



Scott County Health Department

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January 10, 2022

To: Mary Thee, Human Resources Director
From: Amy Thoreson, Health Director

RE: Proposed Health Department Table of Organization Updates

Following much research, evaluation and discussion, I am proposing the follow changes to the Health Department's Table of Organization. In considering these changes, our leadership team and I have looked at current and future needs within our department and feel that these changes will position our department for the future. I will attend the January 18th Committee of the Whole meeting to answer questions.

1. The full-time Grant Accounting Specialist position will be removed from the department's table of organization. This position will be replaced by a full-time Fiscal Manager. The difference in the starting salary between the two positions is \$6.60 per hour, or \$13,728.00 per year. The Grant Accounting Specialist position is vacant due to a retirement. The Fiscal Manager position will assume more lead responsibility with the department's fiscal operations and will have two direct staff reports as a result of realignment within the department. An additional position has been proposed for FY23.
2. The full-time Public Health Services Manager position will be removed from the department's table of organization. This position has been vacant due to retirement since November 2019. Duties retained by the department are being reassigned to the Community Health Manager and some have been assumed by EMA.
3. The full-time Community Health Manager job description will be adjusted to assume responsibilities for the department's Public Health Preparedness Program. The position will no longer have responsibility for the Maternal, Child, and Adolescent Health Program and I-Smile™ Silver Program which are moving to the Family Health Manager position. This manager will have 6.0 FTE direct reports following the realignment.
4. A full-time Family Health Manager position will be created. This position will oversee the various components of the department's Maternal, Child, and Adolescent Health Program and I-Smile™ Silver Program, including 5.4 FTEs currently under the supervision of the Community Health Manager. In addition, this position will assume responsibility for the Healthy Child Care Iowa Program and its 1.0 FTE currently under the supervision of the Clinical Services Manager. This position is budget neutral due to the elimination of the current Public Health Services Manager and will have 6.4 FTE direct reports.



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 20, 2022

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS PART OF THE HEALTH DEPARTMENT REORGANIZATION

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 Grant Accounting Specialist (total 0.0 FTE).

Section 2. That the table of organization for the Health Department be increased by 1.0 FTE Fiscal Manager (total 1.0 FTE). The position shall be placed at the salary range 29.

Section 3. That the table of organization for the Health Department be decreased by 1.0 FTE Public Health Services Manager (total 0.0 FTE).

Section 4. That the table of organization for the Health Department be increased by 1.0 FTE Family Health Manager (total 1.0 FTE). The position shall be placed at the salary range 29.

Section 5. This resolution shall take effect immediately.