



Memorandum

Date: November 15, 2018

To: Southern Nevada District Board of Health

From: **Andrew J. Glass, FACHE, MS, Director of Administration**
Joseph Iser, MD, DrPH, MSc, Chief Health Officer

RE: Administration Division Monthly Report – October 2018

ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Maintenance Responses	169	179	↑	659	679	↑
Electrical Work Orders	11	9	↓	27	42	↑
HVAC Work Orders	12	13	↑	42	48	↑
Plumbing Work Orders	3	5	↑	24	14	↓
Preventive Maintenance	12	13	↑	62	57	↓
Security Responses	626	656	↑	2340	2280	↓

ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Service Requests Completed	534	497	↓	2067	1977	↓
Service Requests Opened	524	527	↑	2106	2014	↓
Service Requests Open over 30 days	188	80	↓	604	317	↓

Information Services System Availability 24/7	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Total System	99.95	99.94	↓	99.93	99.84	↓

Total Monthly Work Orders by Department	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Administration	131	165	↑	562	757	↑
Community Health	117	73	↓	439	295	↓
Environmental Health	128	97	↓	467	348	↓
Clinical Services	158	162	↑	599	577	↓

First Call Resolution & Lock-Out Calls	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Total number of calls received	524	527	↑	2106	2014	↓
Number of first call resolutions	6	3	↓	23	20	↓
Number of Lock-out calls	16	10	↓	28	33	↑

ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Grants Pending – Pre Award*	2	14	↑	11	19	↑
Grants in Progress – Post Award**	11	9	↓	44	42	↓
Purchase Orders Issued	184	205	↑	736	831	↑

* Grant application was created and submitted to agency

** Grant application was approved – is being routed for signature

ADMINISTRATION Academic Affairs - Fiscal Year Data

Academic Affairs- Internships

	Oct 2018
Internships-Total Interns ¹	15
Internship Hours ²	367

¹ Total number of monthly interns includes 6 semester-long students from August-December 2018.

² Number of approximate hours interns spent applying academic knowledge to a public health setting.

**ADMINISTRATION Public Information Office – Monthly Activity
Report and Fiscal Year Data**

News Releases Disseminated:

- 10.23.2018: Health District encourages the public to report illegal dumping
- 10.22.2018: Health District to conduct neighborhood CASPER survey, Nov. 2-3
- 10.08.2018: Health District, Southern Nevada HIV Awareness Consortium offer free HIV screenings for National Latinx Awareness Day

Media Contacts:

- 10.31.2018: Las Vegas Review-Journal: Flu feature article related to the Nevada State Museum's World War I 1918 Flu Pandemic exhibit
- 10.30. 2018: Las Vegas Review-Journal: Flu vaccine rates among children
- 10.24.2018: El Tiempo: Interview requests regarding the CASPER survey and illegal dumping
- 10.24.2018: Illegal dumping and on-site interview.
- 10.23.2018: Las Vegas Review-Journal: Illegal Dumping
- 10.23.2018: KLAS Channel 8: Illegal Dumping
- 10.23.2018: KTNV Channel 13: Illegal Dumping
- 10.23.2018: Lotus Broadcasting KENO-AM, KLAV-AM, KWID-FM: Spanish-language interview regarding the Casper Survey
- 10.18.2018: KXNT Radio: First confirmed AFM case
- 10.17.2018: KLAS Channel 8: First confirmed AFM case
- 10.17.2018: KTNV Channel 13: First confirmed AFM case
- 10.17.2018: Las Vegas Review-Journal: First confirmed AFM case
- 10.17.2018: KVVU Fox 5: First confirmed AFM case
- 10.17.2018: KINC Channel 15: First confirmed AFM case
- 10.17.2018: Reno Gazette-Journal: First confirmed AFM case
- 10.17.2018: KOLO-TV: First confirmed AFM case
- 10.12.2018: KSNV Channel 3: Inquiry regarding confirmed AFM cases
- 10.11.2018: Las Vegas Review Journal: Healthy alternatives to Halloween candy/reading nutritional labels on candy
- 10.11.2018: KVVU Fox 5: Inquiry regarding confirmed AFM cases
- 10.09.2018: Beasley Broadcasting: Diabetes, obesity, nutrition issues
- 10.09.2018: Nevada Current: Cold weather-related deaths
- 10.08.2018: KTNV-TV 13: Nevada salmonella cases
- 10.08.2018: KTNV-TV 13: Follow up regarding restaurant inspections
- 10.03.2018: KTNV-TV 13 Complaint regarding a home-based convenience store
- 10.02.2018: KTNV-TV 13: Hand Foot & Mouth disease

Products Completed:

- "Stand On 21" campaign logo
- Breakdown "I'm royalty because..." banner
- Dr. Iser Domestic Violence video
- Dr. Iser Halloween Influenza/Dental Clinic video
- Developed talking points for AFM media interviews
- Prepped for AFM media interview
- Core Values Employee Recognitions email – September 2018
- Intern Success Newsletter – Fall 2018
- Vegas/Orlando Stronger Together logo for Clark County plaques
- Maternal Child Health flyer
- Naloxone injectable poster
- Logos and colors for new email portal branding
- Walk Across Nevada t-shirt artwork
- EH Temporary Food Establishment video
- Dr. Iser Brief Interventions video
- Pride Festival Crush "No Butts" campaign A-frame artwork
- Pride Festival Crush "No Butts" campaign ticket images
- EH Illegal Dumping pull-up banner
- Laughlin EH Town Hall flyer
- Updated Laughlin flu shot clinic flyer
- Prepped for potential media interview regarding cold weather-related deaths
- Developed response to KTNV-TV 13 HFM inquiry
- Developed response to KTNV-TV 13 home-based convenience store inquiry
- Crush Pride festival ticket artwork
- Accreditation Side Dish – October blast
- Barbershop Outreach Project posters – Oct/Nov
- Service Awards honoree posters
- Updated diabetes class flyers
- FamCAN NewSie – October issue
- Making Strides FAQ

Advertising Placed:

- Gay Vegas & Fab Magazine ads – November 2018
- Las Vegas Kids Directory ad – November/December 2018

Social Media Summary:

- Created and posted social media messages for:
 - Illegal dumping
 - Lead Poisoning Prevention Week
 - Teen Driver Safety Week
 - AFM
 - Get Healthy Clark County website
 - Food Establishment online complaint form
 - Family Health Care Center
 - Global Handwashing Day
 - CASPER survey
 - 1 October
 - Mobile Clinic

- Mosquito Surveillance
- HIV and STD testing
- Family Planning Clinic
- Flu
- Food Handler Safety Training Card
- Domestic Violence Awareness Month
- Emergency Preparedness
- Dental Health Clinic
- National Latinx AIDS Awareness Day
- Faces of the Health District
- Neon to Nature

Website Updates/Postings:

- Updated Family Planning pages
- Updated SWMA pages
- Posted and updated web page alert messages
- Updated MAB
- Updated EMS forms
- Updated Food Handler pages
- Updated EMS pages
- Updated Home page messages
- Updated FSP forms
- Encoded and uploaded BOH audio
- Updated Contact information
- Removed banners
- Created alternative page content
- Updated Public Meetings page
- Created news release
- Posted website alert notices
- Analytics requested by EHRCP
- Updated Public Notices page
- Server down. Investigated outage and applied updates.
- Updated Intern page
- Updated Laughlin FSP forms
- Updated SWMO pages
- Updated weekly arbovirus report
- Updated EMS protocols

Web Development Updates:

- Reviewed new SNHD website content for accuracy
- Migrated page content to new SNHD website
- Updated new SNHD website pages
- Spanish page templates
- Social media plug-ins
- Created form shells

Translation Services:

- Translated EH Food Allergen Warning
- Translated CASPER Introduction/Consent script
- Reviewed 9 Spanish translated documents for Clinical Services
- Translated CASPER survey

- Translated facilities sign
- Translated Family Planning Clinic intake form

Community Outreach:

- 10.24.2018: Vendor at Clark County Employee Health & Wellness Fair
- 10.23.2018: Vendor at Clark County Employee Health & Wellness Fair

Meetings of Note:

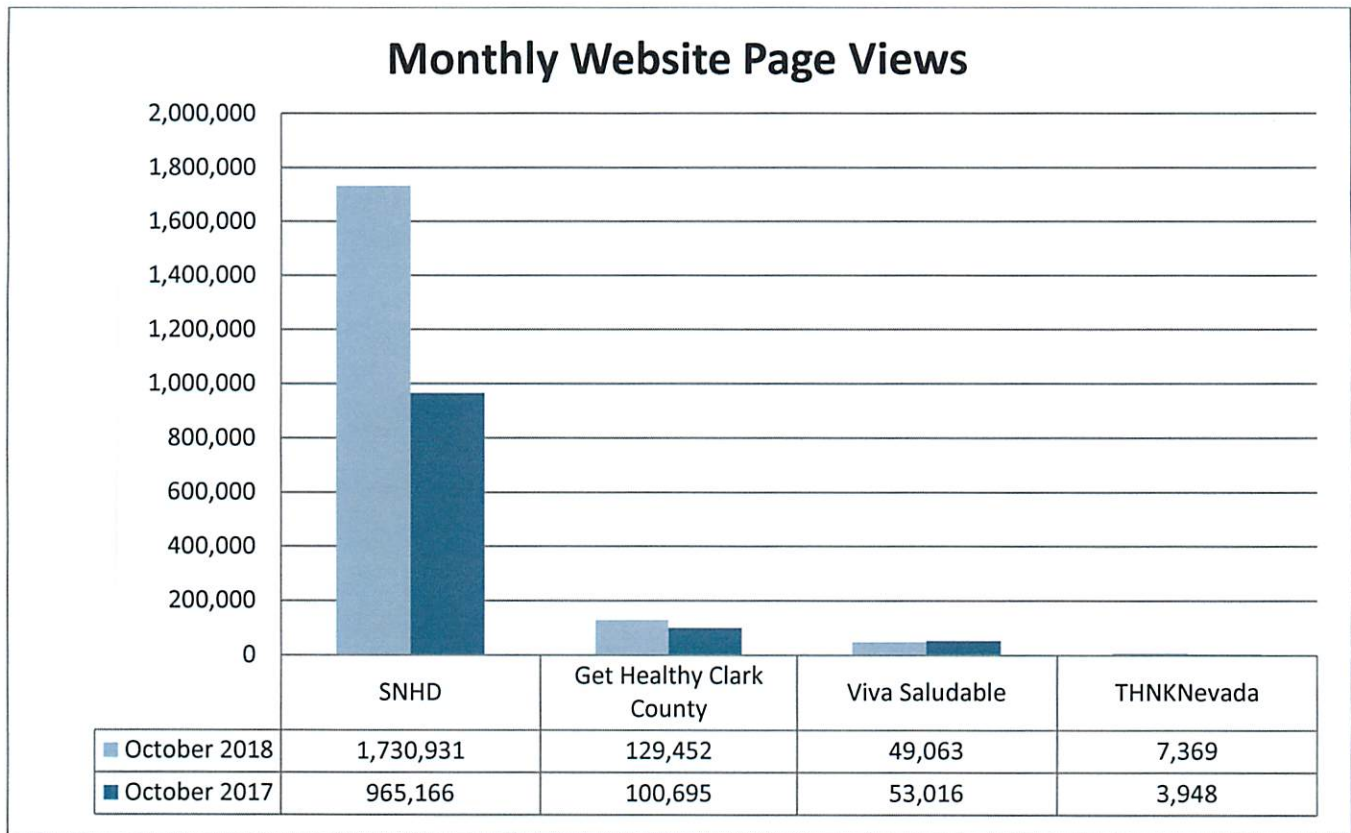
- 10.24.2018: Legislative Planning meeting
- 10.17.2018: Clinical Services Video Planning meeting
- 10.16.2018: CDC/AFM briefing
- 10.13.2018: CASPER Final Planning meeting
- 10.12.2018: Junior League conference call
- 10.11.2018: Website Update meeting
- 10.10.2018: Barbershop Outreach meeting
- 10.10.2018: EHRCP/HACCP submissions meeting
- 10.03.2018: EH website planning meeting
- 10.02.2018: Leadership Team meeting – New website presentation
- 10.02.2018: Legislative Planning meeting
- 10.01.2018: Intranet Planning meeting

Media, Collateral and Community Outreach Services	Oct 2017	Oct 2018		YTD FY18	YTD FY19	
Media - Print Articles	15	20	↑	88	99	↑
Media - Broadcast stories	4	22	↑	29	68	↑
Collateral - Advertising/Marketing Products	19	31	↑	79	93	↑
Community Outreach - Total Volunteers ¹	22	30	↑			
Community Outreach - Volunteer Hours	1,390	1,395	↑	4,530.5	5,411	↑

¹Total volunteer numbers fluctuate from month to month and are not cumulative.

Social Media Services		Oct 2017	Oct 2018		YTD FY18	YTD FY19
*Facebook SNHD	Likes	3,677	3,915	↑	3,677	3,915
*Facebook Henderson PHC	Likes	1,481	1,444	↓	1,481	1,444
*Facebook Mesquite PHC	Likes	463	461	↓	463	461
*Facebook GHCC	Likes	5,397	5,765	↑	5,397	5,765
*Facebook SHC	Likes	1,828	1,764	↓	1,828	1,764
*Facebook THNK/UseCondomSense	Likes	6,207	6,072	↓	6,207	6,072
*Facebook SNHD THINK Project	Likes	39	44	↑	39	44
*Facebook FamCam	Likes	26	40	↑	26	40
Facebook Food Safety	Likes	N/A	22	↑	N/A	22
*Instagram SNHD	Followers	128	472	↑	128	472
*Instagram Food Safety	Followers	N/A	243	↑	N/A	243
*Twitter EZ2Stop	Followers	406	416	↑	406	416
*Twitter SNHDflu	Followers	788	886	↑	788	886
*Twitter Food Safety	Followers	N/A	46	↑	N/A	46
*Twitter GetHealthyCC	Followers	321	331	↑	321	331
*Twitter SNHDinfo	Followers	2,507	2,826	↑	2,507	2,826
*Twitter TuSNHD	Followers	222	237	↑	222	237
*Twitter THINK/ UseCondomSense	Followers	695	720	↑	695	720
*Twitter SoNVTraumaSyst	Followers	82	114	↑	82	114
YouTube SNHD	Views	49,703	9,657	↓	174,088	37,016
YouTube THNK/UseCondomSense	Views	163	362	↑	523	7736

*Twitter, Instagram and Facebook numbers are not cumulative



HUMAN RESOURCES MONTHLY REPORT OCTOBER 2018

Employment/Recruitment:

- 12 New Hires
- 526 active employees as of October 31, 2018
- 4 Terminations, including 1 retirement
- 4 Promotions, including 2 Flex-reclasses
- 1 Lateral Transfer
- 0 Demotions
- 57 Interviews
- 1 Bilingual Test conducted
- Turnover rates
 - Administration – 0.86%
 - Clinical Services – 2.42%
 - Community Health – 0.00%
 - Environmental Health – 0.00%
- 35 Other Personnel Change forms processed
- 88 Evaluations received and recorded in One Solution
- Total number of vacancies: 30.8 FTEs
- Total number of positions in recruitment: 25.4 FTEs

Worker's Compensation (PACT)

- Number of Workers Comp cases for the month: 2 (non-OSHA recordable) and 1 (OSHA recordable)
- Number of Open Cases: 1
- Number of Cases in final closing: 2

Risk Management (POOL)

- Number of new Risk Management cases for the month: 0
- Number of open cases: 0

FMLA and ADA

- FMLA hours used: 1,335.50 hours (October)
- FMLA leave requests
 - New: 7
 - Recertifications: 0
 - Return to Work: 3
 - Meetings to discuss FMLA: 14
- FMLA cases open:
 - Short Term Intermittent: 10 employees
 - Block of FMLA Leave: 16 employees
 - Long Term Intermittent: 13 employees
- ADA issues: 1 (continuing)
- Number of donated leave requests/paperwork processed: 2

Employee Benefits

- **Trainings/benefits offered:**
 - Open enrollment meetings: October 5th, October 10th, October 23rd
 - Western Life open enrollment meeting: October 4th
- **Orientations conducted:**
 - Benefit Orientation/Public Health 101: 8 employees
 - SEIU Union Orientation: 8 employees
- **Mass Mutual/Deferred Compensation Plan:**
 - Open new accounts: 4
 - Processed withdrawals/rollovers/purchase of service credit: 17
- **Other meetings:**
 - Processed new hires/changes/terminations for benefits: 16/2/5
 - One-on-one retirement meetings, including 457(b) and PERS pension/advice and counsel: 11
 - One-on-one health insurance meetings: 15

Employee/Labor Relations

- 0 Written Reprimands, 2 Terminations, 0 Probationary Releases
- 2 Grievances
- 1 hour of Labor Meetings (with Union)
- 12 hours Investigatory Meetings
- 2 Investigations
- 12 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 3

Employee Health Nurse

ADA accommodation discussions: 1

Employee TB tests: 4

Employee Vaccinations: 139

New Hire Bloodborne Pathogen class training: 2

Post Hep B titer blood draws: 5

Respirator Fit test: 16

Bloodborne Pathogen Training (for OEDS HIV 101): 1

Other Activities for Employee Health Nurse:

- Seven (7) employee flu clinics covering SNHD locations; 2018 Employee Flu campaign resulted in 210 employees receiving Influenza vaccination (09/28/2018 through 10/23/2018).
- In Progress:
 - Review and update of automatic training reminders to staff with HR Supervisor
 - Review of process for identification and follow-up of employee potential TB exposures
 - Annual update of Exposure control plan
 - Update of Respiratory Protection plan

Trainings/Meetings Attended by Staff:

- Fisher & Phillips – Labor and Employment Law Seminar (Kimberly Monahan and Adriana Alvarez)
- ICS Training (Kimberly Monahan, Adriana Alvarez and Susan Damitz)
- NEOGOV Training – screening questions (Kimberly Monahan and Adriana Alvarez)
- Roseman University Nursing Job Fair (Kimberly Monahan)
- Clark County Health Insurance & Grievance Committee meeting (Susan Damitz)
- PERS meeting (Susan Damitz, Lei Gutierrez, Scott Witherall, Mateo Frieria)

Projects in Progress/Other items

- Open enrollment (Susan Damitz)



Memorandum

Date: November 15, 2018

To: Southern Nevada District Board of Health

From: **Amy Hagan**, *Human Resources Administrator*
Joseph P. Iser, MD, DrPH, *Chief Health Officer*

RE: UPDATED AND NEW CLASSIFICATION SPECIFICATIONS

- **Community Health Worker I/II** – NEW POSITION

Summary: New job description created for a Community Health Worker to support providers, health educators and case management teams through an integrated approach to care management and community outreach.

Schedule 12 (\$35,795.22 - \$50,021.52), FLSA Non-exempt, Bargaining Unit Eligible
Schedule 14 (\$39,706.91 - \$55,419.21), FLSA Non-exempt, Bargaining Unit Eligible

- **Public Health Informatics Scientist I/II** – UPDATED POSITION

Summary: Added duties to the current job description to include support for the Clinical Services Division.

Schedule 23 (\$62,914.78 - \$87,739.79), FLSA Exempt, Bargaining Unit Ineligible
Schedule 30 (\$90,012.50 - \$125,545.49), FLSA Exempt, Bargaining Unit Ineligible

- **General Counsel** – UPDATED TITLE

Summary: Change the current class specification title of "Attorney" to "General Counsel"

Schedule 35 (\$116,214.26 - \$162,214.81), FLSA Exempt, Bargaining Unit Ineligible

- **Associate General Counsel** – UPDATED TITLE

Summary: Change the current class specification title of "Associate Attorney" to "Associate General Counsel"

Schedule 29 (\$85,488.94 - \$119,273.67), FLSA Exempt, Bargaining Unit Ineligible

COMMUNITY HEALTH WORKER I/II

DEFINITION

To provide services that increase health knowledge, self-sufficiency and support self-management of diseases and health conditions to assigned clients/families through a range of activities such as outreach, health education, connecting individuals with resources, informal counseling, social/peer support and advocacy.

To support providers, health educators and case management teams through an integrated approach to care management and community outreach.

A year of community outreach experience is necessary if advancement is to be considered. Advancement to a CHW II position is not automatic and is based on position availability, funding, minimum requirements met, and interview outcomes.

SUPERVISION RECEIVED AND EXERCISED

Supervision provided by the Supervisor responsible for the program

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Responsible for establishing trusting relationships with community members, clients and their families from diverse populations while providing general support and encouragement.
- Conducts interviews and communicates effectively with clients using basic motivational interviewing and goal setting via phone calls, home visits and visits to other settings where clients can be found.
- Demonstrate sensitivity and understanding of diverse socioeconomic, cultural, ethnic and health issues.
- With case manager/provider/health educator oversight, provides services such as case management, care coordination and system navigation of medical care and/or community resources through informal counseling/education, social/peer support, and the tracking of client progress/well-being.
- Responsible for client interactions and education involving health issues such as HIV/AIDS, substance abuse, chronic disease, behavioral health, child-rearing, parenting or other health concerns.
- Conducts health promotion and prevention education that is sensitive to the cultural and linguistic needs of participants and/or community.
- Prepares and maintains appropriate paper work and records. Complete documentation and data entry needed for medical records and grant funding.
- Acts as client and community advocate; advises clients on available and appropriate medical and social services; advocates for the needs and perspectives of the communities.

**SOUTHERN NEVADA HEALTH DISTRICT
COMMUNITY HEALTH WORKER I/II (*continued*)**

- May provide program outreach such as home visiting activities, participate in individual and community assessments, community outreach and health screening events, distribution of flyers and brochures, and deliver presentation at local agencies and community events.

QUALIFICATIONS

Knowledge of:

- Principles and procedures of medical record keeping/documentation correct business English, including spelling, grammar and punctuation.
- Pertinent Federal, State and local laws, codes, and regulations applicable to the program assigned.
- Community resources appropriate to the health/social needs of clients and their families.
- Current information pertaining to the symptoms, control, treatment, and effects of chronic disease and/or conditions (HIV/AIDS, substance abuse, mental illness, etc.) on clients and their families applicable to the assigned program.
- Collaborative case planning with the care team.
- Computer applications related to the assigned position such as Microsoft Word/Outlook and an Electronic Health Record.

Ability to:

- Utilize the most appropriate community resources to provide effective client services.
- Work with diverse populations in a health or human services program.
- Prepare clear and concise reports, correspondence and other written materials.
- Operate a computer and software applicable to the position.
- Use initiative and independent judgment within established procedural guidelines; organize own work, set priorities and meet critical deadlines.
- Establish and maintain effective working relationships.
- Communicate well orally, in writing and over the telephone. with a variety of individuals from diverse backgrounds.

TRAINING AND EXPERIENCE GUIDELINES

COMMUNITY HEALTH WORKER I

Training

- Equivalent to graduation from high school

Experience

- Preferred: minimum of one year of experience in non-profit/community advocacy work or completion of Community Health Worker training
- Prior experience in medical record keeping desirable.

**SOUTHERN NEVADA HEALTH DISTRICT
COMMUNITY HEALTH WORKER I/II (continued)**

COMMUNITY HEALTH WORKER II

A complete understanding of the surveillance systems is necessary if advancement is to be considered. Advancement to a Community Health Worker II position is not automatic and is based on position availability; funding, minimum requirements met, and interview outcomes.

Training

- Equivalent to graduation from high school

Experience

- Minimum of one year of experience in community out-reach work
- Completion of Community Health Worker Certificate Program
- Prior experience in medical record keeping desirable.

Working Conditions

- May be required to be bilingual in Spanish/English
- May be required to visit individual client residences
- May work with individuals having infectious or communicable disease
- May work with small amounts of cash
- May be required to travel to site own personal vehicle
- Work hours may occasionally include weekends and evenings

License/Certification

- Possession or ability to obtain and maintain a valid Nevada Driver's License as a condition of employment.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible

FLSA Non-Exempt

Community Health Worker I Schedule 12

Community Health Worker II Schedule 14 Approved by the Chief Health Officer on 10/25/2018.

PUBLIC HEALTH INFORMATICS SCIENTIST I/II

DEFINITION

To apply informatics principles and methods to ensure effective design, use and management of information systems for clinical care, disease surveillance and public health reporting; provide highly responsible and complex staff assistance to the Senior Public Health Informatics Scientist, Division Directors, and the Chief Health Officer.

DISTINGUISHING CHARACTERISTICS

This position requires software development and database management skills.

Public Health Informatics Scientist I - is the entry-level class of this specialized public health informatics series. Initially under close supervision, incumbents perform the more routine analytical and maintenance duties while learning methodology, policies, procedures and becoming familiar with various programs, systems and technology. As experience is gained, duties become more diversified and are performed under more general supervision. Advancement to a Public Health Informatics Scientist II position is not automatic and is based on position availability; funding, minimum requirements met, and interview outcomes.

Public Health Informatics Scientist II - is the experienced level in this series, fully competent to perform the full range of professional duties. Successful performance of the work requires a thorough knowledge of public health informatics and the ability to exercise sound independent judgment within established guidelines. This class is distinguished from Public Health Informatics Scientist I in that it is a scientific position with extensive experience in informatics conducting and/or supporting scientific investigations or public health interoperability. This classification also provides guidance for Public Health Informatics Scientist I staff.

SUPERVISION RECEIVED AND EXERCISED

Public Health Informatics Scientist I:

- Receives immediate supervision from Public Health Informatics Scientist II or management/supervisory staff

Public Health Informatics Scientist II:

- Receives immediate supervision from the Senior Public Health Informatics Scientist
- May exercise direct and indirect supervision over professional, technical and clerical staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

PUBLIC HEALTH INFORMATICS SCIENTIST I

- Design, develop and deploy informatics tools and systems, including front-end, back-end and middle-ware to enable clinical care, surveillance and population-based studies of the health status of residents and visitors to Southern Nevada.
- Develop and evaluate a decision support system for clinical care, disease surveillance and disease reporting that integrates heterogeneous data sources.
- Translate systems requirements into applications prototypes; plan and design systems and applications architecture; write, debug, and maintain computer code using standardized vocabularies for clinical care and public health information; determine output media/formats; design user interfaces.

SOUTHERN NEVADA HEALTH DISTRICT
Public Health Informatics Scientist I/II (Continued)

- Provide analytical, technical and problem resolution with clinical care and population health management technology as it relates to user accessibility, usability, workflow/processes, policies and procedures.
- Maintain and enhance interoperability between clinical care practice and public health surveillance, reporting and enforcement of adherence to workflows.
- Promote the use of informatics to public health and clinical professionals, leadership, and any other designated individuals.
- Builds professional skills by maintaining awareness of clinical care and public health practices, information systems technology and informatics industry trends and standards.
- Monitors the “Meaningful Use” criteria to ensure SNHD electronic health records (EHR) systems to meet all designated standards and understand its implications for public health.
- Establish appropriate data security provisions and protocols to enable access to and maintenance of public health data and personal health information.
- Write professional documentation of work performed for both internal and external consumption including technical presentations, peer reviewed and non-peer reviewed publications.
- Provide support for effective clinical care and public health decisions by producing timely, meaningful and actionable information.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of clinical care, epidemiology and public health research and practice.
- Principles and practice of public health and clinical informatics.
- Strategies for achieving effective data acquisition, management, quality, storage, use, and application to address clinical care and population health needs
- Public health reporting and information system standards
- Health information vocabularies and data standards (e.g. HL7, ICD, LOINC and SNOMED codes)
- Information system design, development and management.
- EHR/EMR, Pharmacy and Laboratory information systems.
- Computer programming languages such as Python, Java, JavaScript, C#, Python, SAS, and Ruby.
- Relational database design and management including Structured Query Language.
- BI reporting tools such as Pentaho and Crystal reports.
- Data communications security and privacy techniques; legal and ethical issues regarding confidentiality and use of individually identifiable public health and medical record data.
- Pertinent federal, state and local laws, codes and regulations.
- Disease reporting statutes and regulations under Nevada law; HIPAA; FERPA; 45 CFR 46 (Human Subjects Protection).

Ability to:

- Evaluate information against a set of standards of information integrity and comparability.
- Interpret and analyze medical, health and other data obtained from a variety of sources.
- Produce timely and accurate data for disease surveillance and assist data-driven decision making for unique public health needs.
- Plan, design and develop information systems that meet the needs of clinical care, and public health practice and research.
- Develop instruments and methodologies for an integrated public health surveillance system such as aberration detection algorithms, data mining programs, and for matching and duplication of individual records when integrating different databases

SOUTHERN NEVADA HEALTH DISTRICT
Public Health Informatics Scientist I/II (*Continued*)

- Apply knowledge of database design and management for the needs of clinical care and public health practice and research.
- Design and conduct quantitative research studies; collect, interpret and publish findings.
- Maintain a professional demeanor in all circumstances.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality.

TRAINING AND EXPERIENCE GUIDELINES

Training

- Equivalent to at minimum a master's degree from an accredited school with a focus in health informatics, clinical informatics, computer science, public health, data science or a related field; PhD or MD preferred

Experience

- No experience required at the PHIS I entry level

WORKING CONDITIONS

- May perform district services with individuals having various disease exposures
- Required to drive a vehicle
- Required to use computers for extended periods of time

LICENSE OR CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

PUBLIC HEALTH INFORMATICS SCIENTIST II

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES

In addition to the Responsibilities and Duties required of the PHIS I

- Lead, organize and review the work of lower level staff in collaboration with the Senior Public Health Informatics Scientist
- May serve in an acting capacity in the absence of the Senior Public Health Informatics Scientist when designated

QUALIFICATIONS

Knowledge of:

In addition to the qualifications required of the PHIS I

- Principles of lead supervision
- Operations, services and activities of the informatics program

Ability to:

In addition to the abilities required of the PHIS I

- Review and assist with the work of professional and support personnel

SOUTHERN NEVADA HEALTH DISTRICT
Public Health Informatics Scientist I/II (Continued)

TRAINING AND EXPERIENCE GUIDELINES

Training

- Equivalent to at minimum a master's degree from an accredited school with a focus in health informatics, clinical informatics, computer science, public health, data science or a related field; PhD or MD preferred

Experience

- Four years of work experience in informatics including experience in conducting and/or supporting scientific investigations or data architecture management

WORKING CONDITIONS

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LICENSE OR CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 24 Public Health Informatics Scientist I

Schedule 30 Public Health Informatics Scientist II

Approved by Board of Health on 6/25/09

Revisions Approved by the Board of Health on 9/22/11

Revisions Approved by the Chief Health Officer and Human Resources Administrator 01/15/2013

Revisions Approved by the Chief Health Officer 02/22/2018

Revisions Approved by the Chief Health Officer 10/17/2018

GENERAL COUNSEL

DEFINITION

To provide professional legal representation to the Southern Nevada District Board of Health and the Southern Nevada Health District; to provide legal representation and counsel to the Chief Health Officer, the Board and the District, Management and staff; to represent the Board and the District in litigation brought on behalf of or against the Board, the District, or the Chief Health Officer.

SUPERVISION RECEIVED AND EXERCISED

- Works independently under the supervision of the Chief Health Officer
- May supervise support staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provides legal representation and counsel to the Board of Health and its committees, and to Health District management and staff
- Attends all Board of Health meetings, including all Board committee meetings, and provides counsel to the Board on all matters including Nevada's Open Meeting law and Agenda items
- Represents the Board and the District, and the Chief Health Officer, in litigation brought on behalf or against the District, District officials or representatives
- Participates in all stages of litigation involving pleadings, discovery, settlement, negotiations, trials and post judgment proceedings including researching, writing and filing motions, briefs and other documents and exhibits
- Provides legal representation of the District before the Solid Waste Management Authority Hearing Officer, and prosecutes Notices of Violations for violations of solid waste laws and regulations
- Prepares and/or reviews contracts and related documents to which the District is a party
- Reviews rules, policies, plans and strategies prepared by District representatives in carrying out District responsibilities in compliance with applicable laws and regulations
- Researches legal issues and prepares legal opinions, memoranda and correspondence
- Maintains and develops expertise about laws, regulations and court decisions which may affect the Board and the District
- Performs other duties and special projects as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices of law and of legal procedures and administrative procedures
- Judicial procedures and the rules of evidence
- Principles, methods, materials, practices and references utilized in legal research
- Interviewing techniques
- Computer and software used in professional legal work

Ability to:

- Perform professional legal and legal research work
- Analyze facts and apply legal precedents and principles to assigned casework

SOUTHERN NEVADA HEALTH DISTRICT

Attorney (Continued)

- Prepare and present cases from the administrative level through all levels of the court system
- Prepare and present a variety of special reports
- Operate a computer and use appropriate software in the performance of professional legal work
- Effectively represent the District with the public, courts, and other government jurisdictions
- Effectively interact with the public, other attorneys, District officials and employees
- Maintain a good reputation for honesty, integrity and ability to maintain confidentiality
- Perform job responsibilities independently and on own initiative in a timely manner in order to meet schedule deadlines
- Understand and interpret statutes, administrative codes and regulations
- Communicate effectively verbally and in writing

Training and Experience Guidelines

Training:

- Graduate of an accredited law school and membership in good standing with the State Bar of Nevada

Experience:

- A minimum of four years experience in government civil law, or ten years in continuous private practice
- Local government experience is preferred

License or Certificate:

- Possession of, or ability to obtain a valid Nevada Driver's License
- Maintain membership in the State Bar of Nevada

CONDITIONS:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/ or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/ or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 35

Approved by the Board of Health on 2/22/07

Revisions approved by the Board of Health on 3/27/08

Title change approved by Chief Health Officer on October 30, 2018

ASSOCIATE GENERAL COUNSEL

DEFINITION

To assist the Southern Nevada Health District's General Legal Counsel in providing a variety of professional legal services to the Board of Health and District management and staff, including preparation and review of a variety of legal documents and giving legal advice to assigned divisions.

SUPERVISION RECEIVED AND EXERCISED

- Direct supervision is provided by the District's General Legal Counsel.
- May supervise support staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assists General Legal Counsel regarding public health matters
- Has strong oral communication and writing skills
- Provides legal representation and advice to the Board of Health and District management
- Provides legal representation for the District before the Solid Waste Management Authority Hearing Officer
- Provides legal representation and/or manage outside counsel relative to litigation involving the District
- Provides opinions, written and oral, on issues presented by District management which include an interpretation of relevant law and formulation of strategies on how to reach resolution
- Conducts legal research and drafts legal memoranda for the General Counsel and other organization stakeholders
- Researches, writes and files all manner of legal pleadings and moving papers
- Reviews documents prepared by District staff for compliance with relevant statutes and regulations
- Maintains and develops expertise regarding state and federal statutes, regulations and court decisions relevant to District operations
- Attends meetings of the Board of Health, including those of Board of Health committees
- Prepares cases by gathering evidence; attending depositions, court hearings, conference calls, and client meetings; reviewing investigative findings; preparing and interviewing witnesses; consulting with experts; completing discovery process; developing arguments and testimony; completing filings, motions, and submissions; supervising paralegals
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Nevada Rules of Civil Procedure. Nevada Appellate rules of procedure
- Legal Research principles, methods, and resources
- Nevada Open Meeting Law requirements
- Computer and software applications as related to the performance of legal research
- Correct business English, including spelling, grammar and punctuation
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds

Ability to:

- Analyze facts and apply legal precedents and principles to assigned casework

SOUTHERN NEVADA HEALTH DISTRICT

Job Description (*Continued*)

- Perform job responsibilities independently and on own initiative in a professional and timely manner
- Detail orientated, with analytical and organizational skills needed to manage a fast-paced environment with varied responsibilities
- Perform professional legal and legal research work
- Research, interpret, apply and explain applicable statutes, codes, regulations and court decisions
- Prepare and present a variety of special reports
- Operate a computer and use appropriate software in the performance of professional legal work
- Effectively represent the District with the public, courts, and other government jurisdictions
- Effectively interact with the public, other attorneys, District officials and employees
- Maintain a good reputation for honesty, integrity and ability to maintain confidentiality
- Communicate effectively verbally and in writing

Training and Experience Guidelines

Training:

- Graduate of an accredited law school and membership in good standing with the State Bar of Nevada

Experience:

- One to five years experience. Experience in litigation or as an attorney for a government agency preferred

License or Certificate:

- Possession of, or ability to obtain, a valid Nevada Driver's License within 30 days of employment.
- Maintain membership in good standing in the State Bar of Nevada

CONDITIONS:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/ or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/ or emergency.

New employees must complete Incident Command System training ICS100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 29

Approved by the Board of Health on 5/22/2008

Revisions Approved by the Board of Health on 3/22/12

Title Change approved by Chief Health Officer 10/30/2018

RECRUITING**25.4**

Active	11
Closed	9
Hold	0
Pending	5.4

Total number of budgeted positions:	557.05
Current number of active employees (by FTE):	526.25
Total number of all vacancies:	30.80

APRN	1 RECRUITMENT ACTIVE ON WEBSITE
APRN	1 RECRUITMENT ACTIVE ON WEBSITE
Social Worker	1 RECRUITMENT ACTIVE ON WEBSITE
Social Worker	1 RECRUITMENT ACTIVE ON WEBSITE
Public Health Preparedness Analyst	1 RECRUITMENT ACTIVE ON WEBSITE
Health Educator I	1 RECRUITMENT ACTIVE ON WEBSITE
Health Educator I	1 RECRUITMENT ACTIVE ON WEBSITE
Laboratory Director	1 RECRUITMENT ACTIVE ON WEBSITE
Laboratory Manager	0 RECRUITMENT ACTIVE ON WEBSITE
Laboratory Tech I	1 RECRUITMENT ACTIVE ON WEBSITE
Software Engineer	1 RECRUITMENT ACTIVE ON WEBSITE
Senior Compliance Specialist/Analyst	1 RECRUITMENT ACTIVE ON WEBSITE

Community Health Nurse I	1 RECRUITMENT CLOSED - Reviewing applications
Community Health Nurse I	0.4 RECRUITMENT PENDING - Awaiting approvals in Neogov
Community Health Nurse II	1 RECRUITMENT CLOSED - Reviewing applications
Community Health Nurse II	1 RECRUITMENT PENDING - Awaiting approvals in Neogov
Community Health Nurse I	1 RECRUITMENT CLOSED - Reviewing applications
Community Health Nurse I	1 RECRUITMENT CLOSED - Reviewing applications
Admin Asst I	1 RECRUITMENT CLOSED - Will choose from eligible list
Community Health Worker	1 RECRUITMENT PENDING - Ready to be posted
Disease Data Coll Spec II	1 RECRUITMENT PENDING - Ready to be posted
Disease Inv Inter Spec I	1 RECRUITMENT CLOSED - Reviewing applications
Epidemiologist	1 RECRUITMENT CLOSED - Reviewing applications
Pub Hlth Inf Scientist I	1 RECRUITMENT PENDING - Ready to be posted
Senior Laboratory Technologist	1 RECRUITMENT CLOSED - Reviewing applications
Passport Acceptance Agent	1 RECRUITMENT CLOSED - Reviewing applications
Program Sys Specialist II	1 RECRUITMENT PENDING - Awaiting approvals in Neogov

HOLD 1.4

Sr Health Educator	1 HOLD - No plans to fill at this time
Grants Coordinator (replaces Accountant)	0 HOLD per Andy Glass 07/25/2018
Admin Asst I	0.4 HOLD per Dr. Lohf and Dr. Iser

NEW 0

VACANT 4

Community Health Nurse II - CM	1 VACANT
Community Health Nurse II	1 VACANT
Community Health Nurse II	1 VACANT
Clinical Staff Physician	1 VACANT

PAYROLL EARNINGS SUMMARY

October 6 to October 19, 2018

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 335,589.17	\$ 7,467,775.62	\$ 2,839,940.23	\$10,285,494.00	28%
ENVIRONMENTAL HEALTH	\$ 427,678.43	\$ 8,998,947.10	\$ 3,369,704.00	\$11,396,176.00	30%
COMMUNITY HEALTH	\$ 333,205.54	\$ 7,264,544.35	\$ 2,709,239.07	\$9,689,098.00	28%
ADMINISTRATION	\$ 306,180.21	\$ 6,548,339.85	\$ 2,471,971.87	\$8,433,999.00	29%
 TOTAL	 \$1,402,653.35	 \$30,279,606.92	 \$11,390,855.17	 \$39,804,767.00	 29%
 FTE	 521				
 Regular Pay	\$ 1,252,274.42	\$ 24,836,858.13	\$ 9,555,148.69		
Training	\$ 7,501.65	\$ 246,957.13	\$ 67,119.35		
Final Payouts	\$ -	\$ 589,424.23	\$ 170,429.68		
OT Pay	\$ 4,551.77	\$ 105,396.84	\$ 43,282.43		
Leave Pay	\$ 129,885.16	\$ 3,991,822.68	\$ 1,432,844.18		
Other Earnings	\$ 8,440.35	\$ 509,147.91	\$ 122,030.84		
	 \$ 1,402,653.35	 \$ 30,279,606.92	 \$ 11,390,855.17		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**October 6 to October 19, 2018****Overtime Hours and Amounts****Comp Time Hours Earned and Value****ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
PALMER, MICHAEL J	6.50	\$302.70	HENRI, CORINNE J	12.00	\$354.14
MCMAHAN, CLAUDE R	6.50	\$371.43	VEGA, LEONARDO	9.75	\$318.37
STEVENS, MICHAEL P	8.00	\$288.59	FEDOR, CATHERINE A	6.00	\$177.07
TERRIQUEZ, ARTURO	4.75	\$132.65			
CHAMBERLAIN, ROBERT C	8.00	\$288.59			
NESZMERY, MICHAEL	6.50	\$318.37			
BOJORQUEZ, IBETH	1.00	\$46.57			
Total Administration	41.25	\$1,748.90		27.75	\$849.59

COMMUNITY HEALTH

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
MONTGOMERY, JOSHUA M	HIVPRV18 8.00	\$344.94	BOWERS, JENNIFER D	12.00	\$434.58
HERRERA, REYNA A	HIVPRV18 5.00	\$204.87	EDDLEMAN, TABATHA M	12.00	\$295.90
SHINGU, MICHELE	HIVPRV18 8.00	\$354.14	SHINGU, MICHELE	12.00	\$354.14
BOWERS, JENNIFER D	HIVPRV18 0.00	\$0.00			
FOLEY, JAMES M	HIVPRV18 5.00	\$162.87			
EDDLEMAN, TABATHA M	HIVPRV18 0.00	\$0.00			
MORAN, DEBORAH R	HPP_19 5.50	\$237.15			
Total Community Health	31.50	\$1,303.97		36.00	\$1,084.62

CLINICAL SERVICES

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
CHONGTAI, LORIZA R	0.25	\$15.82	AGUILAR, BECKY S	1.13	\$36.74
GONZALES, VIRTUDES	1.75	\$105.24	ARIAS DE LUJAN, MARIA	1.50	\$60.14
BRANTNER, LONITA A	0.25	\$9.99	FLORES, JESSICA C	1.50	\$60.14
CENABRE, MARIA T	0.75	\$29.97	GOODSPEED, ANITA	0.38	\$10.51
MATTESON, KIMBERLY A	0.25	\$8.14	HOMER, ANNMARIE	1.13	\$36.74
CASTRO, JANET V	RWAEIS18 0.50	\$13.96	PANALIGAN, TEODORITA	0.75	\$30.07
			RIVERA, SHEILA A	1.50	\$48.98
			SPRANCE GROGAN, CAROLYN S	1.50	\$48.98
			VALDIVIESO ESTRADA, ISABEL	2.63	\$85.72
			CAPURSO, CYNTHIA	0.38	\$15.03
			WOODS, ROSANNA	0.38	\$13.91
Total Clinical Services	3.75	\$183.12		12.75	\$446.95

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**October 6 to October 19, 2018****Overtime Hours and Amounts****Comp Time Hours Earned and Value**

ENVIRONMENTAL HEALTH					
<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BANALES, JASON	1.25	\$53.90	CAVIN, ERIN M	6.38	\$224.91
MACDAVID, HEATHER R	2.50	\$107.79	CLARK, DEBORAH M	3.00	\$93.14
KNOWLES, MIKKI M	4.00	\$177.07	PONTIUS, KEVIN	4.50	\$129.35
HERNANDEZ, STEPHANIE	4.75	\$180.41	RICH, VICTORIA	5.63	\$149.87
HALL, LATONIA V	11.00	\$474.29	WHITING, WILLANDRA C	5.25	\$143.41
SAN NICOLAS, THOMAS	6.75	\$322.32			
Total Environmental Health	30.25	\$1,315.78		24.75	\$740.68
Combined Total	106.75	\$4,551.77		101.25	\$3,121.84

Grants Expired and Awarded

October 2018

<i>Grants Expired</i>					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Adult Viral Hepatitis Prevention (aduhep18)	P-CDC	10/31/2018	\$ 111,350.00	end of budget period	0.10
AFDO Small Project - SNHD Non-Traditional Food Service Training and Outreach (afdsm_18)	P-FDA	10/31/2018	\$ 3,000.00	end of project period	0.00
Family Planning - Spacing Pregnancies (fppreg18)	O-March of Dimes	10/31/2018	\$ 49,328.00	end of project period	0.20

<i>Grants Awarded</i>							
<i>Project Name</i>	<i>Grantor</i>	<i>Received</i>	<i>Start Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Prevention Health and Health Promotion (phhsbg19)	P-CDC	10/1/2018	10/1/2018	9/30/2019	\$ 41,800.00	renewal	0.25
Tobacco Merchant Retail (tobrt19)	P-SAMHSA	10/8/2018	10/1/2018	6/30/2019	\$ 148,313.00	renewal	0.25
Adult Hepatitis Prevention (aduhep18) amd#1	P-CDC	10/8/2018	11/1/2017	10/31/2018	\$ 19,900.00	additional funds	0.10
NV Childhood Lead Poisoning Prevention (nclpp_19) amd#1	P-CDC	10/10/2018	9/30/2018	9/29/2019	\$ 123,832.00	renewal - oeds dept	1.10
Southern Nevada Counter Terrorism Center Analytical (snctc_19)	P-DHS	10/17/2018	9/1/2018	8/31/2020	\$ 96,635.00	renewal	1.00
Cyber Security Services (cyber_19)	P-DHS	10/17/2018	9/1/2018	8/31/2020	\$ 113,148.00	new	0.00