of medical records, pharmaceutical records, sharps logs, inventory, temperature logs and sick call, etc. Makes recommendations and plans for correcting deficiencies.
- Assures the coordination of care provided to inmates external to the facility.

Duties Regarding Administrative Services

- Performs supervisory duties including: assigns and schedules work, authorizes overtime, participates in recruitment and selection, authorizes leave, conducts performance appraisals, provides or approves training in new and mandatory regulatory areas. Provides coaching/counseling and/or corrective/disciplinary action as appropriate.

- Develops, recommends, and monitors correctional health service area budget and expenses.
- Participates in preparation of contracts and Requests for Proposal (RFP) for medical services; may assist in preparing grant applications.
- Compiles and prepares written and statistical reports for Health Department and Sheriff's Department management teams, Board of Health, Risk Management, and others as appropriate.
- Participates in quality assurance and quality improvement activities.
- Assists Health Department and Sheriff's Department management teams in planning, development, implementation and evaluation of correctional health related programs.
- Coordinates the delivery of health training for Health Staff and Corrections Staff as appropriate with the Corrections Training Coordinator.
- Facilitates and attends meetings including, but not limited to Jail Health Advisory Committee, Correctional Health Staff, Pharmacy Review, Health Department Management Team, Sheriff's Administrative Team, Sergeants/Lieutenants and Classification.
- Participates in the education of future health service providers through the coordination of internships and field experiences with local educational institutions.
- Performs other duties as needed and/or assigned.

Background Requisites

Education

- Bachelor's Degree in nursing, hospital administration, or business administration.
- Must possess/maintain licensure as a registered nurse in the State of Iowa as issued by the Iowa Board of Nursing.
- Current certification, or the ability to obtain certification, as a Certified Correctional Healthcare Professional (CCHP) through the National Commission on Correctional Healthcare (NCCHC) within three (3) years of employment.

Work Experience

- Minimum of three (3) years of direct delivery of health services with competence in the performance of the following services: crisis intervention, medical emergencies, physical assessment, medical nursing care, and psychiatric nursing care preferred.
- Minimum of three (3) years administrative/supervisory experience.
- Knowledge of Federal, State, and local regulations pertaining to jail medical operations including the Iowa Jail Standards (Iowa Code Chapter 50), American Correctional Association Standards (ACA), American Jail Association (AJA) and the National Commission on Correctional Health Care Standards (NCCHC) preferred.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of professional nursing theories, practices, and medical concepts.
- Knowledge of laws, rules, and regulations pertaining to public records/HIPAA.
- Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.
- Skill in use of personal computers including proficiency in word-processing/spreadsheet software applications.
- Ability to develop and maintain effective work relationships with employees, Jail staff, representatives of other County departments, contracted providers, outside providers and the general public.
- Ability to work under limited supervision.
- Ability to utilize organizational skills and effectively manage time in order to meet shifting priorities.
- Ability to follow appropriate policies and procedures to maintain the security of the Jail facility, inmates, and employees.
- Ability to utilize effective written, verbal, and listening communication skills.
- Ability to utilize effective human relations skills in management of staff and in addressing inmate issues.
- Ability to solve problems and conflicts independently and collaboratively with representatives from the Jail and Health Department.
- Ability to utilize independent judgment and establish priorities within scope of work.
- Ability to provide effective work direction and supervision of others to ensure adherence to Health Department and Jail work rules, personnel and County policies, and Jail procedures.
- Ability to research, compile, analyze, and interpret data.
- Ability to prepare reports and present facts clearly and concisely, both verbally and in writing.
- Ability maintain composure and exercise sound judgment under stressful situations.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Supplemental Information

Relationships:

Reports to: Deputy Health Director

Supervises: Public Health Nurses, Medical Assistant, Resource Assistant, Contract Nurses

Works with: Chief Medical Officer, Health Department management team and staff, Assistant Jail Administrator and other members of the Sheriff's administrative team and all

levels of jail staff, Community Services Director, contracted mental health providers, contracted medical providers (ie. Pharmacy, X-ray, etc.), external medical providers and outside agencies.

Physical/Environmental Conditions:

- Primarily indoor office environment in a secure facility. Incumbent may be exposed to violence/physical hazards associated with inmate behavior. Incumbent is on-call 24 hours a day, seven days a week to respond to staff or facility problems/concerns.
- Responsible for carrying pager on a rotating basis with other Health Department Management Staff.

Special Requirements

Criminal background check required.

Physical examination required.

DRAFT



SCOTT COUNTY JOB DESCRIPTION

Class Title: Garage Caretaker

Working Title: (Same)

Department: Secondary Roads

Hay Point Value:

Job Summary

Incumbent is responsible for maintaining the facilities at the Secondary Road Department maintenance garage. Performs basic custodial and grounds maintenance duties.

Relationships

Reports to: Superintendent/Shop Supervisor

Supervises: N/A

Works with: Secondary Roads employees

Physical/Environmental Conditions

Incumbent is routinely exposed to cleaning solvents and related chemicals. May be required to work outside under various weather conditions. May be required to be "on-call" during winter months.

Major Duties/Performance Measures

1. Performs a wide range of basic custodial duties including, but not limited to: sweeping, mopping, waxing and polishing floors and furniture, cleaning windows and removing trash.
2. Performs groundskeeping functions including, but not limited to: fertilizing and mowing grass, trimming, watering lawn, pruning shrubs and trees, snow removal on an on-call basis.

3. Follow established safety rules and procedures during performance of duties.
4. Responsible for the use of engineering and safe work practice controls in blood borne pathogens cleanup which includes but is not limited to; blood, bodily fluids and other potentially infectious microorganisms.
5. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. Mix water and detergents or acids in containers to prepare cleaning solutions, according to manufactures specifications.
6. Perform other duties as necessary or assigned.

Background Requisites

Education:

High school diploma or GED equivalent required.

Work Experience:

One (1) year of custodial experience preferred.

Essential Skills:

- Ability to work independently with limited direct supervision.
- Demonstrated knowledge of cleaning methods and materials.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical Abilities:

Position requires lifting/pushing objects weighing up to 50 pounds and carrying/pushing them up to 150 feet. Incumbent primarily walking/standing/bending for extended periods of time.

Prepared by: _____ Date _____

Approved by: _____ Date _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 7, 2011

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE HEALTH
AND SECONDARY ROADS DEPARTMENTS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. In the Health Department the position of Correctional Health Coordinator (1.0 FTE) shall be upgraded from 417 to 455 Hay points.

Section 2. In the Secondary Roads Department the position of Garage Caretaker (0.3 FTE) shall be moved off the Z schedule and shall hereby be created at 99 Hay points.

Section 6. This resolution shall take effect immediately.