

**Human Resources Department**

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**Date:** October 1, 2013

**To:** Dee F. Bruemmer, County Administrator

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

**Subject:** Health Department - Organizational Change Recommendations for Grant positions

The Health Department has been reviewing its grant positions. They have worked with Human Resources to create separate job descriptions for these positions. The three positions are Community Transformation Consultant, Community Tobacco Consultant, and Child Care Nurse Consultant. Currently the first two positions fall under the generic duties of the position of Community Health Consultant and the latter position falls under the generic duties of the position of Public Health Nurse. The rationale relates to better tying these positions to the actual grants that fund them and more fully developing the duties related to the grant. The proposed job descriptions are attached. The level of the job tasks have not changed so there is no need to take the positions to the Hay Committee. There are no recommended changes to the Hay points.

The table of organization will need to be modified to reflect two fewer Community Health Consultants and one fewer Public Health Nurse and the addition of the grant funded positions of: Community Transformation Consultant, Community Tobacco Consultant, and Child Care Nurse Consultant.

I recommend the Board of Supervisors consider and implement the above changes. There is no budgetary impact.

**Cc:** Ed Rivers, Health Director  
Amy Thoreson, Deputy Health Director



3/93  
Rev. 1/99  
Rev. 9/03

## SCOTT COUNTY JOB DESCRIPTION

Class Title: Community ~~Health~~-Transformation Consultant  
Working Title: Same  
Department: Health  
Hay Point Value: 355

### Job Summary

Incumbent in this grant-funded position performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent responsible ~~for the~~ to create environmental and systems changes at the community level that integrate public health, primary care, worksite and community initiatives to help prevent chronic disease through good nutrition and physical activity. 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.

Position is dependent upon grant funding.

Reports to: Community Health Coordinator ~~or Public Health Services Coordinator~~  
Supervises: None  
Works With: All levels of County staff, federal/state and local government agencies, University of Iowa staff, business-es, health care providers and community-based health organizations~~owners and schools.~~

### **Physical/Environmental Conditions**

Incumbent performs work in the field, including visits to businesses and organizations as well as work in an indoor office setting. Occasional exposure to varied weather conditions.

### **Major Duties/Performance Measures**

1. Provides education to businesses, community groups, and individuals regarding community and public health issues and access to health services. Develops and delivers presentations, as requested. May prepare information for public dissemination, through the public information officer, regarding a health issue/incident.
2. Gathers information from varied sources to assess the health of the community in order to diagnose community and public health problems.
3. Analyzes data to determine existence, cause and probable solutions to reported or detected health patterns in the community.
4. Maintains appropriate documentation of activities. Creates reports for the State, ~~B~~Board of Health, and administration regarding volume of work completed, findings of assessments, archive of routine and non-routine actions and grant-funded activity results. Ensures appropriate data is entered in database systems for departmental use.
- ~~5. Assists in the design of data collection methods to maintain and report community-wide health status.~~
- ~~6. May assist in developing community-wide assessments, including developing goals and assisting with implementation of plans.~~
- ~~7.5. Assists in the grant development and programmatic and financial administration of grants to address internal/external goals for health promotion and disease prevention the Community Transformation Program including required trainings, meetings, audits, site visits, etc..-~~
- ~~6. Implements state required wellness programs and marketing campaigns to support local health and wellness initiatives.~~
- ~~7. Completes evidence-based assessments with identified local governments, organizations, and businesses~~

~~8. Provide technical assistance to identified local governments, organizations, and businesses to implement systems-level and environmental changes based upon completed evidence-based assessments.~~

~~8. Assists in determining planning project requirements such as clarifying the purpose, scope, parameters, and issues to be resolved.~~

~~9. Assists with the identification and facilitation of the planning processes. Identifies project goals and outcomes, assembles internal/external teams to develop policy proposals, action recommendations and procedures to accomplish plan. Conducts appropriate research, prepares supporting documentation and suggests structure/format for plans. Compiles multi-source information and prepares written plan, prepares approved plans for printing and distribution and participates in the implementation of work plans.~~

~~10.9.~~ Facilitates the establishment of new partnerships and collaborative relationships.

~~11. Assists with the coordination of plan amendments, administrative updates and plan reviews.~~

~~12. Provides assistance in plan monitoring/auditing and in completing plan assessments.~~

~~13.10.~~ Assists in the development and maintenance of appropriate and effective methods to provide ~~information-information toto report on~~ and promote the health of the community.

~~14.11.~~ Works with outside agencies and community groups to focus diverse resources to achieve community-wide health ~~maintenance and education~~ goals.

~~15.12.~~ Participates in meetings and committees (internal/external) as appropriate or requested. May act as a liaison to external agencies/organizations to represent the health department's responsibilities and provide assistance.

~~16.13.~~ Prepares reports on activities, program procedures and ~~epidemiological study resultsassessment results~~ to provide information and education for internal/external access.

~~17.14.~~ Maintains safe and secure use and storage of equipment/vehicle. Ensures vehicle is maintained in appropriate manner.

~~18.15.~~ Performs other job-related duties as necessary or assigned.

Education:

B.S. degree in health sciences or B.A. degree with a minimum of thirty (30) hours in health or related social science required. Master's level degree preferred.

Work

Experience:

Minimum of two (2) years of public health experience and one (1) year of ~~planning-program implementation or grant administration~~ experience is required.

Essential

Skills:

- Must possess a valid driver's license and satisfactory driving record. (Verified.)
- Possess excellent oral and written communication skills. Ability to provide service to the public in a professional manner, regardless of the situation encountered.
- Ability to establish and maintain courteous and effective working relationships with all levels of staff, outside agencies and diverse public groups.
- Under limited supervision, possess the ability to utilize independent judgment and take appropriate action, based on established protocols and regulations.
- Ability to proficiently utilize basic computer skills to perform word processing, electronic spreadsheet or database tasks.
- Possess demonstrated skills in organizing shifting workload demands to complete tasks in a timely manner.
- Ability to maintain confidentiality.
- Possess knowledge of public health and the relationship to laws/regulations.
- Ability to analyze information/data to identify and recommend plans to resolve public health issues.
- 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 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 medical procedures which may occasionally require fine manual dexterity. Ability to concentrate on detailed numeric/written information for extended periods of time.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## SCOTT COUNTY JOB DESCRIPTION

Class Title: Community ~~Health~~-Tobacco Consultant

Working Title: Same

Department: Health

Hay Point Value: 355

### Job Summary

Incumbent in this grant-funded position performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent responsible for the delivery of services to ensure the health of the community by ~~gathering, analyzing information, examining, investigating, educating the community~~maintaining community partnerships that provide effective tobacco control initiatives and activities that have outcomes focused on policy or systems change related to about public health~~tobacco~~ 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/tobacco-related~~ public health issues and hazards.

Position is dependent upon grant funding.

Reports to: Community Health Coordinator ~~or Public Health Services Coordinator~~

Supervises: None

Works With: All levels of County staff, federal/state and local government agencies, ~~University of Iowa staff,~~ business-ownerses, community agencies/organizations and schools.

### Physical/Environmental Conditions

Incumbent performs work in the field, including visits to businesses and organizations as well as work in an indoor office setting. Occasional exposure to varied weather conditions.

### **Major Duties/Performance Measures**

1. Provides education to businesses, community groups, and individuals regarding ~~community and tobacco-related~~ public health issues and ~~tobacco access to health cessation~~ services. Develops and delivers presentations, as requested. May prepare information for public dissemination, through the public information officer, regarding a health issue/incident.
- ~~2. Gathers and analyzes information from varied sources to assess determine the health of the community in order to diagnose community and public health problems.~~
- ~~2. the impact of tobacco use within the community.~~
- ~~3. Analyzes data to determine existence, cause and probable solutions to reported or detected health patterns in the community.~~
- 4.3. Maintains appropriate documentation of activities. Creates reports for the State, Board of Health, and administration regarding volume of work completed, findings of assessments, archive of routine and non-routine actions and grant-funded activity results. Ensures appropriate data is entered in database systems for departmental use.
- ~~5. Assists in the design of data collection methods to maintain and report community wide health status.~~
- ~~6. May assist in developing community wide assessments, including developing goals and assisting with implementation of plans.~~
4. Assists in grant development and programmatic and financial administration of the Tobacco Use Prevention and Control Community Partnership Program including required trainings, meetings, audits, site visits, etc.
- ~~7. Assists in the development and administration of grants to address internal/external goals for health promotion and disease prevention.~~
5. Maintain, participate, and support efforts of the Tobacco-Free Quad Cities, the local community based coalition to address community tobacco issues.
6. Facilitate a youth-led tobacco group (s) that addresses tobacco use within the teen community or in partnership with another community-based agency/organization.



[Community ~~Health-Tobacco~~ Consultant- Health]

~~7. Completes assessment of tobacco policies in targeted facility types which may include schools, businesses, health care facilities, rental properties, etc.~~

~~8. Assists in determining planning project requirements such as clarifying the purpose, scope, parameters, and issues to be resolved.~~

~~9.~~8. Assists with the identification and facilitation of ~~the~~ planning processes. Identifies project goals and outcomes, assembles internal/external teams to develop policy proposals, action recommendations and procedures to accomplish plan. Conducts appropriate research, prepares supporting documentation and suggests structure/format for plans. Compiles multi-source information and prepares written plan, prepares approved plans for printing and distribution and participates in the implementation of work plans.

~~9.~~ Facilitates the establishment of new partnerships and collaborative relationships.

~~10. Assists with the coordination of plan amendments, administrative updates and plan reviews.~~

~~11. Provides assistance in plan monitoring/auditing and in completing plan assessments.~~

~~12.~~

~~13.~~10. Assists in the development and maintenance of appropriate and effective methods to provide information ~~to report on to~~ and promote the health of the community including the use of the internet and social media.

~~14.~~11. Works with outside agencies and community groups to focus diverse resources to achieve community-wide ~~health maintenance and education~~tobacco-related goals.

~~15.~~12. Participates in meetings and committees (internal/external) as appropriate or requested. May act as a liaison to external agencies/organizations to represent the health department's responsibilities and provide assistance.

~~16.~~13. Prepares reports on activities, program procedures and ~~epidemiological~~ study assessment results to provide information and education for internal/external access.

~~17.~~14. Maintains safe and secure use and storage of equipment/vehicle. Ensures vehicle is maintained in appropriate manner.

~~18.~~15. Performs other job-related duties as necessary or assigned.

Education:

B.S. degree in health sciences or B.A. degree with a minimum of thirty (30) hours in health or related social science required. Master's level degree preferred.

Work  
Experience:

Minimum of two (2) years of public health experience and one (1) year of program implementation or grant administration experience is required ~~and one (1) year of planning experience is required.~~

Essential  
Skills:

- Must be a non-tobacco user.
- Must pass a criminal check, sexual abuse and child abuse check. (Verified.)
- Must possess a valid driver's license and satisfactory driving record. (Verified.)
- Possess excellent oral and written communication skills. Ability to provide service to the public in a professional manner, regardless of the situation encountered.
- Ability to establish and maintain courteous and effective working relationships with all levels of staff, outside agencies and diverse public groups.
- Under limited supervision, possess the ability to utilize independent judgment and take appropriate action, based on established protocols and regulations.
- Ability to proficiently utilize basic computer skills to perform word processing, electronic spreadsheet or database tasks.
- Possess demonstrated skills in organizing shifting workload demands to complete tasks in a timely manner.
- Ability to maintain confidentiality.
- Possess knowledge of public health and the relationship to laws/regulations.
- Ability to analyze information/data to identify and recommend plans to resolve public health issues.

- 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 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 medical procedures which may occasionally require fine manual dexterity. Ability to concentrate on detailed numeric/written information for extended periods of time.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## SCOTT COUNTY JOB DESCRIPTION

Class Title: ~~Public Health Nurse~~Child Care Nurse Consultant

Working Title: Same

Department: Health

Hay Point Value: 366

### **Job Summary**

Incumbent in this grant funded position performs functions to achieve the Department's mission in areas of the core public health functions and essential services. Incumbent is responsible for public health nursing practice in all areas of Disease Prevention/Health Promotion in the community child care business/provider setting. Works directly in areas of communicable disease, ~~/tuberculosis, animal bites,~~ environmental illnesses, ~~STD/HIV, detainee/inmate health,~~ school health, child care health, and injury prevention as it relates to child care, ~~chronic disease,~~ and wellness.

Position is dependent upon grant funding.

### **Relationships**

Reports to: Clinical Services Coordinator ~~or Correctional Health Coordinator~~

Supervises: ~~May provide work direction for contract clinic/jail health staff.~~N/A

Works with: Community-based All levels of County staff child care businesses/providers, medical ~~and para-medical~~ community, Iowa Department of Public Health, other local and state agencies, ~~general public.~~

### **Physical/Environmental Conditions**

Work performed in an office setting, as well as in the community in indoor and outdoor environments. Possible exposure to communicable diseases and/or possible physical hazards associated with providing services in varied economic and social settings in private residences, schools, child care centers and homes, businesses and public gathering areas. May include exposure to individuals under the influence of illegal substances. ~~Occasionally, may be on-call.~~

### **Major Duties/Performance Measures**

1. Provides guidance, training, coordination, and support to community-based child care businesses/providers to promote safe and healthy child care environments for all children including children with special health or developmental needs.
2. Provides guidance, support, referrals, and access to care coordination for families and child care businesses to access physical health, oral health, mental health and developmental screening and comprehensive follow-up for children in child care (including children with special health or developmental needs).
3. Maintains appropriate documentation of activities. Creates reports for the State, Board of Health, and administration regarding volume of work completed, findings of assessments, archive of routine and non-routine actions and grant-funded activity results. Ensures appropriate data is entered in database systems for departmental use.

### **Core Duties**

4. Administers direct client care, including but, not limited to: ~~interviewing patient, performing physical examination, providing immunizations, reviewing and interpreting lab results, dispensing/applying medication, recommending treatment, collecting lab specimens and/or performing testing~~ interviewing clients with reportable communicable diseases, and providing nursing case management services for lead poisoned children in accordance with physician's standing orders and departmental protocols.
4. Develops, implements and coordinates health promotion education programs for community-based child care businesses/providers.
5. \_\_\_\_\_
6. Collaborates with statewide network of child care nurse consultants to implement the Healthy Child Care Iowa Program in community-based child care businesses/providers.
7. Participates in meetings and committees (internal/external) as appropriate or requested. May act as a liaison to external agencies/organizations to monitor/represent the health

department's responsibilities and provide assistance.

8. Assists in grant development and programmatic and financial administration of related grants.
9. Participates in required trainings, meetings, audits, site visits, etc.
10. Orders, stores, inventories and distributes appropriate supplies as needed.
11. Prepares reports on activities, program procedures and assessment results to provide information and education for internal/external access.

~~Maintains documents, files and database information to document program activities and client/inmate care. Submits numeric reports of actions/outcomes to supervisor on routine and as needed basis.~~

~~Develops, implements and coordinates specific disease prevention/health promotion/inmate health education programs as assigned.~~

~~Orders, stores, inventories and distributes appropriate supplies/medications as needed.~~

12. Conducts evaluations of program results/outcomes to measure effectiveness and adequacy of activities.

~~2. \_\_\_\_\_~~

13. Ensures equipment assigned is properly utilized, cared for and accounted for.

- ~~3.~~14. Performs other job-related duties as necessary and/or assigned.

- ~~1. Participates in meetings and committees (internal/external) as appropriate or requested. May act as a liaison to external agencies/organizations to monitor/represent the health department's responsibilities and provide assistance.~~

~~May prepare information for public dissemination, through the public information officer, regarding a health issue/incident.~~

~~Performs other job related duties as necessary and/or assigned.~~

### **~~Disease Prevention/Health Promotion~~**

[ ~~Public Health Nurse~~Child Care Nurse Consultant – Cont'd ]

- ~~1. — Performs disease surveillance and screening to curtail the incidence and prevalence of disease conditions.~~
- ~~2. — Gathers epidemiological and statistical data to assist with disease prevention/health promotion intervention and programming.~~
- ~~3. — Conducts client contacts through onsite clinic, phone calls and field visits. May compose correspondence to contact clients/parents/organizations/physicians regarding follow up or disease prevention.~~
- ~~4. — Refers clients to appropriate federal, state and local resources, as necessary~~
- ~~5. — Acts as a resource and provides advice regarding services for organized groups and individuals throughout the community.~~
- ~~6. — Promotes public health activities through the education of general public, community agencies, public employees, organizations and medical/para medical groups.~~
- ~~7. — Conducts evaluations of program results/outcomes to measure effectiveness and adequacy of disease prevention/health promotion activities.~~

**~~Detainee/Inmate Health~~**

- ~~1. — Assists physician in providing daily sick call evaluations in accordance with established protocols and procedures.~~
- ~~2. — Provides triage prior to booking and initial health care screening interview and evaluation for inmates after booking. Performs physical and TB tests of all inmates.~~
- ~~3. — Schedules individual chronic health care maintenance and out patient services as needed and approved by the Medical Officer. May refer inmate for immediate care, based on triage of symptoms, after consulting with physician or in accordance with standing orders and departmental protocols.~~

**~~Lead Contact~~**

~~Drafts new or drafts updates of old program procedures according to the Board of Health policies and directives, established procedures and in accordance with federal, state and local rules and regulations.~~

- ~~2. — Acts as first contact in specific program area for questions/problems/concerns originating from within or external of the Department.~~

- ~~3. 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.~~
- ~~4. Responsible for maintaining supply inventory and submitting purchase orders for approval to ensure appropriate materials for program area(s).~~

### ~~Child Care Health~~

- ~~1. Responds to inquiries from child care providers about health care services, health information, or request that involves a referral.~~
- ~~2. Assures health care services for children attending child care needing well child health care and health care for acute illness.~~
- ~~3. Provides less than 5 training sessions per year to child care providers regarding health safety in child care or health resources in the community.~~

### **Background Requisites**

#### Education:

B.S. in nursing preferred. Must be licensed as a Registered Nurse in the State of Iowa ~~or possess a valid work permit issued by Iowa Board of Nursing.~~ Certification in CPR and up to date mandatory adult and child abuse training required.

Current certification, or the ability to obtain certification, as a Child Care Nurse Consultant through the Iowa Training Project for Child Care Nurse Consultants (ITPCNC) within six months of employment.

Current certification, or the ability to obtain certification, as a Certified Early Childhood Outdoor Certified Playground Inspector through the National Program for Playground Safety (NPPS) within one (1) year of employment.

#### **OR**

~~RN with six years of experience required. Must be licensed as a Registered Nurse in the State of Iowa or possess a valid work permit issued by the Board of Nursing. Certification in CPR required.~~



[ ~~Public Health Nurse~~Child Care Nurse Consultant – Cont'd ]

~~Additional certification in any of the areas listed below helpful:~~

~~STD Clinician~~

~~Correctional Health Professional~~

~~Trauma Nurse~~

~~HIV/AIDS Counselor~~

Work Experience:

~~Minimum of two (2) years related-work experience as a nurse required. Experience working with or practicing nursing skills in community-oriented programs helpful. Experience in emergency room care helpful. in community health or pediatric practice.~~

Essential Skills:

- Must possess a valid driving license and satisfactory driving record. (Verified)
- Must pass a criminal check, sexual abuse and child abuse check. (Verified.)
- Ability to provide service to the public in a professional manner, regardless of the situation.
- Ability to utilize independent judgement 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**

Ability to occasionally lift objects weighing up to fifty pounds and move or carry up to five (5) feet or up/down up to three (3) flights of stairs. Ability to frequently walk up to 200 feet and occasionally walk up to 500 feet. Ability to occasionally 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. Ability to frequently sit or stand while performing duties. May also crawl, bend, or kneel occasionally. May climb up to five flights of stairs. Ability to perform minor medical procedures which may occasionally require fine manual dexterity.

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

October 10, 2013

#### APPROVING ORGANIZATIONAL CHANGES IN THE HEALTH DEPARTMENT BY ADJUSTING THE FTE LEVEL OF THE COMMUNITY HEALTH CONSULTANTS INTO THEIR GRANT FUNDED POSITIONS

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

Section 1. That the table of organization for the Health Department be decreased by 2.0 FTE to allow for the creation of separate job descriptions for the grant covered positions previously titled Community Health Consultant and 1.0 FTE for the creation of a separate job description for the grant covered position previously titled Public Health Nurse.

Section 2. That the table of organization for the Health Department be increased by 1.0 FTE to allow for the position of Community Transformation Consultant with the Hay Points set at 355 resulting in a salary scale of \$47,755 (minimum); \$64,609 (maximum).

Section 3. That the table of organization for the Health Department be increased by 1.0 FTE to allow for the position of Community Tobacco Consultant with the Hay Points set at 355 resulting in a salary scale of \$47,755 (minimum); \$64,609 (maximum).

Section 4. That the table of organization for the Health Department be increased by 1.0 FTE to allow for the position of Child Care Nurse Consultant with the Hay Points set at 366 resulting in a salary scale of \$48,657 (minimum); \$65,831 (maximum).

Section 5. It is understood that if grant funding is not available these positions will be eliminated.

Section 6. This resolution shall take effect immediately.