



Scott County Health Department

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January 14, 2010

To: Mary Thee, Human Resources Director
From: Edward Rivers, Health Director
RE: Change in Department Table of Organization

In December 2019, the Health Department experienced the retirement of its Disease Intervention Specialist. This position provides disease investigation and follow-up services within the department's Sexually Transmitted Disease (STD) and HIV Program. At the time of the retirement, administration and staff made the decision to evaluate the current responsibilities of that position against the needs of the department. After this review, the department is proposing to change the Health Department's table of organization by removing the 1.0 full-time equivalent (FTE) Disease Intervention Specialist position and increasing the full-time Public Health Nurse position from 4.0 FTEs to 5.0 FTEs. The request is being made outside of the budget review process according to the provisions outlined in Scott County Policy D, Classification and Compensation. The Disease Intervention Specialist (DIS) and Public Health Nurse are both included in Salary Rate 27 in Scott County's Non-Represented Salary Rate Table, so there is no budgetary impact because of this proposed change.

The proposed change to the department's table of organization reflects the department's learning culture, as outlined in our Workforce Development Plan, that Scott County Health Department recognizes the importance of responsive staff, capable of serving the public in a variety of situation and settings, and as a result sees cross training within and across programs as a priority. In the current structure, the Public Health Nurses are cross-trained in the responsibilities of the DIS, however that position does not have the skill set, nor the license required to be cross trained in the majority of Public Health Nurse functions or programs (Immunizations, Communicable Disease, Employee Health, Animal Bite). Having an additional Public Health Nurse will increase the department's capacity to respond during times of emergency (outbreak, mass prophylactic clinics, etc), as well as provide more versatility during routine times when demands in one program exceed what is normal, or when staffing levels change due to family medical leave situations, retirements, etc.

The department also sees a community benefit for clients of the STD and HIV Program. The proposed change would allow one individual to be involved in the interview, investigation, treatment, and case management of an STD or HIV case. This would decrease repeat questions, allow for more coordinated scheduling of treatment, and allow more comprehensive services such as immunizations to be offered and provided without sending the client to another new person for those services.



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

January 23, 2020

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE HEALTH DEPARTMENT

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 1.0 FTE to reflect the reduction of the Disease Intervention Specialist position.

Section 2. That the table of organization for the Health Department be increased by 1.0 FTE to allow for the addition of a Public Health Nurse (total of 5 full-time positions).

Section 3. This resolution shall take effect immediately.