Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
(530) 889-4060

OPEN SESSION

Call to Order: 3:30PM
Roll Call
Flag Salute

Public Comment:
Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, September 10, 2019

2. Approval of Minutes | Regular Meeting, August 12, 2019

3. Report from Disciplinary Appeal Hearing | August 13, 2019

4. Work Out-of-Class Pay | Department of Public Works
   Presenter: Courtney Thomas, Human Resources Analyst
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee number 51235601 in the Department of Public Works.
5. **Class Specification Updates for Administrative Services Officer and Senior Administrative Services Officer**
   Presenter: Suzanne Holloway, Human Resources Manager
   a. Approve proposed revisions to the classification specification of Senior Administrative Services Officer, Salary Grade MNGT 427 ($7,224.53 - $8,779.33), including a title change to Administrative Fiscal Officer II and the addition of an entry Administrative Fiscal Officer I level Salary Grade MNGT 415 ($6,413.33 - $7,786.13);
   b. Approve proposed revisions to the classification specification of Administrative and Fiscal Operations Manager, Salary Grade MNGT 439 ($8,139.73 - $9,892.13);
   c. Abolish the classification of Administrative Services Officer, Salary grade MNGT 415 ($6,413.33 - $7,786.13);
   d. Reclassify positions in the departments of CEO, Sheriff’s Office, Clerk-Recorder/Registrar of Voters, and Probation, and non-competitively promote the current incumbents into the new classifications as indicated on Attachment C pursuant to section 3.08.480 of the Placer County Code.

6. **Recommendations from the Health Educator Classification Study**
   Presenter: Courtney Thomas, Human Resources Analyst, and Jennifer Duvall, Senior Human Resources Analyst
   a. Approve the creation of a new Health Education Program Coordinator – I classification, with the recommended Salary Grade of PROF 206 ($4,809.83 - $5,846.36 monthly);
   b. Approve the proposed revisions to the classification specification of Health Educator, including a title change to Health Education Program Coordinator – II, with the recommended Salary Grade change from GNRL 100 ($5,302.93 - $6,445.76 monthly) to PROF 214 ($5,302.93 - $6,445.76 monthly);
   c. Approve the creation of a new Health Education Program Coordinator – Senior classification, with the recommended Salary Grade of PROF 222 ($5,846.53 - $7,106.49 monthly);
   d. Approve the creation of a new Communicable Disease Specialist classification, with the recommended Salary Grade of GNRL 76 ($4,362.63 - $5,302.96 monthly); and,
   e. Either:
      i. Approve the reclassification of two incumbents in the Health Educator classification to Communicable Disease Specialist; or
      ii. Grant the appeal of two incumbents and deny the proposed reclassification of the position(s) pursuant to Placer County Code section 3.08.520.

7. **Request to Abolish Classifications**
   Presenter: Suzanne Holloway, Human Resources Manager
   Approve the abolishment of the Placer County classifications listed in Attachment A.
8. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. HR Updates: Kate Sampson
   c. Commissioner Comments

CLOSED SESSION
9. § 54957 - Public Employee Performance Evaluations
   Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION
   Closed Session Report
   Report of action taken in closed session pursuant to Government Code Section 54957.1.

10. Classified Employees Merit Increases
    Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

11. Adjournment to the following upcoming meeting

   Upcoming Regular Meeting
   Tuesday, October 15, 2019 at 3:30 PM
   Human Resources Department, 1st Floor Conference Room
   145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
(530) 889-4060

OPEN SESSION

Call to Order: 3:30PM
Roll Call: Judy McKeig, Clerk to the Commission
Present: Andraé Randolph, John Costa, Ron Le Doux
Absent: Deborah Bennett, Rick Ward
Flag Salute: Led by Commissioner Le Doux

Public Comment:
Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, August 12, 2019
Kate Sampson, Director of Human Resources, requested the Commission remove item 5 Work Out-of-Class Pay Extension-Child Support Services as the department no longer needs the position. Ms. Sampson also requested item 11 be removed as there are no closed session items today.

Motion to approve the Agenda as amended: Le Doux/Costa/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux
2. **Approval of Minutes | Regular Meeting, July 8, 2019**
   Commissioner Randolph approved the minutes with no objections.

   Ms. Sampson reported the Commission convened on July 22, 2019 for a disciplinary hearing; the hearing was continued.

4. **Retroactive Work Out-of-Class Pay | County Executive Office, Economic Development Division**
   Request retroactive work out-of-class pay in recognition of additional duties performed for one Economic Development Specialist in the County Executive Office beginning March 30, 2019.
   
   **Presenter:** Lindsay Killian, Human Resources Analyst
   **Attendee:** Sherri Conway, Director of Economic Development, County Executive Office (CEO)
   **Motion:** Le Doux/Costa/Unanimous vote 3:0
   **Ayes:** Randolph, Costa, Le Doux

   The Economic Development Department has limited staffing due to the recent resignations of a Senior Management Analyst and Administrative Aide II. One employee has assumed additional duties until permanent hires are made. Many of the additional duties pertain to running the Business Resource Center (BRC) including webpage maintenance, social media, training the new OnBase database, economic development programs, data analytics, and overseeing the work of various temporary staff at the BRC. Due to turnover and ongoing recruitment efforts, the CEO submitted the paperwork after the duties had already been assumed. The WOC was processed effective July 6, 2019, the beginning of the pay period in which the paperwork was received. The department is requesting retroactive pay dated back to March 30, 2019 to appropriately compensate the employee. No commissioner comment. No public comment.

5. **Work Out-of-Class Pay Extension | Child Support Services**
   Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in Child Support Services.
   **Presenter:** Heidi Kemytsky, Human Resources Analyst II

6. **Work Out-of-Class Pay Extension | District Attorney’s Office**
   Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in the District Attorney’s Office.
   **Presenter:** Heidi Kemytsky, Human Resources Analyst II
   **Attendee:** Jennifer Miszkewycz, Assistant District Attorney
   **Motion:** Le Doux/Costa/Unanimous vote 3:0
   **Ayes:** Randolph, Costa, Le Doux

   One District Attorney has been performing duties for the Tri-County Narcotic Drug Enforcement Team (TRIDENT) since August 2017. The Commission previously approved an extension for this employee in August 2018. The position is responsible for investigating major drug traffic organizations and acts as the Task Force commander. Human Resources and the District Attorney’s Office are aware of the unusual length of time for the work out-of-class but given the critical nature and high level assigned to this person, are requesting an additional 180-day extension effective August 27, 2019. Commission questions and discussion included the permanency of the work involved, the possibility of...
reclassifying the position to suit the additional duties, and the length of the typical work out of class. Ms. Sampson stated the preference is to limit to one extension, but this is a unique situation in conjunction with other enforcement agencies and Human Resources is looking for permanent solutions. Commissioner Randolph wanted to make sure we are not precedent setting for other classifications. No public comment.

7. **Work Out-of-Class Pay Extension | Health and Human Services, Public Health Division**
   Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in the Health and Human Services, Public Health Division.

   Presenter: Courtney Thomas, Human Resources Analyst
   Attendee: Joe Arsenith, Acting Assistant Director of Public Health
             Jeff Brown, Director of Health and Human Services
   Motion: Costa/ Le Doux/ Unanimous vote 3:0
   Ayes: Randolph, Costa, Le Doux

   The department requests to continue to work a Client Services Assistant out of class as a Health Educator. The assignment began in March 2019 and the employee assists with the grant funded Tobacco Control Program. At the time the assignment began, Human Resources recommended holding on recruitment pending a classification study on the Health Educator position, the results and recommendations of which will be presented as the next item at today’s meeting. The request is to extend the assignment for an additional 180 days and it is anticipated the assignment will end sooner than this. No Commissioner comment. No public comment.

8. **Health and Human Services | Health Educator Classification Study**
   It is recommended that the Civil Service Commission take the following action pertaining to the classification study of Health Educator:
   
   a. Approve the creation of a new Health Education Program Coordinator – I classification, with the recommended Salary Grade of PROF 206 ($4,809.83 - $5,846.36 monthly);
   
   b. Approve the proposed revisions to the classification specification of Health Educator, including a title change to Health Education Program Coordinator – II, with the recommended Salary Grade change from GNRL 100 ($5,302.93 - $6,445.76 monthly) to PROF 214 ($5,302.93 - $6,445.76 monthly);
   
   c. Approve the creation of a new Health Education Program Coordinator - Senior classification, with the recommended Salary Grade of PROF 222 ($5,846.53 - $7,106.49 monthly);
   
   d. Approve the creation of a new Communicable Disease Specialist classification, with the recommended Salary Grade of GNRL 76 ($4,362.63 – $5,302.96 monthly); and
   
   e. Approve the reclassification of two positions in the Health Educator classification to Communicable Disease Specialist.

   Presenter: Courtney Thomas, Human Resources Analyst
             Jennifer Duvall, Human Resources Senior Analyst
   Attendee: Joe Arsenith, Acting Assistant Director of Public Health
            Jeff Brown, Director of Health and Human Services
Motion to return item 8 to the September 2019 Civil Service Commission Meeting, with instruction to Human Resources to provide a new appeal window ending August 30, 2019 for two affected employees.

Motion: Le Doux/Costa/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux

Ms. Thomas presented a summary of the staff memo outlining the background of the classification study, study process, results and recommendations. In June 2019 two employees in Communicable Disease that were recommended to be reclassified to Communicable Disease Specialist, requested a meet and confer with Human Resources and their business representative IUOE Stationery Engineers Local 39. After two meet and confer meetings, no changes were recommended to the specifications. The two employees were offered an assignment change that would allow them to remain as Health Educators; both declined and indicated they wanted to remain in Communicable Disease. No appeals have been received. The requested actions have been reviewed and approved by HHS, Human Resources, CEO, and Local 39. Commissioner Le Doux questioned the salary of the two employees affected by the change and noted it would be a substantial decrease. Ms. Thomas stated they were at the top step of their salary and would be Y rated or frozen until the range of the reclassified position catches up. Mr. Brown noted both employees were offered Health Educator positions which would not result in any salary change, and both declined. Ms. Duvall noted the salary range for the Communicable Disease Specialist is consistent with industry standards.

A member of the public, Bill Jensen, read into record a letter addressed to the Commission objecting to the position of Communicable Disease Specialist and demotion of the employees affected; copies were provided to the Commissioners and is on file with the Commission Clerk.

Commissioner Randolph asked if the employees affected were given a chance to provide input and advised of the appeals process. Ms. Thomas confirmed they were. Commissioner Randolph asked if any appeals had been received and Ms. Thomas confirmed none. Commissioner Costa questioned if this was the first time Human Resources has encountered this type of public disagreement related to a classification study. Ms. Duvall noted that the two meet and confer meetings had concluded without any objections and that Local 39 advised that there would be no appeals on this issue. Mr. Jensen identified himself as a spouse of one of the affected employees and stated the employees did not avail themselves of the appeal opportunity due to fatigue and the belief they did not have support from Local 39. Commissioner Le Doux requested a one-month delay to allow the employees another opportunity to appeal, noting that the Charter protects both the employees and the County. Ms. Sampson asked if the intent of the Commission is for Human Resources to re-notice the employees and provide another window for an appeal. The Commission determined August 30, 2019 to be an appropriate end date for the appeal window in order to allow time for the item to be placed on the September agenda.

9. **Probation Department | Request for Reclassification**

   It is recommended that the Civil Service Commission approve:
   a. The proposed revisions to the Probation Manager classification specification;
   b. The reclassification of one Assistant Juvenile Detention Facility (JDF) Superintendent position, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly) to the classification of Probation Manager, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly);
c. The administrative placement of the incumbent into the Probation Manager classification pursuant to County Code section 3.08.480 (C);
d. Abolishment of the classification of Assistant JDF Superintendent.
Presenter: Heidi Kemytsky, Human Resources Analyst II
Attendee: Marshall Hopper, Chief Probation Officer
Motion: Le Doux/Costa/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux

Human Resources conducted a study of two management positions, the Assistant Juvenile Detention Facility (JDF) Superintendent and the Probation Manager. The Assistant JDF Superintendent manages the juvenile detention facility only, while Probation Managers oversee all other major divisions in the Probation Department. These changes will allow the department flexibility to rotate Probation Managers across all divisions including the juvenile detention facility, which will in turn provide additional career development and better succession planning. The Assistant JDF Superintendent classification was established in 2005; since then the juvenile population has decreased and the need for the position has evolved. After reviewing the duties assigned to both positions, it was determined the position should be reclassified as a Probation Manager. Some of the duties in the Assistant JDF position not captured in the Probation Manager position include directing operations of the facility, ensuring compliance with local and State laws, developing and securing treatment, and supervising staff in carrying out programs. All incumbents have been involved in the review and agree with the recommended revisions to Probation Manager to capture the additional duties. The employee affected by the reclassification has been notified and has been determined to meet minimum qualifications for the position. The salary level is the same. The CEO, Human Resources, and Probation Department all concur with the recommendations. Commissioner Randolph asked if the title of Probation Manager is consistent with other counties. Mr. Hopper believes there is minimal consistency in the industry and other counties use a variety of titles, but Placer County wanted to be consistent within its own organization. Commissioner Randolph also questioned if the incumbent had any objections. Ms. Kemytsky confirmed they do not and see this as an opportunity for career development. No public comment.

10. Communications
Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. HR Updates: Kate Sampson
         1. The CA Department of Human Resources requires agencies that receive federal funds for social services and child support programs use a merit system that adheres to Local Agency Personnel Standards (LAPS). Every 3 to 5 years CalHR audits Approved Local Merit Systems (ALMS) to ensure compliance with LAPS. Placer is currently responding to the CalHR audit and will report the status at a future meeting. The last ALMS audit was conducted in 2013.
         2. The Payroll and HR module of the Workday enterprise system went live approximately 6 weeks ago. The first phase of the Workday system went live in July 2018. It has been a lot of work with a tremendous effort by staff, and HR is currently processing Pay Period 4. The Workday support organization will be housed in the Auditor-Controller’s Office and will focus
on system enhancements, configuration, reporting and user training, as well as testing bi-annual software updates.

3. Per the Placer County Charter, a Charter Review Committee is convened at least every 5 years and advises the Board of Supervisors (BOS) with potential revisions. In the last review 5 years ago, compensation for the BOS was a primary issue. The committee has convened and identified 9 topics to review, including the civil service system and the Commission’s role in its administration. Teams of 2 committee members will next meet with elected officials and department heads for information. They may also request to meet with the Commissioners as subject matter experts. The next Charter Review Committee meeting has not yet been scheduled. The areas of interest will be reduced to 1 or 2 key suggestions and forwarded to the BOS for consideration. If approved by the BOS, any charter revisions will be placed on a ballot for a general election.

4. Due to the recent appointment of the District 5 Supervisor and impacted Commissioners schedules, the annual CSC Tahoe meeting will be scheduled for Spring next year rather than September.

c. Commissioner Comments
   i. Costa – noted appreciation for staff learning the new program and offered compliments for achieving that goal.
   ii. Randolph – nothing to discuss.
   iii. Le Doux – nothing to discuss

CLOSED SESSION

11. §54957 - Public Employee Performance Evaluations
   a. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION

12. Closed Session Report
    Report of action taken in closed session pursuant to Government Code Section 54957.1.
    Nothing to report.

13. Classified Employees Merit Increases
    Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
    Motion: Le Doux/Costa/Unanimous vote 3:0
    Ayes: Randolph, Costa, Le Doux

14. Adjournment to the following upcoming meetings 4:25PM
    Motion: Le Doux/Costa/Unanimous vote 3:0
    Ayes: Randolph, Costa, Le Doux

Upcoming Closed Session Disciplinary Hearing
Tuesday, August 13, 2019 - Wednesday, August 14, 2019
Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

Upcoming Regular Meeting
Monday, September 9, 2019 at 3:30 PM
Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

_____________________________   ________________________________
Andráe Randolph, Chair      Judy McKeig, Commission Clerk
DATE: September 9, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Courtney Thomas, Human Resources Analyst
SUBJECT: Work-Out-of-Class Pay

The Human Resources Department has received the following departmental request for a work-out-of-class pay extension. Listed below is the department, employee ID number, and time period requested. The Human Resources Department has previously approved work-out-of-class pay, and we are requesting the Civil Service Commission approve an additional pay extension as per Placer County Code 3.08.510 (C)(5)(c). Supporting documentation has been attached to this memo.

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee ID</th>
<th>Dates</th>
<th>Approximate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Works</td>
<td>51235601</td>
<td>9/14/19 - 3/12/20</td>
<td>180 days</td>
</tr>
</tbody>
</table>

**Recommendation:** It is recommended that the Civil Service Commission approve the above work-out-of-class pay in recognition of the additional duties being performed.

cc: Ken Grehm, Director of Public Works
TO:        Kate Sampson, Human Resources Director
FROM:   Ken Grehm, Director of Public Works
         By: Kim Hughes, Staff Services Manager
DATE:     08/09/19
SUBJECT:  Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID:         51235601
Current Classification: Senior Administrative Clerk
WOC Classification:   Recognition of Additional Duties
Initial WOC Effective Date: 03/30/19 PP#22
Requested Extension Eff. Date: 09/14/19 PP#8
Approx Expiration Date of WOC: 03/12/20 PP#20

REASON FOR WOC

☐ Leave of Absence       ☐ Retirement       ☐ Resignation     ☐ WOC

☐ Other:
☒ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☒ Other: Additional duties assigned for peak workload and absences

PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy
☒ Completion of Peak Workload / Absence
☐ Return of Incumbent from LOA
☒ Other: Review of current structure of admin support

BACKGROUND

The Department is requesting to extend a current Work Out of Class assignment for the Senior Administrative Clerk in the Environmental Engineering Division of Public Works.

Due to the dissolving of the Department of Public Works and Facilities, the workload has changed for some key administrative personnel as it relates to the support of higher level management. It was determined that the Department needed additional resources at the Administrative Secretary level to back up for Board Agenda items and to provide support for the Deputy Director currently managing the Environmental Engineering Division of Public Works. The Department will be reviewing its current administrative support hierarchy to determine best fit positions in moving forward with the new departmental structure. The Department of Public Works is requesting to extend the additional duties to the current Senior Admin Clerk during the interim to be responsible for participating and assisting in the following areas:

- Assist in coordinating changes and preparation of Board Memos, processes, routing for all departmental business practices including posting legal notices, preparing the agenda, assembling
Request for Work Out of Class (WOC) Pay

background materials, attending agenda review meeting with CEO analyst staff and department/division heads.

- Provide highly complex and confidential administrative support to Deputy Director of Environmental Engineering and make recommendations in multi-disciplinary and/or programmatic areas.
- Perform administrative projects for management personnel; research and compile background data; maintain records and files for department/division administrative activities.
- Be responsible for back up to the Executive Secretary in administrative duties assigned in the following areas:
  - Interpret and explain County and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate;
  - Independently respond to letters and general correspondence not requiring the attention of management personnel.
  - Coordinate and maintain appointment schedules for Director and Deputy Directors and arrange meetings and conferences.

RECOMMENDATION

It is therefore recommended that the current Senior Admin Clerk have the Work Out of Class pay extended effective September 14, 2019, PP#8 for an additional 180 days or when conditions change in regards to the review of the current structure of the all the administrative support staff in Public Works because of the dissolve of the two departments.

This assignment will result in an increase of 5%. Consistent with the guidelines presented under the Placer County Code section 3.08.510, and the PPEO and PCDSA MOUs, additional compensation for WOC pay shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed WOC classification and in no case will exceed the amount the employee would receive if promoted to the WOC classification.

AUTHORITY

In line with the principle that an employee assigned higher level work or assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be eligible for WOC assignments. Individual employees may be certified by the Human Resources Department as being eligible for WOC pay when so assigned by the appointing authority or designee of that appointing authority (PCC sec. 3.08.510, PPEO and PCDSA MOUs).

PROVISIONS FOR WOC ASSIGNMENTS

- In consideration for the temporary nature of the WOC assignment and the fact that appointment has not been made to the WOC classification, the following guidelines apply:
  - For evaluation purposes, employee is rated in his or her current classification.
  - Evaluation rating periods are not impacted by WOC assignments.
  - Employee will continue to be eligible for merit increases as outlined in PCC section 3.04.650.
  - Employee will continue to accrue seniority in his/her regular position/classification.
  - Employee will continue to receive the benefit package associated with his/her regular position/classification.
Request for Work Out of Class (WOC) Pay

- WOC compensation will not be considered or paid for assignments for two workdays or less or for training purposes.

- The department must notify the Human Resources Department when the WOC employee has a leave of absence that exceeds ten (10) working days since this will result in ending WOC compensation. The department must then notify Human Resources and submit the appropriate paperwork prior to continuing the employee in a WOC assignment upon his/her return from leave.

- Additional compensation for WOC shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). Salary amount will be rounded down to the nearest whole percentage as determined by Human Resources.

- Additional compensation will be reported as pensionable special compensation if it meets the criteria defined by CalPERS.

- While this WOC request is for a period of time not to exceed 180 days, it may end earlier as determined by the appointing authority.

- Employee is not to begin the WOC assignment until the Human Resources Department certifies the individual is eligible for WOC pay.

- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.
Placer County Department of Public Works

8/19/2019

19/20
DATE: September 9, 2019

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Suzanne Holloway, Human Resources Manager

SUBJECT: Class Specification Updates for Administrative Services Officer and Senior Administrative Services Officer

Recommendation:

The Human Resources Department recommends the Civil Service Commission:

a. Approve proposed revisions to the classification specification of Senior Administrative Services Officer, Salary Grade MNGT 427($7,224.53 - $8,779.33), including a title change to Administrative Fiscal Officer II and the addition of an entry Administrative Fiscal Officer I level Salary Grade MNGT 415 ($6,413.33 - $7,786.13);

b. Approve proposed revisions to the classification specification of Administrative and Fiscal Operations Manager, Salary Grade MNGT 439 ($8,139.73-$9,892.13);

c. Abolish the classification of Administrative Services Officer, Salary grade MNGT 415 ($6,413.33 - $7,786.13);

d. Reclassify positions in the departments of CEO, Sheriff’s Office, Clerk-Recorder/Registrar of Voters, and Probation, and non-competitively promote the current incumbents into the new classifications as indicated on Attachment C pursuant to section 3.08.480 of the Placer County Code.

Background:

On January 8, 2018 your Commission approved proposed class specification changes to the classifications of Administrative Services Officer (ASO), Senior Administrative Services Officer (Sr. ASO), and Administrative & Fiscal Operations Officer (AFOM) based on the results of a year-long Countywide classification study conducted by Koff & Associates (Koff). As a result of several reorganizations over the past two years, the
scope and level of work performed has recently been studied and further updates are needed.

The current study was generated in response to requests from multiple County departments. In the past year alone, four separate departments (Clerk-Recorder/Registrar of Voters, Sheriff’s Office, Probation, and Auditor-Controller) submitted requests to the County Executive Office (CEO) and Human Resources (HR) departments to study their administrative positions, and an additional four departments (Facilities Management, IT, CEO, and Public Works) were studied as a result of Countywide organizational changes approved by the Board of Supervisors.

As position studies were completed by each department’s assigned HR Analyst, a Countywide trend was noted which gave cause to re-evaluate the allocation guidelines proposed by Koff two years ago, so the data from each individual study was consolidated into one comprehensive analysis.

**Basis for Recommendation:**

Since the requests for individual position studies were generated by multiple departments over the past six months, information regarding changes to the scope and level of assigned positions were provided to HR by executive management staff in a variety of formats ranging from Position Inventory Questionnaires to position summaries. In cases where the position studies were generated as a result of new or revised departmental structures, scope of work data was provided to HR during planning meetings with department management with input from CEO staff.

HR staff has conducted a review and analysis of each position requested to determine the scope, depth and breadth of duties assigned and how these relate to the classification concepts developed by Koff as well as the Countywide classification plan. Typical factors include:

- Level of supervision received;
- Level of supervision exercised;
- Size and complexity of assigned budget(s);
- Independence of action and decision making;
- Size and organizational structure of department;
- Specialized knowledge, skills, and abilities required;
- Minimum qualifications required to perform job duties;
- Complexity of duties assigned/scope and level of work;
- Type and purpose of contact with others required by the job.
Study Process:
Based on the information collected and feedback received during the follow-up meetings with study participants and supervisory/management staff, classification specifications were updated and allocation recommendations developed based on current department needs and Countywide usage of classes within the series. HR staff met with management from all affected departments to review allocation recommendations, which included an overview of the study results, classification concepts, draft class specifications, and criteria considered in making allocation recommendations. In addition, HR discussed the final recommendations and associated budgetary/fiscal impacts with the assigned Management Analysts in CEO.

Results & Recommendations:

Based on the results of the study, only two of the County’s eighteen departments with positions allocated to the ASO series have a position allocated at the current journey level. Of these, one department requested the position be studied to determine if it was working at the higher senior level which is more common across the majority of departments. An analysis of duties indicated that the work performed at both the journey and senior ASO levels appears substantially similar with significant overlap between levels; and, as budgets become more complex, there is an increased need to utilize the Senior-level classification which makes the journey level nearly obsolete. Therefore, consistent with the Countywide classification plan, it is recommended that the two classes be combined into a single flexibly allocated classification that will provide departments with increased flexibility while supporting succession planning/employee development efforts and recognizing the level of work currently assigned for each department.

To recognize the fiscal/budget responsibilities assigned to classes within the series, it is further recommended that the job title be changed from an Administrative Services focus to Administrative and Fiscal. Distinguishing characteristics between classes at various levels within the series are proposed to be updated based on current department structures and usage, which has evolved since the Koff study began two years ago.

Distinctions across all levels in the series include the following primary factors and allow for consistent application of the class concepts across all County departments.
<table>
<thead>
<tr>
<th>FACTOR</th>
<th>ADMIN &amp; FISCAL OFFICER I/II</th>
<th>ADMIN &amp; FISCAL OPERATIONS MGR</th>
<th>ADMINISTRATIVE SERVICES MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Size</td>
<td>Highest level budget /fiscal employee for small to medium sized departments (less than 100 employees).</td>
<td>Highest level budget /fiscal employee for medium to large departments (100 or more employees).</td>
<td>Highest level budget /fiscal employee for largest County departments (300 or more employees).</td>
</tr>
<tr>
<td>Department Structure</td>
<td>Includes limited number of small to medium sized divisions or business units.</td>
<td>Includes multiple divisions or business units that are large in size /scope of services.</td>
<td>Includes multiple divisions or business units that are large in size /scope of services.</td>
</tr>
<tr>
<td>Budget Responsibility</td>
<td>Typically under $30 million. Department specific</td>
<td>Typically over $30 million. May be department specific for larger departments or include Countywide/multi-department budget /fiscal responsibilities</td>
<td>Typically over $100 million. Department specific, as these positions are only assigned to the County’s largest departments</td>
</tr>
</tbody>
</table>

The proposed changes for the majority of positions represent a title change and no changes in salary. In four departments, the proposed changes will result in a reclassification of current incumbents based on the allocation factors above, as identified on Attachment C. Each of these is discussed below:

**Clerk Recorder-Elections**

It is recommended that this position be reclassified from an ASO to an Administrative & Fiscal Officer II. At the time of the classification study conducted by Koff, the Clerk-Recorder’s Office had a Senior ASO position allocated to the department which had recently just been filled. The incumbent who participated in the 2017 class study was not performing the full scope of duties at the time. As a result the consultant recommended that the position be allocated at the lower level of ASO. A few months later, the incumbent left the position and the department filled it with another employee at the recommended ASO level.

Over the past two years, additional job functions were added to the position as the current incumbent became more proficient and performed her duties at a higher level of independence and complexity. At the department’s request, and with CEO approval, HR conducted a scope of work study and determined that the position was
working at the higher Senior ASO level. As this item was being prepared for CSC review and approval last May, it was requested that all ASO positions in the County be studied; therefore, this recommendation was held until a consolidated report could be prepared. In the interim, the incumbent has been receiving Work Out of Class pay in recognition of the higher level of duties and has been notified of the proposed class specification changes.

Sheriff’s Office

It is recommended that this position be reclassified from an ASO to Admin & Fiscal Officer II. At the time of the Koff study, the Administrative Support unit of the Sheriff’s Office was in the process of being reorganized to maximize services and improve workflow. While the current incumbent was classified as an ASO, she was underfilling a Senior ASO allocation, as some of the more complex budgetary responsibilities were assigned to another staff member in the unit while the incumbent trained and gained expertise. Once the other position became vacant, the Sheriff’s Office began transitioning the full scope of duties back to the position under study, and the scope and level of responsibilities are now aligned with the senior level allocation.

County Executive’s Office

At its regular meeting on October 9, 2018, the Board approved a request submitted by the CEO to reorganize the County’s organizational structure, which included the elimination of the Administrative Services Department and the formation of a separate Information Technology Department. As a result of this change, divisions formerly assigned to Administrative Services, including Revenue Services, Central Services, and Procurement were reassigned to the CEO, with administrative and fiscal management assigned to a Senior Administrative Services Officer. Based on the additional scope and complexity of work, as well as size and complexity of assigned budgets, it is recommended that this position be reclassified to an Administrative and Fiscal Operations Manager.

Probation

At the completion of the Koff study in late 2017, there was significant overlap noted between the Senior ASO and AFOM classifications for the position assigned to Probation. Due to the preponderance of duties assigned, it was recommended that the position remain allocated as a Senior ASO. Earlier this year, Probation management requested that HR conduct a scope of work study on the position, as additional duties and responsibilities had been added. Specifically, the following changes were noted:
• increased size and complexity of the budget and the development of appropriate reserves;
• additional direct staff reports, including a Staff Services Analyst and Administrative Technician;
• increased complexity and scope of responsibility in the management of fleet and facility services for the department.

Based on an analysis of the current scope of work assigned, it is recommended that this position be reclassified to an Administrative and Fiscal Operations Manager.

Employee Review:

As provided by Chapter 3, Section 3.08.520, each position incumbent has had an opportunity to review both the proposed class specification revisions and final recommendation for his/her position, the final recommendation, and the action to move the request forward to the Civil Service Commission at today’s meeting, as well as the opportunity to appeal the recommendation to your Commission. No requests to appeal were received.

Attached for your review and approval are the proposed allocation recommendations and classification specifications. HR, CEO and affected departments have reviewed and are in support of the recommended changes and updates.

Attachments:

A. Administrative Fiscal Officer I/II classification specification
B. Administrative and Fiscal Operations Manager Classification
C. Proposed Allocation Recommendations

c: County Department Heads
CEO Management Analysts
SENIOR ADMINISTRATIVE SERVICES & FISCAL OFFICER I/II

**DEFINITION**

To direct, coordinate, and participate in the planning, preparation, and monitoring of the budget for assigned department/division; to plan, organize, supervise, review, and participate in the work of staff performing professional, technical, and administrative support for administrative services operations, programs, and activities, including areas such as accounting/fiscal operations, contract administration, grants management, procurement, information technology, legislative and regulatory compliance, and office management; to formulate and implement administrative policies and procedures; and to be a positive and productive member of the management team.

**DISTINGUISHING CHARACTERISTICS**

**Administrative & Fiscal Officer I:** This is the entry level class in the Administrative and Fiscal Officer series. This class is distinguished from the journey level of Administrative and Fiscal Officer II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. While this class is typically used as a training class relative to budget, fiscal/accounting, and other administrative services operations, programs, and activities, employees are required to have some professional administrative, budget or fiscal related work experience. Employees work under general supervision while learning job tasks.

**Administrative & Fiscal Officer II:** This is the full journey level class within the Administrative & Fiscal Officer series. This class is distinguished from the entry level of Administrative & Fiscal Officer I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

**Administrative Services Officer III:** This is the advanced journey level class within the Administrative Services Officer series. Employees in this job class perform more difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all policies, procedures, and operations related to assigned areas of responsibility. Employees in this class are typically assigned to manage budget, fiscal/accounting, and other administrative services operations, programs, and activities in departments and play a leading role in the departmental planning discussions related to
assigned area of responsibility. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

The Senior Administrative Services Officer is distinguished from the Administrative Services Officer by the size of the department to which assigned, size and complexity of the budget and scope of responsibility. While the preponderance of time is spent performing hands-on accounting/fiscal support work for the assigned department/division at the journey level, employees at the Senior level spend the majority of time planning, supervising, directing, and reviewing the work of others.

The Senior Administrative Services Officer is further distinguished from the Administrative and Fiscal Operations Manager by the size of the department to which assigned, size and complexity of the budget, and scope of responsibility, recognizing that the latter has overall management responsibility for budgetary, fiscal, and other administrative services operations of a large, multi-divisional department or Countywide service and manages assigned areas of responsibility through lower-levels of professional, supervisory, and/or mid-management positions.

Classes in the Administrative and Fiscal Operations series are distinguished from the Staff Services Analyst series in that the latter has no budget responsibility and is more focused on other administrative services/programs/functions for the assigned department, such as purchasing, day to day personnel functions, legislative and regulatory compliance, or special projects.

SUPERVISION RECEIVED AND EXERCISED

**Administrative & Fiscal Officer I**

Receives direction and general supervision from a department head or his/her designee.

Exercises direct supervision over professional, technical, and/or clerical support staff either directly or through lower-levels of subordinate supervisory staff.

**Administrative & Fiscal Officer II**

Receives direction from a department head or his/her designee.

Exercises direct supervision over professional, technical, and/or clerical support staff either directly or through lower-levels of subordinate supervisory staff.
EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, implement, and maintain department-wide budgetary and administrative services operation business standards, processes, policies, procedures, and performance measurements; direct and participate in the development and maintenance of operating procedures/manuals.

Direct, coordinate, and/or participate in the planning, preparation, tracking, and monitoring of department budget, including analyzing and estimating expenditures, analyzing and projecting revenues, recommending allocation of funds and personnel, developing alternative budget scenarios, and reviewing and consulting with other management staff; prepare final budget presentation with justifications.

Coordinate and participate in the ongoing budget monitoring process by researching, evaluating, and making recommendations on requests for changes in position allocations, funding appropriations, and program functions; notifying management of budgetary compliance issues, making necessary adjustments; and maintaining budgetary and fiscal controls.

Plan, prioritize, assign, supervise, and review the work of assigned professional, clerical, and technical staff; may supervise assigned staff through lower-level supervisors; provide and/or coordinate staff training; provide proactive and informational performance feedback to employees on an ongoing basis; conduct performance evaluations in a timely and effective manner; provide recommendations on hiring, demotion, and employee discipline.

Develop, establish, and implement departmental goals, objectives, and priorities related to assigned area(s) of responsibility; lead and actively participate in departmental short- and long-range planning related to assigned areas of responsibility.

Provide consultation to meet departmental needs including recommending, designing, and coordinating changes to both business practices and specific technology solutions related to administrative services operations, programs, and projects.

Direct the coordination of fiscal activities with the appropriate state and federal agencies/funding sources, the State Controller’s Office, the County Executive Office, and other County departments/divisions as necessary and as appropriate.

Administer and monitor contracts; participate in negotiating contracts with outside vendors, consultants, or funding sources; verify and approve payments; monitor fiscal and legal liabilities of assigned contracts.
Represent assigned department/division on personnel matters such as staffing, recruitment, selection, classification, and/or employee relations; act as department/division liaison with the Human Resources Department; advise assigned department/division on personnel related matters.

Direct the maintenance of data, records, and documentation on manual and electronic information systems.

Conduct a variety of organizational and operational studies.

Direct the preparation of correspondence, reports, studies, and other documentation as necessary and upon request.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.

Build and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service.

Maintain awareness of and participation in external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the assigned department.

Represent assigned department to the public as well as other County employees and managers in a positive and productive manner.

Serve as a positive and effective team member.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

ADMINISTRATIVE & FISCAL OFFICER I

Knowledge of:

- Principles and practices of budget planning, preparation, and implementation including financial forecasting and analysis.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Principles and practices of public and business administration with emphasis in human resources, contract administration, grants management, purchasing, facility and fleet
management, personnel services support, information technology, legislative and regulatory compliance, and office management.

- **Principles and accepted methods of public and business administration with special reference to organization, accounting/fiscal, contract, and budget administration.**
- **Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.**
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- **Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.**
- **Modern office practices, methods, computer equipment, and applications related to the work.**
- **English usage, grammar, spelling, vocabulary, and punctuation.**
- **Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.**
- **Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and County staff.**

**Ability to:**

- **Plan, prepare, implement, and monitor a department/division budget.**
- **Administer and participate in department/division accounting and fiscal support operations.**
- **Organize and coordinate assigned administrative services programs within a County department/division.**
- **Analyze, interpret, summarize, and present financial, statistical, and technical information and data in an effective manner.**
- **Analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; remember various rules and interpret policy.**
- **Research, analyze, and make recommendations on administrative services, budget, and accounting/fiscal operations policies, guidelines, and procedures specific to assigned department/division.**
- **Perform moderately complex mathematical and statistical calculations accurately.**
PLACER COUNTY
Senior Administrative Services Officer/ Administrative & Fiscal Operations Officer I/II
(Page 6)

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Train, direct, supervise, and evaluate the work of professional, technical and clerical staff.
- Establish and maintain effective working relationships with those contacted in the course of performing assigned duties.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Experience and Training
- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
  - **Experience:**
    Two years of increasingly responsible administrative experience in budgeting, accounting, and/or fiscal control and analysis, including one year in a lead or supervisory capacity.
  - **Training:**
    Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, government accounting, or a related field.

License or Certificate
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

ADMINISTRATIVE & FISCAL OFFICER II
In addition to the qualifications for Administrative & Fiscal Officer I (above):

Knowledge of:
- Administrative principles and practices including goal setting and short- and long-term planning related to areas of responsibility.
PLACER COUNTY
Senior Administrative Services Officer/ Administrative & Fiscal Operations Officer I/II
(Page 7)

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of administrative programs and operational needs of assigned department.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of budget planning, preparation, and implementation including financial forecasting and analysis.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Principles and practices of public and business administration with emphasis in contract administration, grants management, purchasing, facility and fleet management, information technology, personnel services, legislative and regulatory compliance, and general office management.
- Basic principles and practices of County-wide operations and County administration and organization.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.
- Principles and practices of local government, including county administration, organization, programs, and functions.
- Modern office practices, methods, computer equipment, and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:
- Develop, recommend, and implement goals, objectives, and practices for providing effective and efficient services; develop and implement department/division-wide guidelines, policies, and procedures.
- Train, direct, supervise, and evaluate the work of professional, supervisory, technical, and clerical staff.
- Direct and participate in advanced administrative, fiscal, and operational activities for assigned department.
• Plan, prepare, manage, implement, and monitor complex department budget(s).
• Plan, organize, and supervise department accounting and fiscal support operations and assigned administrative services programs.
  • Analyze, interpret, summarize, and present financial, statistical, and technical information and data in an effective manner.
  • Research, analyze, and make recommendations on administrative services, budget, and accounting/fiscal operations policies, guidelines, and procedures specific to assigned division/department.
  • Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  • Perform mathematical and statistical calculations accurately.
  • Communicate clearly and concisely, both orally and in writing.
  • Work with various cultural and ethnic groups and individuals in a tactful and effective manner.
  • Establish and maintain effective working relationships with those contacted in the course of work.
• On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Experience and Training
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
Four years of increasingly responsible administrative work experience in budgeting, accounting, finance, public administration, or a related field, including two years in a supervisory capacity.

Training:
Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, government, accounting or a related field.

License or Certificate:
May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
ADMINISTRATIVE AND FISCAL OPERATIONS MANAGER

DEFINITION
To plan, direct, manage, and administer the fiscal, budgetary, and other administrative operations of a large, multi-divisional department; to direct, organize, and manage administrative services operations, programs, and activities including areas such as accounting/fiscal operations, personnel functions, contract administration, grants management, purchasing/procurement, facility and fleet management, information technology, and/or legislative and regulatory compliance; to serve as a positive member of the department management team and actively participate in department/division-wide strategic planning, policy development, and legislative analysis; and to represent assigned division or department to a variety of external and internal contacts.

DISTINGUISHING CHARACTERISTICS
The Administrative and Fiscal Operations Manager job classification recognizes positions that provide full line and functional management responsibility for employees within administrative services business units. This classification serves as an advisor to the division or department head/management team on complex financial, budgetary, and other relevant administrative functions.

Employees in the Administrative and Fiscal Operations Manager classification independently manage multiple administrative services business units through lower-level professional, supervisory, and/or mid-management positions. Employees actively participate as a member of the department’s management team including recommending, designing, and coordinating changes to departmental business practices related to budget management, accounting/fiscal operations, and assigned administrative services programs/functions.

The Administrative and Fiscal Operations Manager is distinguished from the Senior Administrative Services & Fiscal Officer I/II by the size and complexity of the assigned division/department’s employee population and its budget, as well as responsibility for managing budgetary, fiscal, and other administrative services operations of a large, multi-divisional department or Countywide service through lower-levels of professional, supervisory, and/or mid-management positions.

The Administrative and Fiscal Operations Manager is further distinguished from the Administrative Services Manager classification in that the latter has overall full second-line management responsibility, through lower-level supervisors or management staff, for all budgetary, fiscal, and administrative services operations of the largest, multi-divisional departments.
SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a department director or his/her designee.

Exercises direct supervision over supervisory, professional, technical, and/or clerical personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Manage, direct, evaluate, monitor, and support professional, technical, and clerical staff through lower-level supervisors or managers; provide proactive and informational performance feedback to employees on an ongoing basis; conduct performance evaluations in a timely and effective manner; provide recommendations on hiring, demotion, and employee discipline.

Develop, plan, implement, and evaluate goals, objectives, priorities, and activities within assigned area(s) of responsibility in a manner consistent with the department’s overall goals and objectives; develop strategies for the successful achievement of goals and objectives; direct and coordinate the implementation of strategies.

Actively participate as a member of the department’s management team including recommending, designing, and coordinating changes to departmental business practices related to budget management, accounting/fiscal operations, and assigned administrative services programs/functions, in compliance with County-wide established processes, policies, and procedures and regulatory and legislative requirements.

Provide guidance as a department-recognized subject matter expert and advisor in multi-disciplinary and/or programmatic areas of responsibility.

Plan, manage, and participate in the development and implementation of department-wide budgetary and administrative services operation business standards, processes, policies, procedures, and performance measurements; analyze, evaluate, and develop recommendations for changes as necessary and appropriate; direct the development and maintenance of operating procedures/manuals.

Plan, direct, and manage, multiple and complex budgetary operational services functions funded by and responsible to multiple funding agencies and/or revenue sources as well as the County organization; communicate with and report to external agencies, governing boards, and/or special districts.

Plan, direct, and manage, through lower-level supervisory staff, departmental administrative services including accounting/fiscal operations and human resources, contract administration, grants management, purchasing, facility and fleet management, information technology, legislative and regulatory compliance, and/or office management.
Direct, manage, and participate in the planning, preparation, and monitoring of multiple and complex department budgets, including analyzing and estimating expenditures, analyzing and projecting revenues, recommending allocation of funds and personnel, developing alternative budget scenarios, and reviewing and consulting with management staff; prepare final budget presentation with justifications and ensure the timely submission of budgets to County Executive Office as well as the state, federal, or other governing boards/agencies as required.

Plan, organize, supervise, and review the work of staff responsible for one core department-specific, non-administrative services programs or service areas.

Review and monitor the financial activity of assigned agency or departments’/divisions’ budgets; oversee the collection of data and preparation of financial reports; analyze reports to determine performance to established budget.

Direct, manage, supervise, and monitor the fiscal and accounting operations of assigned agency or department and/or divisions; oversee and approve the preparation of journal entries, adjust revenue and expenditures as necessary; approve purchase requisitions, payments, and invoices or claims; direct, manage, review and monitor account analysis and reconciliation.

Direct, oversee, and coordinate fiscal activities with the appropriate state and federal agencies/funding sources, the State Controller’s Office, the County Executive Office, and other County departments/divisions as necessary and as appropriate.

Attend and participate in a variety of taskforces, committees, and meetings, both internal and external, relating to assigned administrative functions; serve as a representative of assigned department/divisions.

Plan, direct, and participate in the completion of a variety of studies; supervise research activities; evaluate and analyze departmental goals/objectives and legal mandates; analyze existing and proposed legislation and directives to determine their impact on budgetary, fiscal, or operational procedures of assigned department/divisions.

Build and maintain positive working relationships with coworkers, other County employees and managers, outside agencies, and the community utilizing accepted principles of effective customer service.

Maintain awareness of and participation in external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the County and the assigned department.

Represent the County of Placer and the assigned department to the public and to other agencies in a positive and productive manner.
Serve as a positive and motivational team leader as well as a positive and effective member of a peer group.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Administrative principles and practices including goal setting and short- and long-term planning related to areas of responsibility.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of administrative programs and operational needs of assigned department.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Advanced principles and practices of budget planning, preparation, and implementation including financial forecasting and analysis.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Advanced principles and practices of public and business administration with emphasis in human resources, contract administration, grants management, purchasing, facility and fleet management, information technology, legislative and regulatory compliance, and/or office management.
- Principles and practices of County-wide operations and County administration and organization.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.
- Modern office practices, methods, computer equipment, and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and County staff.
Ability to:

• Develop, recommend, and implement goals, objectives, and practices for providing effective and efficient services.

• Train, direct, supervise, and evaluate the work of supervisory, professional, technical, and clerical staff; and in some cases, indirectly through lower-level supervisors.

• Plan, manage, and direct the development, implementation, and monitoring of complex department budget(s).

• Plan, organize, and manage department accounting and fiscal support operations and assigned administrative services programs.

• Analyze, interpret, summarize, and present financial, statistical, and technical information and data in an effective manner.

• Research, analyze, and make recommendations on administrative services, budget, and accounting/fiscal operations policies, guidelines, and procedures specific to assigned division/department.

• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

• Perform mathematical and statistical calculations accurately.

• Communicate clearly and concisely in both oral and written forms.

• Work with various cultural and ethnic groups and individuals in a tactful and effective manner.

• Establish and maintain effective working relationships with those contacted in the course of performing assigned duties.

• On a continuous basis, analyze budgets and technical reports; interpret and evaluate staff reports; stay current with pertinent laws, regulations, and guidelines; observe performance and evaluate staff; problem solve department related issues; remember various rules and interpret policy.

• On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

• Negotiate agreement between differing individuals and groups.

• Act as a positive and effective team member.

Experience and Training

• Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
Experience:

Five years of increasingly responsible administrative work experience in budgeting, accounting, fiscal control and analysis, or comparable fields, including three years of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, government, accounting, finance, or a related field.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Department</th>
<th>Current Job Title</th>
<th>Proposed Job Title</th>
<th>Transaction in Workday</th>
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<td>01192210</td>
<td>County Counsel</td>
<td>Administrative Services Officer</td>
<td>Administrative &amp; Fiscal Officer I</td>
<td>Title Change</td>
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<tr>
<td>01200010</td>
<td>Clerk-Recorder-Elections</td>
<td>Administrative Services Officer</td>
<td>Administrative &amp; Fiscal Officer II</td>
<td>Promotion</td>
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<td>51233355</td>
<td>Auditor-Controller</td>
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<td>Administrative &amp; Fiscal Officer I</td>
<td>Title Change</td>
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<td>Sheriff's Office</td>
<td>Administrative Services Officer</td>
<td>Administrative &amp; Fiscal Officer II</td>
<td>Promotion</td>
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<td>01085630</td>
<td>County Executive Office</td>
<td>Administrative Services Officer - Senior</td>
<td>Administrative &amp; Fiscal Operations Manager</td>
<td>Promotion</td>
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<td>Administrative &amp; Fiscal Operations Manager</td>
<td>Promotion</td>
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<td>Air Pollution Control District</td>
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<td>Administrative &amp; Fiscal Officer II</td>
<td>Title Change</td>
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<td>51231914</td>
<td>County Library</td>
<td>Administrative Services Officer - Senior</td>
<td>Administrative &amp; Fiscal Officer II</td>
<td>Title Change</td>
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<tr>
<td>51232361</td>
<td>CC03001 Assessor</td>
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<td>51233826</td>
<td>Treasurer-Tax Collector</td>
<td>Administrative Services Officer - Senior</td>
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<td>Title Change</td>
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<td>51233882</td>
<td>District Attorney</td>
<td>Administrative Services Officer - Senior</td>
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</tbody>
</table>
DATE: September 9, 2019

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Courtney Thomas, Human Resources Analyst
    Jennifer Duvall, Senior Human Resources Analyst

SUBJECT: Recommendations from the Health Educator Classification Study

Recommendation:

It is recommended that the Civil Service Commission take the following action pertaining to the classification study of Health Educator:

a. Approve the creation of a new Health Education Program Coordinator – I classification, with the recommended Salary Grade of PROF 206 ($4,809.83 - $5,846.36 monthly);

b. Approve the proposed revisions to the classification specification of Health Educator, including a title change to Health Education Program Coordinator – II, with the recommended Salary Grade change from GNRL 100 ($5,302.93 - $6,445.76 monthly) to PROF 214 ($5,302.93 - $6,445.76 monthly);

c. Approve the creation of a new Health Education Program Coordinator – Senior classification, with the recommended Salary Grade of PROF 222 ($5,846.53 - $7,106.49 monthly);

d. Approve the creation of a new Communicable Disease Specialist classification, with the recommended Salary Grade of GNRL 76 ($4,362.63 - $5,302.96 monthly); and

e. Either:
   i. Approve the reclassification of two incumbents in the Health Educator classification to Communicable Disease Specialist; or
   ii. Grant the appeal of two incumbents and deny the proposed reclassification of the position(s) pursuant to Placer County Code section 3.08.520.
Background:

As discussed with your Commission at the August meeting, the Human Resources Department initiated a classification study of ten Health Educator positions assigned to the HHS Department. The goal of the study was to recognize the scope and level of responsibility; provide an improved basis for recruitment, assessment, and selection; and identify the appropriate classification structure for the Health Educator classification across the department. Further, the County wanted to ensure that current incumbents in the Health Educator classification were working within the scope of their designated classification.

The classification review identified a need to update the Health Educator classification specification and create a series to include entry, journey, and advanced journey levels, as well as the creation of a new classification for positions assigned to the Communicable Disease Control Program because some of the incumbents were determined to be performing duties outside of the scope of the Health Educator classification.

The results of this study were presented to your Commission on August 12, 2019. The action taken last month was to continue this item to the September meeting in order to allow the two employees recommended to be reclassified to Communicable Disease Specialists an additional period in which they could submit an appeal, given the 19% salary difference between their current Health Educator classification and the proposed Communicable Disease Specialist. It should be noted that your Commission previously approved the reclassification of employees to lower level classifications as recently as last year, noted in the table below. The transactions did not result in decreases or reduction in pay to any employee, as impacted employees’ salaries are frozen or y-rated per section 3.08.480 of the County Code.

<table>
<thead>
<tr>
<th>Date</th>
<th>Classification Reclassified From</th>
<th>Classification Reclassified To</th>
<th>% Difference</th>
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<tbody>
<tr>
<td>April 2018</td>
<td>Senior Library Assistant</td>
<td>Library Supervisor</td>
<td>21.6%</td>
</tr>
<tr>
<td>May 2018</td>
<td>Information Technology Specialist</td>
<td>Software Application Support Specialist</td>
<td>17.7%</td>
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Basis for Recommendation:

Study Process

At the initiation of the classification study, management staff within Health and Human Services (HHS) were invited to attend an orientation session. During the orientation session, managers were advised of the purpose of the study, classification study process and associated timelines.

Over the next several months, HR staff conducted the review and analysis of the designated positions using the following process:
• Orientation sessions were held with affected employees (study participants) to discuss the classification study process, review the Position Inventory Questionnaires (PIQs) and answer any questions as part of the project initiation and kick off.

• Study participants completed and submitted PIQs which were reviewed by their immediate supervisors as well as management staff, then submitted to the HR for review and analysis.

• HR staff met with all study participants. Follow up questions or issues regarding information contained in the PIQs were discussed with the study participants and/or their supervisors/managers either in person or over the phone.

• Based on the information contained in the PIQs and feedback received during the follow up meetings with study participants and supervisory/management staff, draft classification specifications and allocation recommendations were developed.

• HR staff met with management personnel from HHS to review allocation recommendations, which included an overview of the study results, classification concepts, draft class specifications, and criteria considered in making allocation recommendations.

• HR discussed the final recommendations as well as any associated budgetary/fiscal implications of these recommendations with the CEO’s office.

• All study participants, as well as the business representative for IUOE Stationary Engineers Local 39, were notified of HR’s initial allocation recommendation with a formal notice and provided with a copy of the draft classification specification recommended for their position (attached). Per County code, each employee was given the opportunity to review and comment on the recommendations.

• The majority of the study participants acknowledged the findings and recommendations, and minor updates to class specifications were forwarded to HR for review and consideration. All appropriate changes were made, and a follow up response was provided to each employee who suggested updates.

• The employees recommended to be reclassified as Communicable Disease Specialists provided feedback to the draft class specification (attached). A total of 28 suggested changes/revisions to the class spec were received as part of this process. HR staff responded to each of the employees and specifically addressed each of the 28 suggestions (attached). The feedback to employees indicated that HR updated the class specification to incorporate their feedback in response to 16 of the 28 points raised. With regard to the other 12 points brought forward by the employees, HR staff explained where the employees’ feedback was already included in the class specification and, therefore, no updates were needed.

A meet and confer session was held between the two employees proposed to be reclassified to Communicable Disease Specialists, as well as their business representative, on June 11, 2019. During the session, management staff from HR,
County Counsel, and HHS listened to the employees’ concerns regarding the proposed class specification and acknowledged that their concerns had been addressed by making the edits or demonstrating where their feedback was already included in the class specification. During this meeting the business representative requested copies of the salary survey HR conducted, as well as copies of the class specifications gathered from other agencies, which were provided at the conclusion of the discussion. During this meeting the employees also inquired about whether the HHS department would consider adding job functions and duties to their positions that might justify maintaining them at the level of a Health Educator. The Director of Public Health indicated that he would bring this request up for discussion with the department head.

On June 19, 2019, the Director of Public Health sent emails to both employees advising of a new Health Educator position available to perform hospital preparedness-related duties (attached) as a result of additional grant funding obtained by the County. Both employees were offered an opportunity to indicate an interest in being reassigned to this position, which would mean the individual selected would retain her classification of Health Educator and not be reclassified. The Director requested that they respond by the end of the day on June 21, 2019 if either were interested in the assignment change. Their business representative requested additional time for the employees to consider the opportunity, which was granted. On June 25, 2019, HR staff received notification that one employee declined the assignment change via a phone call and the other submitted an email declining the opportunity, citing her appreciation for the offer but that her passion and strengths reside with her current assignment, even if that means she would serve under a different classification.

On July 3, 2019, both employees were notified of another potential assignment change opportunity performing Health Educator duties for the Tobacco Prevention and Control Program (attached) as additional grant funding was obtained that could fund an additional full-time position dedicated to this program. This opportunity would again result in the employee who chose to accept this offer changing assignments and not being reclassified to a Communicable Disease Specialist. Both employees responded via email declining the assignment change opportunity, citing that their interest and skills were more related to their current assignments in Communicable Disease.

A second meet and confer discussion was held on July 16, 2019. During the meeting, HR staff provided a summary of the steps taken to complete the class study to date and discussed the allocation factors that are considered when making classification recommendations, such as the duties performed, level of independence, decision making authority, etc., as well as factors that are not considered, such as longevity, prior assignments/expertise, performance history, additional qualifications, etc. Employees were also advised that classification recommendations are based on the position requirements and County business needs, not specific individuals. Both employees and their representative, indicated an understanding of the
recommendations and did not present further concerns. The Director of Public Health also shared with staff that he had brought their prior request to append their job duties forward to the Director of HHS. After considering the department’s current budget and service needs, it was determined that it was not in the best interest of the department to add duties to these positions in order to avoid reclassifying these employees, so therefore the request was denied. HR staff then responded to questions from the employees about their salaries following a reclassification to the Communicable Disease Specialist classification and discussed the next step in the process, which would be presenting the findings and recommendations to your Commission for approval. Information regarding the meeting date/time and appeal rights was also shared with the employees. Later in the discussion, one employee verbally indicated she wanted to appeal the decision to your Commission so that she could have an opportunity to share her feedback. In response, HR briefly described the appeal process, including next steps and the information that would be needed from the employee for the Commission packets. However, prior to the final allocation notices being sent, the employee sent the attached email notifying HR that she no longer wished to appeal the findings to your Commission.

- Prior to finalizing study recommendations, discussions regarding the proposed reclassification of employees performing communicable disease-related tasks was discussed with management staff in HHS in order to identify any other possible options for the employees to remain classified at the Health Educator level. Specifically discussed was the Appointing Authority’s right to change an employee’s assignment within their department and the scope of the employee’s classification based on County business needs, rather than employee assignment preferences. The Director of HHS could have elected to change the assignments of both employees proposed to be reclassified in order to fill the vacant positions and meet the department’s business needs, as well as to avoid reclassifying the employees to lower level positions. However, it was ultimately decided that both employees expressly communicated their desire to continue performing communicable disease duties and each had requested to stay in their current assignments, with one specifically stating that they would prefer to be reclassified than accept an assignment change. Therefore, the decision was made to proceed with the proposed reclassifications and not to change the assignments of either employee, consistent with their stated preferences.

- Final allocation notices and revised classification specifications incorporating appropriate changes were sent to all study participants and the business representative for IUOE Stationary Engineers Local 39 (attached). The final notices also reiterated study participants’ appeal rights, should any of them decide to appeal the proposed recommendations. No appeals were submitted to HR prior to the original deadline of July 19, 2019.
Following the review and analysis by the HR Department of all information provided, it was apparent that the duties assigned to the Communicable Disease Program are not consistent with the duties ascribed to the Health Educator classification and are more consistent with other para-professional level classifications in the County. Therefore, the creation of a Communicable Disease Specialist classification is recommended. The proposed classification of Communicable Disease Specialist is intended to provide technical and functional support to professional or supervisory/management staff in the Public Health Division by monitoring, analyzing, investigating, and reporting communicable diseases, as well as by providing information on disease prevention, control, and treatment. Creating a new classification for this program will more accurately reflect the duties assigned to these positions and assist with recruitment efforts. Two Health Educators are currently assigned to the Communicable Disease function and are recommended to be reclassified to the proposed classification of Communicable Disease Specialist based on the scope and level of work assigned.

Updates to the Health Educator classification are recommended for clarification and to more accurately reflect the duties assigned. Additionally, it is recommended to retitle the classification to Health Education Program Coordinator and create a classification series of entry, journey and advanced journey level to be consistent with industry standards and improve recruitment efforts. The proposed entry level classification will allow the department to hire candidates that may have limited or no directly-related work experience and to assign more routine duties. The entry and journey level classifications have also been updated to require a Bachelor's Degree in public health or a closely related field to more accurately reflect the major course work needed in order to perform the essential functions of the job. The proposed advanced journey level classification is intended to provide technical and functional lead supervision over assigned professional, technical and clerical staff, as well as contractors, volunteers and student interns, and performs the most difficult and responsible types of duties assigned within the series. Due to the additional scope and level of duties assigned to the advanced journey level, a Master's Degree in public health or a closely related field is required, which is consistent with the majority of other agencies in the labor market and industry standards.

Additionally, the current Health Educator classification (proposed to be retitled to Health Education Program Coordinator) is in the General unit and is recommended for placement in the Professional unit due to the specialized nature of work performed, scope of responsibility, and the MQs required. According to Section 3.08.170 of the Placer County Code:

“Professional employee” means:

1. Any employee engaged in work:
   a. Predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work;
   b. Involving the consistent exercise of discretion and judgment in its performance;
c. Of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time;

d. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a long course of specialized intellectual instruction and study in an institution of higher learning or a hospital as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual or physical processes; or

2. Any employee who:
   a. Has completed the courses of specialized intellectual instruction and study in subsection (1)(d) of this definition;
   b. Is performing related work under the supervision of a professional person to qualify himself or herself to become a professional employee as defined in subsection (1)(d) of this definition.

Furthermore, in Article I of the Placer Employee Relations Policy, “Professional Employee means an employee engaged in work requiring specialized knowledge and skills attained through compilation of a recognized course of instruction, including, but not limited to, attorneys, physicians, registered nurses, engineers, architects, teachers, and various types of physical, chemical and biological scientists.”

Employee Review

As provided by Chapter 3, Section 3.08.520, each study participant has had an opportunity to review both the study’s initial and final recommendation for his/her position and has been notified of the final recommendation and the action to move the request forward to the Civil Service Commission on August 12, 2019 with the opportunity to appeal the recommendation to your Commission specifically for his/her position. No requests to appeal were received by the deadline on July 19, 2019.

Appeals

On August 13, 2019, Human Resources sent the attached follow up final allocation notices to the study participants informing them that your Commission voted on August 12, 2019 to continue the item until the September meeting in order to allow employees proposed to be reclassified an additional opportunity to appeal. The employees who were recommended to be reclassified were again advised of the appeal process and informed that anyone wishing to appeal must send a written statement addressed to Human Resources by 5:00 PM on Friday, August 30, 2019 to allow the Commission sufficient time to consider all the information. This notification also requested that should the employees wish to appeal, that they provide the following information for the Commission’s review and consideration in advance of today’s meeting:

- The nature of the appeal(s);
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- Any information they would like considered beyond what has already been submitted (if any); and
- The desired resolution/outcome to the appeal(s).

In response to these notices, no appeals were received prior to the deadline. However, one employee notified HR of her appeal just after the deadline at 5:01 p.m., and the other submitted her request for appeal at 5:15 p.m. The appeal materials submitted by both employees are attached for your review and consideration.

Also attached for your review and approval are the proposed allocation recommendations, classification specifications and responses from all of the class study participants. The Human Resources Department, HHS Department and Division Directors, and County Executive Office have all reviewed and are in support of the recommended changes and updates presented in this report.

Based upon the foregoing, it is recommended the Commission approve recommendations #1-4 resulting from the Health Educator class study, and either approve the reclassification of two positions in the Health Educator classification to Communicable Disease Specialist as indicated in Recommendation #5, or, in the alternative, grant the employees’ appeal and deny the recommended reclassification of these two positions.

Attachments:
A. Health Education Program Coordinator I/II classification specification
B. Health Education Program Coordinator – Senior classification specification
C. Communicable Disease Specialist classification specification
D. Proposed Allocation Recommendations
E. Organizational Chart for the Public Health Division
F. Completed PIQs
G. Initial allocation notices
H. Feedback from the study participants to the draft classification specification
I. Responses from Human Resources to employee feedback
J. Correspondence regarding Health Educator assignment change opportunities
K. Correspondence from employee regarding withdrawal of intent to appeal
L. Final allocation notices
M. Final allocation follow up notices
N. Appeal information provided by incumbents

cc: Jeffrey S. Brown, MPH, MSW, Director of Health and Human Services
Joe Arsenith, Acting Deputy Director of Health and Human Services
Bekki Riggan, Deputy County Executive Officer
Joel Joyce, Management Analyst, County Executive Office
Gary Winegar, Business Representative, IUOE Stationary Engineers Local 39
HEALTH EDUCATION PROGRAM COORDINATOR – I / II

DEFINITION

Under general supervision, to develop, and implement and evaluate educational activities for the public community and County public health staff on topics related to specific public health programs; and the development and implementation of strategies to improve the health of individuals and communities.

DISTINGUISHING CHARACTERISTICS

Health Education Program Coordinator – I: This is an entry level classification in the Health Education Program Coordinator series. This class is distinguished from the journey level by the performance of more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level class. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Health Education Program Coordinator – II: This is the full journey level class in the Health Education Program Coordinator series. This class is distinguished from the Health Education Program Coordinator – I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Health Education Program Coordinator – Senior in that the latter may exercise technical and functional lead supervision over assigned professional, technical and clerical staff and performs work requiring specialized skills and a higher level of independent judgment.

SUPERVISION RECEIVED AND EXERCISED

Health Education Program Coordinator – I

Receives immediate supervision from assigned supervisory/management staff and may receive technical and functional lead supervision from a Health Education Program Coordinator - Senior.
HEALTH EDUCATION PROGRAM COORDINATOR – II

Receives general supervision from professional or assigned supervisory/management staff and may receive technical and functional lead supervision from a Health Education Program Coordinator – Senior.

May exercise technical and functional supervision over technical and clerical staff, as well as contractors, volunteers and student interns.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

- Plan, organize and implement educational activities related to specific public health programs.
- Represent the Department of Health and Medical Services Human Services Department and advise community organizations about health education topics and techniques.
- Confer with various community groups and schools to encourage interest and activities that promote education about public health issues; and organize and arrange for discussion groups on health related topics.
- Review publications and other educational materials for appropriate use in health education of various groups and populations; and maintain and distribute health education materials to public health County staff and the general public community.
- Interface and coordinate with other public health County staff and the community regarding public health education techniques and activities.
- Prepare visual aids, graphics and display materials for outreach.
- Conduct needs assessments and prepare reports and recommendations on community public health matters and Department program development; and evaluate and report on health education services and programs.
- Identify and implement methods for publicizing public health services through various media.
- Participate in health education programs, health fairs, community events, conferences and meetings; provide consultation and guidance to participants; make presentations to community and youth groups; and facilitate community coalitions and advisory committees.
- Develop outreach plans; assess the health education needs of the community or various target populations; research and develop policies and procedures; and write grant proposals.
- Monitor and evaluate a health program budget.
- Interpret and analyze new or updated regulations to identify needed program changes.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.
WORKING CONDITIONS

Work is typically performed in an indoor office environment and controlled temperature conditions. Tasks may involve extended periods of time at a keyboard or work station. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of moderate weight.

MINIMUM QUALIFICATIONS

HEALTH EDUCATION PROGRAM COORDINATOR – I

Knowledge of:

- **Basic** principles and practices of public health, especially as related to the functions of official and voluntary organizations at Federal, State and local levels government agencies and community groups.
- **Basic** principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior.
- **Basic** societal structure and organization, including the effects of economic forces.
- **Basic** methods and effectiveness of various mass communication media and outreach strategies.
- **Basic** research methodology and statistical interpretation, including the use of surveys and questionnaires.
- **English usage, grammar, spelling, vocabulary, and punctuation.**
- Principles and practices of work safety.
- Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.
- **Report preparation.**
- **Computer systems and software, including word processing, spreadsheet and presentation applications.**

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, twist and reach while preparing for and conducting educational presentations.
- Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift moderate weight.
- **Learn to prepare, coordinate and implement effective educational work plans.**
• Learn to prepare and/or effectively present articles, brochures, speeches and workshops.
• Learn to arrange and conduct public meetings.
• Work with various cultural and ethnic groups in a tactful and effective manner.
• Obtain information through interviews; and deal fairly and courteously with the public.
• Analyze situations quickly and objectively and determine course of action.
• Gather, analyze and evaluate data and information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
• Work unusual or prolonged work schedules particularly as related to evening or week-end presentations.
• Use general office equipment, such as a computer, calculator, typewriter, telephone, general office machines, postage meter and photocopy machine, etc.
• Type at a speed necessary for successful job performance.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
• Learn to understand, interpret and apply federal, state and local laws, rules and regulations.
• Learn to analyze budgets, grants and various proposals.

Experience and Training

• Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
  
  **Experience:**
  
  No experience required.
  
  **Training:**
  
  Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, nursing, environmental health, social work, psychology, education or a closely related field.

License or Certificate:

• May need to possess a valid driver’s license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
Length of Probation:

- All permanent appointments from open eligible lists to open positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:

- Professional

HEALTH EDUCATION PROGRAM COORDINATOR – II

In addition to the qualifications for Health Education Program Coordinator – I:

Knowledge of:

- Principles and practices of public health, especially as related to the functions of official and voluntary organizations at Federal, State and local levels government agencies and community groups.
- Principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior.
- Societal structure and organization, including the effects of economic forces.
- Methods and effectiveness of various mass communication media and outreach strategies.
- Research methodology and statistical interpretation, including the use of surveys and questionnaires.

Ability to:

- Prepare, coordinate and implement effective educational work plans.
- Prepare and/or effectively present articles, brochures, speeches and workshops.
- Arrange and conduct public meetings.
- Analyze budgets, grants and various proposals.

Experience and Training:

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible public health information or public health education experience performing duties similar to a Health Education Program Coordinator - I.
Training:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, nursing, environmental health, social work, psychology, education or a closely related field. A Master's degree in public health is desirable.

License or Certificate:
• May need to possess a valid driver’s license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Length of Probation:
• All permanent appointments from open eligible lists to open positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:
• Professional
HEALTH EDUCATION PROGRAM COORDINATOR - SENIOR

DEFINITION
To develop, implement and evaluate educational activities for the public and County staff on topics related to specific public health programs of a complex and specialized nature utilizing a high level of competence and independent judgment; and to provide technical and function supervision over professional, technical and clerical staff engaged in public health educational activities.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Health Education Program Coordinator series. Positions at this level are distinguished from other classes within the series by the level of supervision exercised, complexity and sensitivity of duties assigned, independence of action taken, by the amount of time spent performing the more complex duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series including acting in a lead capacity, and providing expertise and training for multiple program areas.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from assigned supervisory/management staff.

May exercise technical and functional lead supervision over assigned professional, technical and clerical staff, as well as contractors, volunteers and student interns.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, organize and implement educational activities related to specific public health programs.
Represent the Department of Health and Human Services and advise community organizations about health education topics and techniques.
Confer with various community groups and schools to encourage interest and activities that promote education about public health issues; and organize and arrange for discussion groups on health related topics.
Review publications and other educational materials for appropriate use in health education of various groups and populations; maintain and distribute health education materials to County staff and the community.
Interface and coordinate with other County staff and the community regarding public health education techniques and activities.
Prepare visual aids, graphics and display materials for outreach.
Conduct needs assessments and prepare reports and recommendations on public health matters and program development; and evaluate and report on health education services and programs.
Identify and implement methods for publicizing public health services through various media.
Provide leadership in program evaluation activities.
Oversee, train and review the work of lower level Health Education Program Coordinators and related professional, technical and clerical staff engaged in public health education programs.
Oversee health promotion and education teams and manage and track progress on projects.
Provide input into selection decisions, performance evaluations and disciplinary actions as appropriate.
Assist in the formulation or revision of program policies and practices, and implement strategies to improve the health of the community.
Participate in health education programs, health fairs, community events, conferences and meetings; provide consultation and guidance to participants; make presentations to community and youth groups; and facilitate community coalitions and advisory committees.
Develop outreach plans; assess the health education needs of the community or various target populations; research and develop policies and procedures; and write grant proposals.
Monitor and evaluate health education program budgets.
Interpret analytical data, compile data and present on findings related to the health education programs.
Oversee public health activities including grant writing and strategic planning.
Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
Perform related duties as assigned.

WORKING CONDITIONS
Work is typically performed in an indoor office environment and controlled temperature conditions. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of moderate weight.

MINIMUM QUALIFICATIONS

Knowledge of:
- Principles and practices of public health, especially as related to government agencies and community groups.
- Principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior.
- Societal structure and organization, including the effects of economic forces.
- Methods and effectiveness of various mass communication media and outreach strategies.
Research methodology and statistical interpretation, including the use of surveys and questionnaires.

English usage, grammar, spelling, vocabulary, and punctuation.

Principles and practices of training, assigning reviewing and evaluating work of professional, technical and clerical staff.

Principles and practices of work safety.

Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.

Report preparation.

Computer systems and software, including word processing, spreadsheet and presentation applications.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, twist and reach while preparing for and conducting educational presentations.
- Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift moderate weight.
- Prepare, coordinate and implement effective educational work plans.
- Prepare and/or effectively present articles, brochures, speeches and workshops.
- Arrange and conduct public meetings.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; and deal fairly and courteously with the public.
- Analyze situations quickly and objectively and determine course of action.
- Gather, analyze and evaluate data and information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Train, assign, direct, prioritize and evaluate the work of professional, technical and clerical staff.
- Work unusual or prolonged work schedules particularly as related to evening or weekend presentations.
- Use general office equipment, such as a computer, calculator, telephone, photocopy machine, etc.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Understand, interpret and apply federal, state and local laws, rules and regulations.
• Analyze budgets, grants and various proposals.

Experience and Training

• Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

   **Experience:**
   Three years of responsible public health information or public health education experience performing duties similar to a Health Education Program Coordinator with at least one year of experience at the journey level.

   **Training:**
   A Master's degree from an accredited college or university with major coursework in public health or a closely related field.

License or Certificate:

• Must possess and maintain a Certified Health Education Specialist certification (CHES) issued by the National Commission for Health Education Credentialing (NCHEC) by the completion of the probationary period.
• May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Length of Probation:

• All permanent appointments from open eligible lists to open positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:

• Professional
COMMUNICABLE DISEASE SPECIALIST

DEFINITION
To monitor, analyze, investigate and report communicable diseases; collect, analyze and disseminate data regarding communicable diseases; and provide information on disease prevention, control and treatment to community members and healthcare providers. The work involves obtaining and utilizing specific information of a confidential and sensitive nature.

DISTINGUISHING CHARACTERISTICS
This is a journey para-professional level classification assigned to the Public Health Division’s Communicable Disease Program in the Department of Health and Human Services. Employees at this level may independently perform specialized and technical duties related to communicable disease prevention, investigation and control activities. Employees receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned professional or supervisory staff.

May exercise technical and functional supervision over clerical staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Review and interpret incoming laboratory reports and confidential morbidity reports to determine if reported information is consistent with case definitions for reportable diseases.
Interpret, explain and enforce federal, state and local statutes, policies and regulations pertaining to the investigation of communicable disease contacts.
Respond to requests from the general public.
Review and maintain accurate case records and compile statistical data.
Document reportable cases using appropriate computer applications.
Investigate and research reported cases of communicable disease, including HIV or AIDS, sexually transmitted diseases (STDs), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.
Recommend and initiate procedures for isolation/quarantine of contacts in order to limit the spread of communicable disease.
Contact physicians or other providers to obtain or clarify information and confirm diagnoses of reportable diseases; and disease reporting requirements.
Conduct interviews to determine location of known contacts and to trace other persons who may be sources or affected by acute communicable diseases.
Confer with and provide recommendations to County staff, healthcare providers and members of the community on communicable disease control principles. Interview and counsel contacts, encouraging compliance to public health laws and observance of recommended health practices. Conduct informational and educational presentations on the prevention of communicable diseases using a variety of media platforms. Attend and participate in staff meetings, training seminars and response teams on communicable diseases and other related topics; serve as a liaison between the Public Health Division and various community groups and regulatory agencies as it relates to communicable disease. Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service. Perform related duties as assigned.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment and controlled temperature conditions. Tasks may involve extended periods of time at a keyboard or work station. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of light weight.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**
- Principles and practices of communicable disease prevention and investigation.
- Principles and practices of work safety, especially as related to communicable diseases.
- Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.
- Risk factors, symptoms, communicability, transmission, diagnosis, and treatment of infectious diseases.
- Best practices, methodology and theories of behavior change used in health education, health promotion or disease prevention.
- Strategies and techniques for disease prevention and communicable disease control.
- Laws and regulations pertaining to surveillance, reporting, and control of infectious and communicable diseases, medical records (including privacy and security of protected health information), and other related public health matters.
- Methods and practices for conducting medical case investigations and disease outbreak investigations.
- Interview techniques for communicable disease cases and contacts.

**Ability to:**
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, medical records, reports and special projects; identify and
interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

- On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.
- Arrange, conduct and participate in group meetings related to communicable disease prevention and investigation.
- Work independently on assignments.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain confidential and sensitive information through interviews; and deal fairly and courteously with the public.
- Analyze situations quickly and objectively and determine course of action.
- Use general office equipment, such as a computer, calculator, telephone, photocopy machine, etc.
- Organize, prioritize and coordinate communicable disease work activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Understand, interpret and apply federal, state and local laws, rules and regulations.

**Experience and Training**

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

  **Experience:**

  Two years of experience working with the general public which requires interviewing and obtaining confidential or personal information. Experience working in a public health setting is preferred.

  **Training:**

  Equivalent to completion of an Associate’s degree from an accredited college or university with major course work in healthcare, health science or a closely related field.

**License or Certificate:**

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
Length of Probation:

- All permanent appointments from open eligible lists to open positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:

- General
<table>
<thead>
<tr>
<th>Position Number</th>
<th>Employee ID</th>
<th>Department</th>
<th>Current Title</th>
<th>Proposed Title</th>
<th>Impact to Employee</th>
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<tr>
<td>33862</td>
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<td>Communicable Disease Specialist</td>
<td>Reclassification and Salary Y-Rated per 3.08.480</td>
</tr>
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<td>Health Educator</td>
<td>Communicable Disease Specialist</td>
<td>Reclassification and Salary Y-Rated per 3.08.480</td>
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</tbody>
</table>

**ATTACHMENT D**

Health Educator Study - Allocation Recommendations
**Robert Oldham, MD, MSHA**

**Public Health Officer and Director of Public Health**

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**Joseph Arsenith**
Asst. Director of Public Health

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**County of Placer**

**Department of Health & Human Services**

**Public Health Branch Organization Chart**

**July 24, 2019**
SECTION I – EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name: Candy Jensen</th>
<th>Official Work Title: Health Educator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title: Health Educator</td>
<td>Department/Division: Health and Human Services/Public Health</td>
</tr>
<tr>
<td>Work Address: 11572 B Avenue</td>
<td>Work Phone Number: 530-889-7147</td>
</tr>
<tr>
<td>How long have you been with the organization: 20 years</td>
<td>How long have you been in your position: About 20 years</td>
</tr>
<tr>
<td>Your Supervisor’s Name: Wendy Taylor</td>
<td>Supervisor’s Title: Supervising Public Health Nurse</td>
</tr>
<tr>
<td>Supervisor’s Work Phone Number: (530) 889-7191</td>
<td>Your Supervisor’s Manager: Michael Romero</td>
</tr>
<tr>
<td>Title: Client Services Program Manager</td>
<td>Work Phone Number: (530) 889-7153</td>
</tr>
</tbody>
</table>

SECTION II – POSITION INFORMATION

1. MAIN FOCUS OF YOUR JOB – Please provide two or three sentences describing the main focus of your job.

Under the direction of the Supervising Public Health Nurse, the main focus of my job is:

- As AIDS Director for Placer County, I coordinate and implement all aspects of our HIV Surveillance Program contract with the Office of AIDS (OA), California Department of Public Health (CDPH), Center for Infectious Diseases. I’m responsible for insuring that the implementation of HIV surveillance activities described in the SOW are consistent with CDPH Standard Operating Procedures (SOP), public health best practices, the California Health and Safety Code, Title 17, and California Code of Regulations (CCR), and in support of the goals of California’s Integrated HIV Surveillance, Prevention & Care Plan, and the National HIV/AIDS Strategy (NHAS).

- As a Placer County Communicable Disease Program team member, my responsibilities focus on investigation of potential, suspected, and confirmed cases of diseases listed on the California Code of Regulations (CCR) Title 17 list of Reportable Communicable Diseases and Conditions.
2. LIST OF DUTIES

A duty is a major responsibility assigned to a position; a duty could include many tasks. List a majority of most significant duties assigned to your position.

Assign a percentage of time (either % of time and/or hours/day, week, month, year) you spend performing that area of responsibility then indicate whether the duty is of minor, average, or critical. Think in terms of an entire year so that you capture all of your duties. Because you will be looking at a year, the time may add up to more than 100%.

**DO THIS**

1. Receives, opens, time stamps, and distributes incoming mail
2. Assists in handling mail
3. Calculates, verifies, and posts billing amounts
4. Prepares final billings
5. Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time
6. Keeps records

**DON'T DO THIS**

- Assists in handling mail
- Prepares final billings
- Keeps records

<table>
<thead>
<tr>
<th>Essential Functions</th>
<th>Frequency (% of time)</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Director, HIV Surveillance Coordinator, CDPH OA Linkage-to-Care Coordinator: <em>Program Management and Coordination</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I’m responsible for proper program management and coordination in order to conduct HIV surveillance activities in a manner consistent with administrative and program guidance from Placer Co. Public Health, CDPH OA, Centers for Disease Control and Prevention (CDC). The main responsibilities of my position include:</td>
<td></td>
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<tr>
<td>• Responsibility for the full Scope of Work (see sections below).</td>
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<tr>
<td>• Communicating directly with CDPH-Office of AIDS.</td>
<td></td>
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<tr>
<td>• Keeping Placer Co. Public Health leadership informed of OA communications regarding important changes to our HIV programs.</td>
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<tr>
<td>• Completion and submission of all required reports.</td>
<td></td>
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<tr>
<td>• Attendance and representation of Placer Co. at CDPH-OA required conferences, trainings, and monthly all-county calls.</td>
<td></td>
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</tr>
<tr>
<td>• Maintaining local data security and confidentiality.</td>
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</tbody>
</table>

| AIDS Director, HIV Surveillance Coordinator, CDPH-OA Linkage-to-Care Coordinator: | | |
| **A) MAINTAIN INFRASTRUCTURE FOR HIV SURVEILLANCE:** | | |
### 1.0
- Identifying sites in this jurisdiction responsible for HIV case reporting under California Health and Safety Code section 120130 and 121022, Title 17, California Code of Regulations (CCR) § 2641 and Title 17 CCR § 2643 in the jurisdiction, including, but not limited to, medical offices, clinics, hospitals, social service and community-based settings and testing sites, correctional health care settings, and clinical laboratories.

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<th>average</th>
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### 1.2
- Provide education, technical assistance, and resources to clinical sites as needed to improve site-specific processes for HIV reporting. Provide and explain the reporting tool the CDPH-OA Adult Case Reporting Form (ACRF), or Pediatric Case Reporting Form (PCRF).
- Provide information and expertise for providers that have not had experience with HIV testing, including testing that returns a diagnosis of a positive case. I provide them with CDC guidelines on testing to confirm the results, the Title 17 laws related to HIV reporting of cases, provide forms and, help them with completion of form, complete forms myself, and then submit new case report forms in full compliance of the law.

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<tr>
<th></th>
<th>5</th>
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**AIDS Director, HIV Surveillance Coordinator, CDPH-OA Linkage-to-Care Coordinator:**

#### B. COLLECT AND SUBMIT ACCURATE, COMPLETE, AND TIMELY HIV SURVEILLANCE DATA TO OA.

### 2.0
- Cases meeting all data requirements must be submitted to CDPH-OA. All new HIV and new or transitioned HIV stage 3 AIDS cases are reported through daily monitoring of lab and provider reports, electronic lab data, calls to providers and labs. Occasionally in-person medical site meetings with providers.

<table>
<thead>
<tr>
<th></th>
<th>10</th>
<th>critical</th>
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</table>

### 2.1
- Regular collaboration with Placer County’s STD Controller on cases with co-morbidities.
- Development of relationships essential to effective surveillance such Placer’s HIV Surveillance & Kaiser Permanente, healthcare system.
- Consult on cases together within these collaborative relationships.

|  | 5 | critical |
Resolution of lab reports & determination of a patient’s disease status is primary to HIV Surveillance, patient welfare and public health interest. Means for this may include all available data sources to the extent permitted by law such as:
- state OA & CDC testing algorithm requirements
- conversations with providers and patients
- data from medical chart notes
- interpretation of complex, multiple lab results
- calls to hospital Infection Control, laboratories, hospital emergency departments and urgent care
- use of several search mechanisms and data bases.
- HIV test sites, laboratories, HIV prevention programs,

| 2.2 | Collection of required data elements on both adult and pediatric cases, using all available data sources to the extent permitted by law including, but not limited to, data from medical providers, HIV test sites, laboratories, HIV prevention programs, Ryan White funded programs, STD Surveillance and HIV partner services programs
|     | I assign a unique identifier or “STATENO” to each case that remains permanently attached to that patient. | 15 - 20 | critical |

| 2.3 | Monthly review of data for quality assurance: appropriate follow-up, corrections, additions, updates are made through processes specified by CDPH, then e-transfer securely back to the State. | < 5 | average |

| 2.4 | Participate in State investigations of Cases of Public Health Importance (COPHI), \( \text{cases with unusual or highly concerning clinical or exposure characteristics, such as foreign or workplace exposure, etc.} \). | <1 | minor |

| 2.5 | Daily import of electronic lab reports and weekly export of resolved lab reports back to OA. | 5 | critical |

AIDS Director, HIV Surveillance Coordinator, CDPH OA Linkage-to-Care Coordinator:

C) MAINTAIN DATA SECURITY & CONFIDENTIALITY S&C
The goal of data S&C is to protect patient privacy and confidentiality by ensuring that protected health information is stored and disclosed only in a manner consistent with California and federal laws, regulations, & strict OA policies and procedures.

| 3.0 | Maintain a secure HIV surveillance office space where all electronic and paper HIV surveillance data are stored. Access is restricted to local health department staff I authorized to access HIV-related data. Office cannot be accessed by master keys. | < 5 | critical |
### Annual Agreement by Employee/Contractor to Comply with Security and Confidentiality Requirements:

- assurance that all CD staff and leadership adhere to all requirements of the data S & C:
- completion of an *HIV Surveillance Data Security & Confidentiality* training, and submit signed "HIV/AIDS Confidentiality Agreement" forms which I submit along with a list names and job titles to CDPH-OA.
- I require these measures of security and confidentiality extend to anyone who may intentionally or unintentionally encounter documents, faxes, emails, discussion, or be in view of patient records re: case investigations.
- An annual self-assessment of our sites ability to comply with S&C requirements.
- All documents are submitted annually to the OA.

| 3.1 | < 5 | average |

| 3.2 | 5 | critical |

- I ensure that all physical and electronic protected patient identifying information is in place. Medical records, equipment incl. removable devices containing patient information is encrypted and securely stored in compliance with all laws within a steel, locked cabinet, shredding of HIV/AIDS related documents using an approved cross-cut shredder, adhering to locally-approved document retention schedule, submitting paper and electronic records to OA by specific, approved, secure means.
- Ensure that all equipment incl. removable devices containing patient information is encrypted and securely stored in compliance with all laws.

| 3.3 | < 5 | critical |

- Maintenance 2 of local data bases
- *Data Use Agreement* (DUA) with CDPH-OA that allows me to search through a large, complicated central registry maintained by CDPH, & organized by demographic, clinical, risk behavior, vital status, health facility, and administrative information on all reported HIV infections and AIDS diagnoses. I’m responsible for keeping the agreement current as well as safeguarding extremely confidential information it contains.

### HIV Surveillance Coordinator, and CDPH-OA Linkage-to-Care Coordinator:

Obtain or request updated contacts, risk, provider and clinical information from other local health departments for the purposes of investigating and identifying persons who are potentially out of care.

### Attachment F
- Use my own internal records and information in my daily electronic transmissions from CDPH-OA through the Lab Data Entry Tool (LDET). Between 5 and 35 + new labs are transferred into my caseload daily.
- Investigation of infected persons who have not had lab work done in an expected timeframe for a pt. of their disease status (such as early stages of HIV, later stages of HIV, AIDS). I attempt to obtain updated case contact, risk behavior, provider, or clinical records, from other local health department HIV prevention and care programs, laboratories, and any other sources available as part of my investigation.
- Search cases using State maintained software listing all reported (known) cases in Placer County.
- Regular calls to statewide health jurisdiction (LHJ’s), AIDS Directors and Surveillance Coordinators to see if patients have moved and may be linked into care and receiving services in their jurisdiction.
- Respond to similar calls from other LHJ looking for info.
- Request vital stats searches to find out if patients have become deceased.

<table>
<thead>
<tr>
<th>4.0</th>
<th>10-15</th>
<th>critical</th>
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<th>5</th>
<th>average</th>
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</tbody>
</table>

- Linkage to Care coordination: research sources, provide referrals to meet particular patient needs such as providers practicing near them, providers who serve patients with similar needs, non-governmental agencies and organizations that provide services to patients willing to get back into care. This may be services such as funding HIV related medications, transportation to appointments, programs that can help meet their emotional as well as physical needs for care, and free testing for partners.
Occasionally providers or health centers may request that I provide their patients with their HIV test results. This involves delivering this extremely difficult information to a newly tested patient.

- Provide immediate post result counseling.
- Help patient think through deciding who, and how they will disclose this information.
- Work with them on immediate 1st steps – such as “what will they do when they leave here?” so they can remain safe and feel supported as they come to terms with their diagnosis.
- Facilitate “warm handoff” to organizations such as Sierra Foothills AIDS Foundation that can help provide further, on-going support for some of the needs they will have as an HIV+ patient.
- Provide them with information on reasons for notifying partners, and information and resources for both PrEP - pre-exposure prophylaxis and PEP - post-exposure prophylaxis.

| 4.2 | Provide information to the public:
- Answer and refer caller to testing and other related services if requesting information on STD, HIV/AIDS, testing sites, personal concerns over Their own anatomy, physiology or health status. | < 5 | critical |

**COMMUNICABLE DISEASE TEAM:** Investigate and report occurrences of communicable disease incidence in Placer County (PC) to the State of California, Department of Public Health (CDPH). In FY 2017-18 I investigated and reported diseases included in the Title 17 list of Reportable Communicable Diseases:
- 8 Salmonella and 4 Pertussis cases
- 153 cases of antibiotic resistance--Methicillin-resistant Staphylococcus aureus (MRSA)
- 102 cases of Carbapenem-resistant Enterobacteriaceae (CRE)
- 46 cases of Extended Spectrambeta-lactamase (ESBL)
- 97 cases of enteric diseases incl.: 26 cases of Campylobacteriosis, and 14 cases of Giardia.
- 40 cases of Chlamydia

| 5.0 | Provide information to the public: | 5 | average |
Investigation, documentation, and submission of appropriate reports into CDPH Information Exchange (CalREDIE). (procedure varies depending on disease):

- I research suspected or confirmed cases if needed, incl. CDPH and CDC specific disease guidelines prior to conducting an investigation to gain understanding and update knowledge and particular disease investigation requirements, and consult with PC CalREDIE liaison, my Supervising or other Public Health Nurse if investigation necessitates.
- When needed, I communicate with the provider or medical staff to request pertinent medical charts, call lab, hospital communicable disease coordinators, regarding questions on diagnosis or treatment.

I provide health education focused on the diagnosed disease or infection. This may include strategies to prevent the spread of infectious disease such as:

- Education on safe food handling and preparation, safe storage, and surface cleaning and disinfecting.
- Developing good personal hygiene habits such as hand washing, “sneeze etiquette”, vaccination against preventable diseases, and good handwashing after handling animals.

- I verify the disease based on lab reports and any other clinical information, CDPH and CDC guidelines. I determine if the case can be confirmed or remains suspected, probable, not a case at all, or. At that time I fill out and submit the multi-page reporting tool electronically to CalREDIE.

- Participate in investigations as requested

<table>
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<tr>
<th>ATTACHMENT F</th>
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</table>

**SERVE AS COMMUNICABLE DISEASE “VIP” ONCE PER WEEK**

- process DMV reportable cases in CalREDIE
- process new Chlamydia cases received on that day:
- Receive, review, obtain & enter additional pt. records into the electronic filing cabinet, interpret case lab results, enter information into CalREDIE, indicating resolution status or final disposition. When needed, communicate and transfer out-of-jurisdiction cases to the appropriate county.
- Answer department phone calls on the CD central phone line answer questions and provide assistance, retrieve voice mail messages on the central and CD after-hours line. Retrieve and distribute mail to CD staff.
8.0 IMMUNIZATION PROGRAM

- Provide materials by mail predominantly to preschools and childcare
- Assist during Flu Clinics
- Provide educational materials to Public Health Nurses and WIC staff for clients

<table>
<thead>
<tr>
<th>Required/Learned</th>
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</thead>
<tbody>
<tr>
<td>minor</td>
</tr>
</tbody>
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3. KNOWLEDGE / SKILLS / ABILITIES

Every job requires some combination of knowledge, skill, and/or ability (KSA) to perform assigned duties. This section is provided to separate what you know from what you do.

Definition:
- A knowledge is a body of information drawn upon to perform a duty.
- A skill is a physical dexterity or coordination required to perform a duty.
- An ability is an observable behavior or aptitude related to a duty.

Examples:
- Knowledge of modern office procedures, systems and equipment.
- Skill in operating heavy equipment including a back hoe.
- Ability to analyze and prepare technical reports.

Also, please note whether the KSA is **required** before a person starts the job or whether it can be **learned** on the job.

<table>
<thead>
<tr>
<th>Knowledge of</th>
<th>Required/Learned</th>
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<tbody>
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<td>California Health &amp; Safety Code section 120130, 121022, Title 17,</td>
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</tr>
<tr>
<td>California Code of Regulations § 2641 and Title 17 CCR § 2643</td>
<td>learned</td>
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<tr>
<td>Federal and State HIV testing and case reporting regulations by laboratories and clinicians</td>
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</tr>
<tr>
<td>human anatomy and physiology, including reproductive anatomy</td>
<td>required</td>
</tr>
<tr>
<td>Basic medical terminology related to identification, treatment and prevention of communicable diseases.</td>
<td></td>
</tr>
<tr>
<td>Latest technologies and CDC guidelines for HIV testing in laboratories. CDC approved testing algorithms for providers</td>
<td>learned</td>
</tr>
<tr>
<td>Methods of prevention, transmission, diagnosis, progression, and treatment of HIV, sexually transmitted, and other communicable disease.</td>
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<tr>
<td>Skill in</td>
<td>Required/Learned</td>
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<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------</td>
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<tr>
<td>• Principles, practices and techniques of HIV surveillance, outreach,</td>
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<tr>
<td>case investigation, education and community networking ability,</td>
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</tr>
<tr>
<td>knowledge of current local resources and HIV and infectious disease</td>
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</tr>
<tr>
<td>care providers.</td>
<td></td>
</tr>
<tr>
<td>• Best practices and technique for counseling persons with HIV</td>
<td></td>
</tr>
<tr>
<td>(* must be trained immediately as required by the State of</td>
<td></td>
</tr>
<tr>
<td>California once in this position)</td>
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<tr>
<td>• Read current literature and keep abreast of current guidelines on</td>
<td></td>
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<tr>
<td>communicable disease and control.</td>
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</tr>
<tr>
<td>• Local and surrounding county resources for referrals to link new</td>
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</tr>
<tr>
<td>or out-of-care patients into services: providers practicing near</td>
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<tr>
<td>them, providers who serve patients with similar needs, social</td>
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</tr>
<tr>
<td>service type organizations that may be able to provide services to</td>
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</tr>
<tr>
<td>patients willing to get back into care.</td>
<td></td>
</tr>
<tr>
<td>• Health Insurance Portability and Accountability Act (HIPAA).</td>
<td>required</td>
</tr>
<tr>
<td>• Basic principles, concepts/dimensions and promotion strategies of</td>
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</tr>
<tr>
<td>health education.</td>
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</tr>
<tr>
<td>• Methods of medical record keeping, medical terminology.</td>
<td>learned</td>
</tr>
<tr>
<td>• CDPH - Office of AIDS, California HIV/AIDS Surveillance SOW,</td>
<td>learned</td>
</tr>
<tr>
<td>Policies and Procedures.</td>
<td></td>
</tr>
<tr>
<td>• Basic infection control practices.</td>
<td>learned</td>
</tr>
<tr>
<td>• Interpretation of medical and numeric information.</td>
<td>learned</td>
</tr>
<tr>
<td>• Use of CalREDIE, DUA, LDET and other data bases and secure electronic</td>
<td></td>
</tr>
<tr>
<td>transfer of protected information operated by CDPH-OA for</td>
<td>learned</td>
</tr>
<tr>
<td>specialized applications related to disease surveillance such as</td>
<td></td>
</tr>
<tr>
<td>data sharing, risk factors, and deceased case ascertainment</td>
<td></td>
</tr>
<tr>
<td>• Using State electronic information systems for case management.</td>
<td>learned</td>
</tr>
<tr>
<td>• Comfortable speaking to small or large groups on sensitive topics.</td>
<td>required</td>
</tr>
<tr>
<td>• Good data management practices.</td>
<td>required</td>
</tr>
<tr>
<td>• Ability to analyze policy from the State and transfer it into</td>
<td>learned</td>
</tr>
<tr>
<td>protocols for Placer Co. HIV programs.</td>
<td></td>
</tr>
<tr>
<td>• Using encrypted software and communicate with IT staff to make sure</td>
<td>learned</td>
</tr>
<tr>
<td>my hardware is operating properly.</td>
<td></td>
</tr>
<tr>
<td>• Exacting data sets from software to obtain necessary information.</td>
<td>learned</td>
</tr>
<tr>
<td>• Understand and use program specific terminology.</td>
<td>learned</td>
</tr>
<tr>
<td>Ability to</td>
<td>Required/Learned</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>• Developing protocols that allow medical providers to meet State guidelines and legal requirements for HIV Case Reporting.</td>
<td>learned</td>
</tr>
<tr>
<td>• Build relationships and development of partnerships that are an essential strategy in disease surveillance and the public interest.</td>
<td>required</td>
</tr>
<tr>
<td>• Effectively transmit information and education on HIV/AIDS and other sexually transmitted diseases (STD)</td>
<td>required</td>
</tr>
<tr>
<td>• Maintain patient confidentiality at all times.</td>
<td>required</td>
</tr>
<tr>
<td>• Communicate clearly and concisely both orally and in writing</td>
<td>required</td>
</tr>
<tr>
<td>• Utilize appropriate methods for interacting effectively and professionally with persons of all genders, ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities</td>
<td>required</td>
</tr>
<tr>
<td>• Use CalREDIE, DUA, LDET and other data bases and secure electronic transfer of protected information operated by CDPH-OA for specialized applications related to disease surveillance such as data sharing, risk, and deceased case ascertainment</td>
<td>learned</td>
</tr>
<tr>
<td>• Understand, interpret &amp; synthesize written material i.e. lab reports, medical terminology, and data as it relates to CD and HIV/AIDS.</td>
<td>learned</td>
</tr>
<tr>
<td>• Knowledgeably, confidently and effectively act as a liaison between local, other county, and state level infectious disease coordinators, controllers, and directors.</td>
<td>required</td>
</tr>
<tr>
<td>• Knowledgeably, confidently and effectively act as a liaison between hospitals, physicians and other health care providers concerning patients who have STD&amp; HIV, provide appropriate guidelines and updates regarding transmitted diseases reporting.</td>
<td>required</td>
</tr>
<tr>
<td>• Understand and effectively communicate the role of Public Health, support the understanding of public health concepts and laws to clients, medical providers/staff, laboratories and the public.</td>
<td>required</td>
</tr>
<tr>
<td>• Deliver extremely difficult and emotional positive HIV test results to newly tested patients, provide immediate supportive post-diagnosis counseling, help with figuring out their vital “immediate 1st steps” for after they leave, support in notifying family, friends or and sexual partners, and facilitation of a “warm handoff” to Sierra Foothills AIDS Foundation.</td>
<td>required</td>
</tr>
<tr>
<td>• Proficiently and sensitively conduct phone interviews of a very private nature with persons who are HIV positive. Assist them in informing their sexual and/or drug sharing partners of their positive status.</td>
<td>learned</td>
</tr>
</tbody>
</table>
4. REQUIRED LICENSES OR CERTIFICATES

Please list any licenses or certificates from a board of licensure or governmental agency you are required to have to perform assigned duties.

- HIV 1&2 Test Counselor Skills Training, UCSF, CDPH, Office of AIDS Certificate
- A valid California Drivers License and evidence of insurance

5. REQUIRED LAW, CODE, AND/OR ORDINANCE DOCUMENTS

List any law, code, rule or ordinance documents you use in the performance of assigned duties (you do not need to list all of them but rather broad categories)

- The Health Insurance Portability and Accountability Act of 1996 (HIPPA).
- California Health and Safety Code, Title 17,
- California Health & Safety Code Section 113979-11390.5, Section 113979-11390.5, Section 121025(c)(2)(C)

6. BUDGET RESPONSIBILITY

**Budget:** Do you have any duties and responsibilities in the organization budget process (e.g., plan, model, prepare, review, monitor, approve, etc.)?  ____YES  ____x NO

List any responsibility for budgets you are assigned. Please note the scope of the budget (specific program, division, department), the kind of responsibility (typing, compiling, forecasting, analyzing), and the frequency of your involvement (daily, monthly, annually).

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Your Role/Duties</th>
<th>Project $ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount of operating budget for which you are responsible, if any  $ N/A

**Project budgets:** Do you have any capital budget responsibilities (e.g. plan, prepare, monitor, approve, etc)?

  ____YES  ____x NO

If yes, please list the project and describe your role/duties and size of budget:

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Your Role/Duties</th>
<th>Project $ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. EQUIPMENT AND TOOLS

List any equipment or tools your use in the performance of assigned duties. Including the amount of time (either % of time or hours/day, week, month) spent using the equipment or tool. We will assume everyone uses computers, phones, Microsoft Office. List any software specific to your job or any tools. You can place them in categories, i.e. hand tools.

<table>
<thead>
<tr>
<th>Equipment or tool</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Data Entry Tool (LDET)</td>
<td>daily</td>
</tr>
<tr>
<td>State software program used all lab reports that could possibly be related to HIV infection, as well as confirmed or under investigation patient cases.</td>
<td></td>
</tr>
<tr>
<td>DUA Data Use file</td>
<td>daily</td>
</tr>
<tr>
<td>CalREDIE California Reportable Disease Information Exchange</td>
<td>daily</td>
</tr>
<tr>
<td>SharePoint</td>
<td>weekly</td>
</tr>
</tbody>
</table>

8. VEHICLES

List any vehicles you use in the performance of assigned duties (this would be anything over 1 ton)

N/A

9. WORK PRODUCTS

List the main work products your produce in your job (typed letter, payroll, arrested criminals, monitor office operations). Describe how and by whom these products are reviewed.

Electronic submissions such as completed case reports, reports on vital statistics of patients, annual Security and Confidentiality agreements and self-security audits, completed communicable disease case reports. Reviewed and maintained by CDPH Office of AIDS, or CalREDIE.

What are your work products used for? List how and by whom these products are used.

Case reports monitors the incidence of infectious disease. Monitoring occurrence, location and extent and severity of cases enables public health to response to infectious disease spread, provide important information or conduct education for the public. Case reports are reviewed electronically by Supervisor and Senior PHN to verify disease occurrence in Placer County. Information can be used to monitor case load and quality assurance.

I communicate and complete HIV surveillance and other program reports electronically directly to the State Office of AIDS, but may share that information with my Supervisor and manager as well.
10. CONTACTS

List groups (e.g. citizens, board of directors, council, vendors, another department within the agency) whom you have regular contact either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

<table>
<thead>
<tr>
<th>Inside the organization</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Nurses</td>
<td>occasionally</td>
</tr>
<tr>
<td>Medical questions, or to confirm my approach</td>
<td></td>
</tr>
<tr>
<td>Program Supervisor and Program Manager</td>
<td>occasionally</td>
</tr>
<tr>
<td>programmatic questions or concerns</td>
<td></td>
</tr>
<tr>
<td>STD Controller</td>
<td>frequently</td>
</tr>
<tr>
<td>Sharing of information, lab reports, treatment modality, and adherence of patient cases with co-morbidity (HIV &amp; other infectious disease such as chlamydia or gonorrhea). Occasionally, conduct joint phone interviews.</td>
<td></td>
</tr>
<tr>
<td>Vital Statistics Staff</td>
<td>occasionally</td>
</tr>
<tr>
<td>Requests for death certificate searches</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside the organization</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDPH Office of AIDS staff</td>
<td>Weekly by phone &amp; email</td>
</tr>
<tr>
<td>Director of Sierra Foothills AIDS Foundation (SFAF)</td>
<td>Monthly by phone &amp; email</td>
</tr>
<tr>
<td>Case up-dates, referrals of new patients, sharing of resources and information, case checks and monitoring of difficult cases.</td>
<td></td>
</tr>
<tr>
<td>Hospital Infection Control, Infection Preventionists or Controllers</td>
<td>Weekly by phone</td>
</tr>
<tr>
<td>Medical records and patient information.</td>
<td></td>
</tr>
<tr>
<td>Public and private Laboratories, incl. Planned Parenthood lab</td>
<td>Several times a week by phone</td>
</tr>
<tr>
<td>Testing results and patient information.</td>
<td></td>
</tr>
<tr>
<td>Medical providers and their staff</td>
<td>Weekly predominantly by phone</td>
</tr>
<tr>
<td>Hospital staff: Hospitalists, Emergency Department staff</td>
<td>Occasionally</td>
</tr>
<tr>
<td>A Kaiser Infectious Disease Provider</td>
<td>Weekly, predominantly by phone</td>
</tr>
</tbody>
</table>

11. DECISION MAKING
List some examples of decisions or commitments you make regularly and independently in the performance of assigned duties.

*Referrals for additional support for HIV + individuals requires careful analysis to determine what next steps are needed for best patient & public health outcomes. I evaluate current options to determine what may be feasible geographically, economically, socially, culturally etc., call to discuss it and if it is a good fit for this individual’s needs, I contact the patient and/or provider.

I work directly with the Office of AIDS (OA) and determine best approaches to comply with SOW requirements and resources available.

List some examples of recommendations or problems you take to your supervisor for advice or resolution.

- Matters regarding HIV program budgets.
- OA or other CDPH or CDC policy changes i.e. rules & regulations that have impacts on the program or County.
- Medical knowledge or clarification on complicated or new-to-me communicable disease labs or diagnosis.
- Discussions related to potential grant opportunities.

12. ENVIRONMENTAL

Describe the work environment you typically work in (office, outdoors, traffic, park).

I work in an office environment.

13. SUPERVISION EXERCISED

A. Supervision/direction given: Do you directly supervise employees? (Direct supervision includes providing input on employee hiring/firing, conducting performance evaluations, implementing discipline, approving time off, etc)

___ YES  x NO

Indicate the total number of employees supervised directly: N/A
B. Supervision/direction given: Do you perform “Lead” duties? (Lead duties generally include training and providing ongoing guidance to staff, assigning and monitoring work, and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they provide input for the evaluations.)

____YES ______ NO

Indicate the total number of employees you provide lead direction to: N/A

C. Who do you supervise?

Please list the name and job title of any employees you exercise supervision over (whether direct or lead) and whether they are a full time employee or part time/temporary employee.

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Job Title</th>
<th>FTE</th>
<th>PT/TEMP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. What kind of supervision do you exercise? Check the appropriate statement.

<table>
<thead>
<tr>
<th>Please check the statements that apply to you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train others in assigned duties</td>
</tr>
<tr>
<td>Assign work to other employees</td>
</tr>
<tr>
<td>Review the work of other employees</td>
</tr>
<tr>
<td>Provide information on employee evaluations</td>
</tr>
<tr>
<td>Conduct employee performance evaluations</td>
</tr>
<tr>
<td>Recommend disciplinary action for employees</td>
</tr>
<tr>
<td>Formally discipline employees</td>
</tr>
<tr>
<td>Recommend hiring and firing of employees</td>
</tr>
<tr>
<td>Hire and fire employees</td>
</tr>
</tbody>
</table>
E. Any additional supervisory responsibility not covered above?

N/A

14. PHYSICAL REQUIREMENTS

A. Check the frequency and number of hours a day you are required to do the following specific types of activities and provide an example of the task you perform.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FREQUENCY</th>
<th>EXAMPLES OF TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONTINUOUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INTERMITTENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 1-2 3-4 5-6 7-8</td>
<td></td>
</tr>
<tr>
<td>1. Sitting</td>
<td>x</td>
<td>Working at computer</td>
</tr>
<tr>
<td>2. Walking</td>
<td>x</td>
<td>FAX, printing, copying</td>
</tr>
<tr>
<td>3. Standing</td>
<td>x</td>
<td>Computer, FAX, copier</td>
</tr>
<tr>
<td>4. Bending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Squatting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Climbing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Kneeling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Twisting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Hand manipulation required?  

___NO  

_x_ YES (Check 1, 2, 3, 4 below)

<table>
<thead>
<tr>
<th>TASK</th>
<th>RIGHT</th>
<th>YES</th>
<th>NO</th>
<th>LEFT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Simple grasping?</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2. Power grasping?</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3. Pushing and pulling?</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>4. Fine manipulation?</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

C1. Does the job require you to reach or work above the shoulder?

YES   ___ NO  x  Frequency  ____

C2. Reaching at or below shoulder level?

YES  x  NO  __ Frequency  ____
C3. Does the job require use of your feet to operate foot control for repetitive movement?

YES _____ NO _____ Frequency _____

X

D. Are there special visual or auditory requirements? NO ___YES (Describe)

E. Lifting or Carrying – check the appropriate weight and number of times a day you lift the weight.

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>NUMBER OF TIMES A DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10 LBS OR LESS</td>
<td></td>
</tr>
<tr>
<td>11 TO 25 LBS</td>
<td></td>
</tr>
<tr>
<td>25 TO 50 LBS</td>
<td></td>
</tr>
<tr>
<td>51 TO 75 LBS</td>
<td></td>
</tr>
<tr>
<td>76 TO 100 LBS</td>
<td></td>
</tr>
<tr>
<td>OVER 100 LBS</td>
<td></td>
</tr>
</tbody>
</table>

<< CONTINUED ON THE NEXT PAGE >>

15. MENTAL REQUIREMENTS

Please check any of the following mental processes you use in the performance of your duties and provide an example.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FREQUENCY</th>
<th># OF HOURS A DAY</th>
<th>EXAMPLES OF TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONTINUOUS INTERMITTENT</td>
<td>0</td>
<td>1-2</td>
</tr>
<tr>
<td>1. Analyzing</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Identifying</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

18
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Interpreting</td>
<td>x</td>
<td></td>
<td>x</td>
<td>lab results, reading medical records</td>
</tr>
<tr>
<td>4. Knowing</td>
<td>x</td>
<td></td>
<td>x</td>
<td>All facets of job</td>
</tr>
<tr>
<td>5. Observing</td>
<td></td>
<td>x</td>
<td></td>
<td>All facets of job</td>
</tr>
<tr>
<td>6. Problem Solving</td>
<td>x</td>
<td></td>
<td>x</td>
<td>Searching for missing information, Pt. linkage to care</td>
</tr>
<tr>
<td>7. Remembering</td>
<td>x</td>
<td></td>
<td>x</td>
<td>Information of various communicable diseases,</td>
</tr>
<tr>
<td>8. Understanding</td>
<td>x</td>
<td></td>
<td>x</td>
<td>Complex lab results and medical history</td>
</tr>
</tbody>
</table>

### 16. ADDITIONAL INFORMATION

List any information regarding your position that you feel is important and should be considered.

---

*My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of my position.*

Double Click to Check the Box

---

**candy Jensen**

September 26, 2018

Employee's Signature

Date
SECTION III – SUPERVISOR COMMENTS

Supervisor’s Name: Wendy Taylor
Title: Supervising Public Health Nurse
Department: Health and Human Services/Public Health

1. Do you believe the employee has described his or her job accurately?  _X_ YES  ___NO
   If not, what changes would you make to the questionnaire to describe the job more accurately?

2. If you were going to hire a new employee for this position, what knowledge, skills, and abilities would you require of applicants?

   Ability or capacity to:
   - Handle multiple simultaneous case investigations, outbreaks, and specials projects
   - Learn or have knowledge about multiple communicable diseases and immunizations
   - Keep up to date on the latest regulations and laws related to communicable disease and immunizations
   - Coordinate care and navigate services with other departments, providers and state health department
   - Be technologically savvy
   - Learn and work quickly and efficiently
   - Display effective interview skills with the ability to discuss sensitive subject with patients
   - Change routine or priorities as needed
   - Be flexible
   - Accept constructive criticism well
   - Work well in a team
   - Exhibit excellent presentation and communication skills

3. What experience and/or education would most likely provide an applicant with the above knowledge, skills, and abilities?
   At least a bachelor’s degree in a health field such as nursing or health education. Prior communicable disease and immunization experience preferred but willing to train.

4. What kind of supervision does the position receive? How often do you review the employee’s work? How do you normally provide this position with assignments?
The Health Educators in Communicable Disease are supervised by the Supervising Public Health Nurse. The Supervising PHN and Health Educators check in with each other throughout the day, multiple times routinely and as needed. The Communicable Disease Team meets monthly as a team and the Supervising PHN and Health Educators have a standing 1-on-1 meeting every month as well. The Health Educators also regularly consult and work with the Senior PHNs as needed for nursing guidance and expertise.

5. Are there any required licenses or certificates for this position?

A driver’s license for a Health Educator.

My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of the described position.

Wendy Taylor

September 27, 2018

 Supervisor’s Signature      Date

SECTION IV – MANAGER COMMENTS

Manager’s Name: Michael Romero

Title: Client Services Program Manager

Department: Health & Human Services, Public Health Division

1. Do you believe the employee has described his or her job accurately?  _X_YES  ___NO

If not, what changes would you make to the questionnaire to describe the job more accurately?

Description narrative is accurate. Some percentages are not. Should add up to 100% (or close). Currently adds up to more than 142%.

2. If you were going to hire a new employee for this position, what knowledge, skills, and abilities would you require of applicants?

Concur with Supervising Public Health Nurse’s list of requirements described above.

3. What experience and/or education would most likely provide an applicant with the above knowledge, skills, and abilities?
Education: Bachelor’s degree in a public health/community health or health sciences-related degree. Communicable disease investigation experience preferred, but not 100% necessary. Experience working with people and discussing their personal health issues preferred.

4. What kind of supervision does the position receive? How often do you review the employee’s work? How do you normally provide this position with assignments?

Concur with Supervising Public Health Nurses description above. Program Manager does not review this employee’s day-to-day work. Assignments provided by Supervising PHN.

5. Are there any required licenses or certificates for this position?

Driver’s license

*My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of the described position.*

Double Click to Check the Box

**Michael Romero**

9/28/18

Manager’s Signature

Date
SECTION V – DIVISION DIRECTOR COMMENTS

I believe the employee and manager have accurately described the position in this questionnaire.

_X___YES  ___NO

I would suggest the following modifications to more accurately describe the position.

My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of the described position.

☐ Double Click to Check the Box

Type E-Signature Here

Robert Oldham

Division Director’s Signature

Insert Date

10/9/18

Date
POSEITION INVENTORY QUESTIONNAIRE

SECTION I – EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Official Work Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kara Miller</td>
<td>Health Educator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Department/Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Educator</td>
<td>Health and Human Services/ Public Health</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Address:</th>
<th>Work Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11572 B Avenue</td>
<td>530-889-7186</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How long have you been with the organization:</th>
<th>How long have you been in your position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16+ years</td>
<td>16+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Supervisor’s Name:</th>
<th>Supervisor’s Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Taylor</td>
<td>Supervising Public Health Nurse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Work Phone Number:</th>
<th>Your Supervisor’s Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>530-889-7191</td>
<td>Michael Romero</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Work Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Services Program Manager</td>
<td>530-889-7153</td>
</tr>
</tbody>
</table>

SECTION II – POSITION INFORMATION

1. MAIN FOCUS OF YOUR JOB – Please provide two or three sentences describing the main focus of your job.

Conduct complex disease investigations to determine the potential source of communicable disease infection, and provide specialized education to clients and their contacts to prevent the spread of disease in Placer County. Report occurrences of communicable disease incidence in Placer County through California Reportable Disease Information Exchange (CalREDIE).
2. LIST OF DUTIES

A duty is a major responsibility assigned to a position; a duty could include many tasks. List a majority of most significant duties assigned to your position.

Assign a percentage of time (either % of time and/or hours/day, week, month, year) you spend performing that area of responsibility then indicate whether the duty is of minor, average, or critical. Think in terms of an entire year so that you capture all of your duties. Because you will be looking at a year, the time may add up to more than 100%.

**DO THIS**

1. Receives, opens, time stamps, and distributes incoming mail
2. Assists in handling mail
3. Calculates, verifies, and posts billing amounts
4. Prepares final billings
5. Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time

**DON'T DO THIS**

2. Assists in handling mail
4. Prepares final billings
6. Keeps records

---

<table>
<thead>
<tr>
<th>Essential Functions</th>
<th>Frequency (% of time)</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Serve as VIP once per week- process Department of Motor Vehicles reportable cases in CalREDIE and fax, process all chlamydia auto-processed cases, and other faxed and mailed cases in CalREDIE. Answer department phone calls and retrieve voice mail messages on the CD central phone line and after-hours line. Retrieve and distribute mail to CD staff.</td>
<td>5%</td>
<td>Average</td>
</tr>
<tr>
<td>2.2 Designated CalREDIE liaison for CD team. Participate in both monthly CalREDIE webinars and weekly Electronic Laboratory Reporting (ELR) webinars. Responsible for updating members of CD team on pertinent information regarding statewide communicable disease website.</td>
<td>2%</td>
<td>Average</td>
</tr>
<tr>
<td>2.3 Designated STD Controller for Placer County Public Health- assists in monitoring public health activities that proactively address Sexually Transmitted Diseases (STD) in Placer County with emphasis on prevention and control of infectious syphilis, congenital syphilis, gonorrhea, and chlamydia trachomatis infection. Responsible for updating members of the CD team on pertinent information regarding the STD program.</td>
<td>10%</td>
<td>Critical</td>
</tr>
<tr>
<td>2.4 Plan, organize and provide education on specific STD’s to local providers in the area as requested.</td>
<td>2%</td>
<td>Average</td>
</tr>
<tr>
<td>2.5 Coordinate with other medical providers to participate in STD Health Fairs providing STD education.</td>
<td>1%</td>
<td>Minor</td>
</tr>
<tr>
<td>2.6 Collaborate with the AIDS Director on clients with co-infections of syphilis and HIV to linkage to care, provide support, counseling and education via telephone.</td>
<td>2%</td>
<td>Critical</td>
</tr>
</tbody>
</table>
| 2.7 | Investigate and report on assigned communicable diseases, **All** Syphilis, Gonorrhea, Chlamydia (15 years and under), Hepatitis B chronic, Perinatal Hepatitis B, Hepatitis C, Lyme disease, and most West Nile, some Salmonella, E. coli, Shiga toxin, Pertussis, Shigellosis, Hepatitis A, and outbreaks/contact investigations.  
- Interview cases and exposed residents, assure infectious patients are evaluated by medical professionals, review medical records, collect samples and other supportive diagnostic test results, oversee patients case management throughout the treatment process, assure completion of treatment and maintain patient case files.  
- Determine whether a resident needs to be restricted or excluded from a sensitive occupation and arrange testing for clearance.  
- Research all unknown medical terminology, diseases and lab test results by referring to CDPH, CDC and other reputable medical sites. | 80% | Critical |
| 2.8 | Interpret complex lab results on communicable disease to determine stage of disease and treatment regime. | 80% | Critical |
| 2.9 | Serve as Perinatal Hepatitis B (Hep B) Coordinator and case manage all perinatal Hep B cases to reduce the incidence of Perinatal Hep B virus (HBV) infection in Placer County.  
- Send annual information to prenatal care providers on screening all pregnant women for Hep B surface antigen (HBsAG) as part of the first prenatal laboratory tests; order HBV DNA testing on all HBsAg-positive pregnant women and refer women with HBV DNA positive tests to a specialist.  
- Provide health education to Hep B positive mothers via telephone on what Hep B is, how to prevent the baby from becoming infected, and stress the importance of post-serological testing for baby.  
- Coordinate with the delivery hospital to ensure that infants of HBsAg-positive women received appropriate HBIG (Hepatitis B Immunoglobulin) at birth as well as the first Hep B vaccination.  
- Follow up with pediatrician via telephone to ensure that HBV vaccine series is given and that post-serologic testing occurs at 9 months and document the results.  
- Consult with perinatal Hep B prevention program staff at CDPH on complex cases to help interpret lab results and/or treatment outcomes. | 25% | Critical |
| 3.0 | Build and maintain positive working relationships with medical providers (Placer County medical staff/providers in Placer County jail, Planned Parenthood, Chapa-De, independent physicians, and infectious disease specialists), labs, infection control nurses at hospitals, the State and Local Mosquito Abatement District by providing technical assistance on complex communicable disease cases to ensure appropriate treatment of patients and reduce the spread of disease. | 50% | Critical |
| 3.1 | Interview all gonorrhea positive individuals to assure adequate medical care and treatment and provide education/counseling on transmission, prevention, risk reduction and reinfection.  
- Prevent the spread of disease by interviewing partners exposed and collaborating with their medical providers to ensure both testing and treatment in a timely manner.  
- Conduct enhanced surveillance on GC cases as part of the California Gonorrhea Surveillance System (CGSS 2.0) through an extensive interview questionnaire. | 40% | Critical |
| 3.2 | Lead syphilis investigator—  
- Assess all syphilis lab results using the California Syphilis Reactor Alert System for females and males to determine the appropriate follow-up course of action (i.e. needs follow-up immediately, or can be closed due to age the concentration of antibodies in a patient's system (titer)).  
- Interpret positive syphilis lab to determine if additional testing is required.  
- Confer with the medical provider on positive lab result to determine reason for testing, patient signs/symptoms, pregnancy status (if applicable), stage of disease and rationale, treatment, and previous syphilis history.  
- Request medical chart history on patient and review vital signs, diagnosis, medication, psycho/social history, progress notes, health history, laboratory results and discharge summary if patient is in hospital.  
- Provide technical assistance to medical providers in relation to CDC recommended treatment guidelines and coordination of treatment.  
- Counsel, educate, interview and case manage patients diagnosed with syphilis to determine psycho/social factors that lead to infection, ensure appropriate treatment, provide risk reduction strategies, coordinate additional medical care if needed and follow up.  
- Elicit partners' contacts to reduce the spread of disease by notifying contact of exposure to disease and helping to coordinate testing and treatment if needed.  
- Consult with National Network of STD Clinical Prevention Training Centers (STD Clinical Consultation Network) on complex syphilis cases.  
- Refer to CDC Treatment Guidelines on complex syphilis cases such as congenital syphilis.  
- Monitor congenital syphilis cases to ensure adequate treatment and outcomes.  
- Confer with State STD branch to elicit syphilis history on patient. | 50% | Critical |
3. KNOWLEDGE / SKILLS / ABILITIES

Every job requires some combination of knowledge, skill, and/or ability (KSA) to perform assigned duties. This section is provided to separate what you know from what you do.

Definition:
A knowledge is a body of information drawn upon to perform a duty.
A skill is a physical dexterity or coordination required to perform a duty.
An ability is an observable behavior or aptitude related to a duty.

Examples:
Knowledge of modern office procedures, systems and equipment.
Skill in operating heavy equipment including a back hoe.
Ability to analyze and prepare technical reports.

Also, please note whether the KSA is required before a person starts the job or whether it can be learned on the job.

<table>
<thead>
<tr>
<th>Knowledge of</th>
<th>Required/Learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC STD 2015 Treatment Guidelines.</td>
<td>Learned</td>
</tr>
<tr>
<td>Methods of transmission, diagnosis and treatment of communicable diseases.</td>
<td>Required</td>
</tr>
<tr>
<td>Methods of medical recordkeeping.</td>
<td>Learned</td>
</tr>
<tr>
<td><strong>The California Department of Public Health Division of Communicable Disease Control policies and procedures.</strong></td>
<td>Learned</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Basic medical terminology, anatomy and physiology related to the identification, treatment and prevention of communicable diseases.</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Concepts of the Health Insurance Portability and Accountability Act (HIPPA).</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>English usage, spelling, punctuation and grammar.</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and other specialized applications related to area of assignment.</strong></td>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Skill in</strong></th>
<th><strong>Required/Learned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public speaking to small and large groups about communicable disease and prevention.</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Use of standard office equipment such as computers, telephones, fax machines and copy machines.</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Use of computer applications and other automated systems such as spreadsheets, word processing, calendar, E-mail, and database software.</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Use of State developed electronic information systems for case management and reporting (CalREDIE).</strong></td>
<td>Learned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ability to</strong></th>
<th><strong>Required/Learned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maintain patient confidentiality at all times.</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Communicate Public Health’s role and support the understanding of public health laws to clients, the general public, and medical providers and staff.</strong></td>
<td>Learned</td>
</tr>
<tr>
<td><strong>Conduct case management and prioritize workload.</strong></td>
<td>Learned</td>
</tr>
<tr>
<td><strong>Follow Algorithm for Syphilis reactor processing.</strong></td>
<td>Learned</td>
</tr>
</tbody>
</table>
Conduct syphilis interviews through determining stage of disease and priority of follow up.  Learned

Conduct effective fact gathering interviews of highly personal nature; relate easily to people from diverse cultures and varying lifestyles.  Required

Apply customer service skills, including identification of customer needs and follow up to ensure customer commitments have been met.  Required

Reason deductively and identify limits to own knowledge/skill/authority and identify resources for referring matters that exceed these limits. Required.

4. REQUIRED LICENSES OR CERTIFICATES

Please list any licenses or certificates from a board of licensure or governmental agency you are required to have to perform assigned duties.

A valid California Driver’s License.

5. REQUIRED LAW, CODE, AND/OR ORDINANCE DOCUMENTS

List any law, code, rule or ordinance documents you use in the performance of assigned duties (you do not need to list all of them but rather broad categories)

   - California Health and Safety Code Section 113979-11390.5.
5. Penal Code Section 11664-11174, Child Abuse and Neglect.

BUDGET RESPONSIBILITY

Budget: Do you have any duties and responsibilities in the organization budget process (e.g., plan, model, prepare, review, monitor, approve, etc.)?   ___YES   ___NO

List any responsibility for budgets you are assigned. Please note the scope of the budget (specific program, division, department), the kind of responsibility (typing, compiling, forecasting, analyzing), and the frequency of your involvement (daily, monthly, annually).

N/A
Amount of operating budget for which you are responsible, if any $ ________________

**Project budgets:** Do you have any capital budget responsibilities (e.g. plan, prepare, monitor, approve, etc)?

___YES ___ NO

If yes, please list the project and describe your role/duties and size of budget:

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Your Role/Duties</th>
<th>Project $ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **EQUIPMENT AND TOOLS**

List any equipment or tools your use in the performance of assigned duties. Including the amount of time (either % of time or hours/day, week, month) spent using the equipment or tool. We will assume everyone uses computers, phones, Microsoft Office. List any software specific to your job or any tools. You can place them in categories, i.e. hand tools.

<table>
<thead>
<tr>
<th>Equipment or tool</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalREDIE Information Exchange.</td>
<td>90%</td>
</tr>
</tbody>
</table>

8. **VEHICLES**

List any vehicles you use in the performance of assigned duties (this would be anything over 1 ton)

N/A

9. **WORK PRODUCTS**

List the main work products your produce in your job (typed letter, payroll, arrested criminals, monitor office operations). Describe how and by whom these products are reviewed.

Electronic software (case management and reporting, typed letters, forms, e-mail, etc.). Records are reviewed by the Supervising Public Health Nurse, Senior Public Health Nurse, and State Department of Public Health Disease Specialists.

What are your work products used for? List how and by whom these products are used.
Case reporting is used to monitor the spread or lack of spread of infectious diseases in Placer County. Case reports are reviewed electronically by Supervisor and Senior PHN to monitor case load, and verify disease occurrence in Placer County, and internally to monitor case load and quality of work.

10. CONTACTS

List groups (e.g. citizens, board of directors, council, vendors, another department within the agency) whom you have regular contact either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

<table>
<thead>
<tr>
<th>Inside the organization</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health Supervisor- foodborne outbreaks.</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Public Health MCAH Nurses- referral for services.</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Communicable Disease Program Staff- daily business.</td>
<td>Continually</td>
</tr>
<tr>
<td>Public Health Epidemiologist- STD statistics.</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Placer County Jail Medical staff and providers-insure treatment according to CDC guidelines and provide TA on complex STD cases.</td>
<td>Frequently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside the organization</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Infection Control Staff- medical records and patient information.</td>
<td>Frequently</td>
</tr>
<tr>
<td>Medical Providers and Staff- medical records and patient information, consulting on reporting infectious diseases.</td>
<td>Frequently</td>
</tr>
<tr>
<td>Laboratories (Public and Private Sector)- testing results and patient information.</td>
<td>Frequently</td>
</tr>
<tr>
<td>State Department of Public Health Disease Specialists/Epidemiologists- clarification on case reports, additional interviewing, interview outcomes, and case resolution.</td>
<td>Occasionally</td>
</tr>
</tbody>
</table>
### General Public
- Referrals for services such as immunizations, testing, health care, etc; information about communicable disease spread and prevention; vector control.
- Language Line- for assistance with interpretation/translation when clients speak a language other than English.
- Consultation with National Network of STD Clinical Prevention Training Centers (STD Clinical Consultation Network)- assistance with complex syphilis cases and treatment.
- Placer Mosquito and Vector Control District- inform on cross streets of West Nile patients for aerial adult mosquito treatment.

### 11. DECISION MAKING

List some examples of decisions or commitments you make regularly and independently in the performance of assigned duties.

Judge the depth of an investigation using CDPH and CDC guidance, severity of symptoms, transmissibility, possible contacts, travel history, psycho/social factors, environment, age of person and co-morbidities, lifestyle and other factors.

Decide if case meets legal requirements to exclude client from sensitive occupation or setting.

Determine if another county communicable disease department needs to be notified of a case potentially affecting their jurisdiction.

Determine if critical case should be referred to a PHN field nurse for further case management services, etc.

Determine if case received adequate treatment, medical care, staging of disease (if applicable).

Determine if case should be referred to a specialist.

As CalREDIE Liaison and STD Controller, determine what pertinent information needs to be shared with supervisor and/or other CD staff.

List some examples of recommendations or problems you take to your supervisor for advice or resolution.

Discuss decisions on complex/critical cases.
Assistance on exclusions from employment (sensitive occupations) of client and how to proceed.
Advice on how to precede on certain high profile cases.
12. ENVIRONMENTAL

Describe the work environment you typically work in (office, outdoors, traffic, park).

Office

13. SUPERVISION EXERCISED

A. Supervision/direction given: Do you directly supervise employees? (Direct supervision includes providing input on employee hiring/firing, conducting performance evaluations, implementing discipline, approving time off, etc)

___ YES       ___ NO

Indicate the total number of employees supervised directly: N/A

B. Supervision/direction given: Do you perform “Lead” duties? (Lead duties generally include training and providing ongoing guidance to staff, assigning and monitoring work, and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they provide input for the evaluations.)

___ YES       ___ NO

Indicate the total number of employees you provide lead direction to: ______

C. Who do you supervise?

Please list the name and job title of any employees you exercise supervision over (whether direct or lead) and whether they are a full time employee or part time/temporary employee.
<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Job Title</th>
<th>FTE</th>
<th>PT/TEMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. What kind of supervision do you exercise? Check the appropriate statement.**

<table>
<thead>
<tr>
<th>Statement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train others in assigned duties</td>
<td></td>
</tr>
<tr>
<td>Assign work to other employees</td>
<td></td>
</tr>
<tr>
<td>Review the work of other employees</td>
<td></td>
</tr>
<tr>
<td>Provide information on employee evaluations</td>
<td></td>
</tr>
<tr>
<td>Conduct employee performance evaluations</td>
<td></td>
</tr>
<tr>
<td>Recommend disciplinary action for employees</td>
<td></td>
</tr>
<tr>
<td>Formally discipline employees</td>
<td></td>
</tr>
<tr>
<td>Recommend hiring and firing of employees</td>
<td></td>
</tr>
<tr>
<td>Hire and fire employees</td>
<td></td>
</tr>
</tbody>
</table>

**E. Any additional supervisory responsibility not covered above?**

N/A

**14. PHYSICAL REQUIREMENTS**

A. Check the frequency and number of hours a day you are required to do the following specific types of activities and provide an example of the task you perform.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FREQUENCY</th>
<th># OF HOURS A DAY</th>
<th>EXAMPLES OF TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONTINUOUS</td>
<td>INTERMITTENT</td>
<td>0</td>
</tr>
<tr>
<td>1. Sitting</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. Walking</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Standing</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4. Bending</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Squatting</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6. Climbing</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7. Kneeling</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8. Twisting</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

B. Hand manipulation required?  
___NO  ___YES (Check 1, 2, 3, 4 below)

<table>
<thead>
<tr>
<th>TASK</th>
<th>RIGHT</th>
<th>YES</th>
<th>NO</th>
<th>LEFT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Simple grasping?</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Power grasping?</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3. Pushing and pulling?</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Fine manipulation?</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

C1. Does the job require you to reach or work above the shoulder?  
YES ____ NO ____ Frequency ____

C2. Reaching at or below shoulder level?  
YES ____ NO ____ Frequency ____

C3. Does the job require use of your feet to operate foot control for repetitive movement?  
YES ____ NO ____ Frequency ____

D. Are there special visual or auditory requirements?  
___NO  ___YES (Describe)
### E. Lifting or Carrying – check the appropriate weight and number of times a day you lift the weight.

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>0</th>
<th>1-2</th>
<th>3-7</th>
<th>8-19</th>
<th>20+</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 LBS OR LESS</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 TO 25 LBS</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 TO 50 LBS</td>
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### 15. MENTAL REQUIREMENTS

Please check any of the following mental processes you use in the performance of your duties and provide an example.
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16. ADDITIONAL INFORMATION

List any information regarding your position that you feel is important and should be considered.

N/A.

My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of my position.

Double Click to Check the Box

Kara Miller 09/21/2018

Employee’s Signature Date
SECTION III – SUPERVISOR COMMENTS

Supervisor’s Name: Wendy Taylor
Title: Supervising Public Health Nurse
Department: Health and Human Services/Public Health

1. Do you believe the employee has described his or her job accurately?  _X_ YES  ___NO
   If not, what changes would you make to the questionnaire to describe the job more accurately?

2. If you were going to hire a new employee for this position, what knowledge, skills, and abilities would you require of applicants?
   Ability or capacity to:
   - Handle multiple simultaneous case investigations, outbreaks, and specialties projects
   - Learn or have knowledge about multiple communicable diseases and immunizations
   - Keep up to date on the latest regulations and laws related to communicable disease and immunizations
   - Coordinate care and navigate services with other departments, providers and state health department
   - Be technologically savvy
   - Learn quickly
   - Display effective interview skills with the ability to discuss sensitive subject with patients
   - Change routine or priorities as needed
   - Be flexible
   - Accept constructive criticism well
   - Work well in a team
   - Exhibit excellent presentation and communication skills

3. What experience and/or education would most likely provide an applicant with the above knowledge, skills, and abilities?
   At least a bachelor’s degree in a health field such as nursing or health education. Prior communicable disease and immunization experience preferred but willing to train.

4. What kind of supervision does the position receive? How often do you review the employee’s work? How do you normally provide this position with assignments?
The Health Educators in Communicable Disease are supervised by the Supervising Public Health Nurse. The Supervising PHN and Health Educators check in with each other throughout the day, multiple times routinely and as needed. The Communicable Disease Team meets monthly as a team and the Supervising PHN and Health Educators have a standing 1-on-1 meeting every month as well. The Health Educators also regularly consult and work with the Senior PHNs as needed for nursing guidance and expertise.

5. Are there any required licenses or certificates for this position?

A driver’s license for a Health Educator.

My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of the described position.

[Wendy Taylor September 21, 2018]

Supervisor’s Signature Date

SECTION IV – MANAGER COMMENTS

Manager’s Name: Michael Romero
Title: Client Services Program Manager
Department: Health & Human Services, Public Health Division

1. Do you believe the employee has described his or her job accurately?  _X_ YES  ___NO

If not, what changes would you make to the questionnaire to describe the job more accurately?

Description narrative is accurate. Some percentages are not. Should add up to 100% (or close). Currently adds up to 372%.

2. If you were going to hire a new employee for this position, what knowledge, skills, and abilities would you require of applicants?

Concur with Supervising Public Health Nurse’s list of requirements described above.

3. What experience and/or education would most likely provide an applicant with the above knowledge, skills, and abilities?
Education: Bachelor’s degree in a public health/community health or health sciences-related degree. Communicable disease investigation experience preferred, but not 100% necessary. Experience working with people and discussing their personal health issues preferred.

4. What kind of supervision does the position receive? How often do you review the employee’s work? How do you normally provide this position with assignments?

Concur with Supervising Public Health Nurses description above. Program Manager does not review this employee’s day-to-day work. Assignments provided by Supervising PHN.

5. Are there any required licenses or certificates for this position?

Driver’s license

My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of the described position.

Michael Romero 9/28/18

Manager’s Signature Date

SECTION V – DIVISION DIRECTOR COMMENTS

I believe the employee and manager have accurately described the position in this questionnaire.

___YES  ___NO

I would suggest the following modifications to more accurately describe the position.
My typed name serves as my electronic signature. I hereby confirm that the information presented in this questionnaire represents the assigned duties and responsibilities of the described position.

[Double Click to Check the Box]

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<td>Robert Oldham</td>
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Division Director’s Signature

Date
Date: March 15, 2019  
To: Candice Jensen  
From: Courtney Thomas, Human Resources Analyst  
Subject: Initial Health Educator Study Recommendations  

As you are aware the County of Placer conducted a recent classification study of Health Educators throughout the County. We appreciate the time you have dedicated to this process. This memo outlines the study process and draft recommendation for your position. We would like feedback from you on this draft recommendation.

The findings of this study reveal that the duties and responsibilities you perform are not consistent with the current classification of Health Educator. Therefore, a new classification of Communicable Disease Specialist is being recommended. Attached is a draft copy of the proposed classification specification for your review and feedback.

Our recommendation is based upon the extensive job analysis process that has been undertaken, including employee orientation meetings, your completion of the Position Information Questionnaire, and meetings and interviews between County employees, supervisors, and managers to ensure that we have a thorough understanding of the work that you perform. Your manager and/or supervisor has reviewed the recommendation for your position’s classification and provided feedback on the finding.

Initial draft specifications are being released to all current County employees included in this study for the purpose of ensuring that they are accurate and that each employee is appropriately classified. We have established a consistent job description format, which is current and lists required knowledge and abilities for all classes. Please note that minor revisions are recommended to reflect more current language and terminology and accurately reflect the duties and responsibilities associated with this classification. In addition, editing modifications have been made to consolidate sentences, eliminate duplication and ensure compliance with legal guidelines, including the Americans with Disabilities Act (ADA).

While reviewing the draft specification, please keep in mind that these documents are intended to broadly define the most essential tasks, responsibilities, and qualifications. They are intended to encompass a broad description of duties that may typically be performed in a position and give an overview of an entire classification, not detailed specifications of every individual person’s position working within the classification. We also avoid highly specific language that would require frequent updating as a result of changes in technology, equipment, laws, and regulations.

After you review the draft class description, **we ask that you select one of the options** listed below:

- [ ] The draft classification specification accurately describes the essential tasks, responsibilities, and qualifications for the classification. **Please sign and date this memo below.**

Name. ____________________________________________ Date ____________________
The draft class specification either contains inaccurate information or does not include essential information. Please sign and date below and complete the attached form.

Name. ____________________________    Date ____________________

Regardless of the option you choose, please return this memo and your comments to Courtney Thomas, Human Resources Analyst, no later than **5:00 pm on Thursday, March 28, 2019**. If we do not receive a response from you by Thursday, March 28, 2019, we will assume that you have no comments. We will incorporate any revisions, where appropriate, and will contact you and/or your supervisor if there are questions or major revisions suggested.

Thank you for your consideration and assistance. Each of you will receive a final draft of your class description after the review process is completed.
Classification Review

Employee Name: Candice Jensen

Classification Title: Communicable Disease Specialist

Please provide your feedback here.

Signature/Date
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To: Kara Miller  
From: Courtney Thomas, Human Resources Analyst  
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Classification Review

Employee Name: Kara Miller

Classification Title: Communicable Disease Specialist

Please provide your feedback here.

Signature/Date
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Name. ________________________________  Date ____________________________
The draft class specification either contains inaccurate information or does not include essential information. *Please sign and date below and complete the attached form.*

Name.  *Candy Jensen*    Date 3/28/2019

Regardless of the option you choose, please return this memo and your comments to Courtney Thomas, Human Resources Analyst, no later than **5:00 pm on Thursday, March 28, 2019**. If we do not receive a response from you by Thursday, March 28, 2019, we will assume that you have no comments. We will incorporate any revisions, where appropriate, and will contact you and/or your supervisor if there are questions or major revisions suggested.

Thank you for your consideration and assistance. Each of you will receive a final draft of your class description after the review process is completed.
Classification Review

Employee Name: Candice Jensen

Classification Title: Communicable Disease Specialist

I adamantly disagree with the results of the Health Educator classification study, the incomprehensible findings held therein, and the resulting draft of the proposed classification specification recommendation. This document, and the statement that it "...broadly defines the most essential tasks, responsibilities, and qualifications required..." so inadequately represents the tasks required, and the qualifications, necessary education, training, knowledge, skill and abilities that I convey to the work that I do, including the same level of effort and contribution I've made in over two decades of commitment on behalf of the individuals, children, families, and communities we collectively serve. It is truly demoralizing to read. But even more importantly, it is injurious to the impact that can be made by this work, when an experienced, well-educated and prepared individual is set before these tasks.

I'm disheartened. I'm saddened, and I'm dismayed by what has been presented to us. I accept part of it as my fault. In my inexperience with this process, along with the strong message from my manager that completion of the PIQ was "...not to create a resume..." I omitted many of the things that should have been included in my PIQ that might have provided a better idea of what the job entails and I would like to clarify that and include some of that here. I welcome any questions on something here not clarified satisfactorily.

As the proposed classification specification recommendation stands, the level of knowledge and skill required in the overly generalized and overly simplified tasks has so significantly been diminished, that minimal to no experience is deemed essential or required for the position of a Placer County Communicable Disease Specialist. Either by oversight or intention, it represents a position I believe is counter to not only best practices, but also the best interest of the people and communities we have the responsibility to serve. The proposed classification, actually "broadly defines" the least skilled, least technical, least discerning demands placed upon us in our respective jobs. It reflects the lowest common denominator of tasks the three Health Educators in Communicable Disease share in common that could be found in our PIQs.

Any position has aspects that can be learned on the job, including some of what is listed within the classification study and resulting draft specifications can be included. But again, that is in part my fault. What I listed were tasks, not abilities, skills, strength, or necessary knowledge of what a variety of tasks necessitates. Perhaps that is why the study recommendations so poorly represent what I do. I so deeply care about the need and value of the position that I hold, all that it entails, and the importance of the quality of how it is performed, and I appreciate very much this opportunity to comment and clarify some of that in these statements.

In particular, the document, as developed and presented falls alarmingly short of fully
characterizing the essential tasks, knowledge, skills and experience required to successfully meet the demands of my position of HIV/AIDS Surveillance Coordinator, and HIV/AIDS Director. There is no evidence of the need for the knowledge and skills necessary to understand and be prepared for the physiological, emotional, medical aspects of testing, treatment, and accompanying symptoms of illness that can accompany this disease. There is no mention of preparation to understand the technical and legal foundations of HIV and AIDS, nor the threat to the individual and the public health interest if there is no effective engagement with provider, patient, partners, vulnerable communities, and other support resources. All of which is not only important, but paramount.

Alarming, within this document, there is no pre-requisite knowledge of best practices, methodology and theories of behavior change used in health education, health promotion or disease prevention. That essential knowledge, combined with a solid understanding of the social determinants of health such as risk and protective factors, motivation, coping skills, cultural and socioeconomic status etc., is absolutely critical to apply to communicable disease cases and subsequent education and support. Whether employing methods to locate highly infectious out-of-care HIV patients, delivering very difficult, life altering test results, working with newly infected or at-risk individuals to educate, support and guide them towards behavior change in order to slow their own disease progression, protect their partners, and limit exposure to the greater community, I am using this basic foundation of principles of human behavior. This preparation is absolutely crucial to be successful in a way that best serves the individuals and situations encountered, public health interest, and in the health and welfare of the larger communities I serve.

The experience, strengths, and knowledge and demeanor needed to meet not just the requirements outlined in the program Scope of Work, but within the highly sensitive, delicate, complex and specialized nature of the relationships involved in this kind of communicable disease work is much of what is missing in the totality of the draft specification.

This document, and its list of Distinguishing Characteristics, Essential Duties, Minimum Qualifications of Knowledge and Experience is completely devoid of any kind of language that alludes to challenging, often difficult and specialized skills. The knowledge skills necessary every day in this job have been weakened, allowing minimum to no experience other than "...working with the general public which requires interviewing and obtaining personal information" to be a Placer County Communicable Disease Specialist.

I was not removed from my role as health educator at my request. I was assigned to fill a department need at the same time that my reproductive health education, teen pregnancy prevention funding ended. We 3 were juggled into these positions that had at one time been held by nurses. Although it was not by my choice, this was not initiated by me, I believe that my knowledge and experience created a very good fit for the work that I do. And I care about it deeply. It would be way more than a change in title were this proposal be executed. It would be a paradigm change that may not best serve individuals, the public or prospective applicants. I know that in the letter we received
accompanying this proposed classification change indicated that this recommendation is the result of an extensive job analysis, including our completion of the PIQs, desk audits, discussions and meetings.

I strongly recommend that this be re-examined. I am an experienced, well trained educator, and the development of knowledge, skill and ability has been garnered during 4+ year education in health education, my experience in program development, writing and delivering curricula for a variety of health education and health promotion programs for youth and adults, and in training other professionals in the field. It did not happen overnight. All of that, along with the information I’ve tried to clarify here, goes way, way, beyond the listed equivalent of a two year degree, and "...working with the general public which requires interviewing and obtaining personal information"! For the benefit of the health and welfare of Placer County constituents, I believe that much was missed, and further thought should be given.

Candy Jensen

___________________________
Signature/Date
Date: March 15, 2019  
To: Kara Miller  
From: Courtney Thomas, Human Resources Analyst  
Subject: Initial Health Educator Study Recommendations

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Name. ___________________________________________ Date ____________________________


The draft class specification either contains inaccurate information or does not include essential information. Please sign and date below and complete the attached form.

Name: Kara Miller         Date: 04/03/19

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Thank you for your consideration and assistance. Each of you will receive a final draft of your class description after the review process is completed.
Classification Review

Employee Name: Kara Miller

Classification Title: Communicable Disease Specialist

I disagree with the results of the Health Educator classification study. The Communicable Disease Specialist job description does not accurately reflect the duties, education, skill, experience and training required for the work I have performed over the past 5 years. The failure of the job analysis process is evidenced in two ways:

1. The County neglected to include the critical duties listed in my PIQ but did include duties that are only a minor part of my work; and
2. In my interview I was only asked a couple questions. You stated that the other interviewers before me already answered your questions.

It appears the County already had a preconceived opinion of the job description in mind and did not acknowledge the facts I presented in the PIQ, or could have presented in my interview had it not been cut short. Why it is the County believes I don't perform the duties clearly outlined in my PIQ, but believe I do the version that is downgraded?

The duties that are captured on the proposed job description are simplistic and in no way reflect the complexities of my job. I have been working for Placer County Public Health for 17 years as a Health Educator of which 5 of these years include working in the Communicable Disease program. Now it appears you have judged that I no longer fit the job description of "health educator", yet every day I utilize this education in my current work. The theories of behavior change, social cognitive theory, and the health belief model used in health education or disease prevention are not learned on the job and are essential to the duties I perform. When delivering potential life altering results to a patient, I employ risk reduction strategies, help patients and partners get treated and provide support and encouragement to an individual to change their behavior. I access the patient's motivation for change, their hierarchy of needs, and help them identify what is critical for their wellbeing. This was taught throughout my health education classes and is the foundation I depend upon in serving patients and the community of Placer County. How is this not health education?

Please see below for the critical job duties I perform (in PIQ) that weren't included in the job description

1. Designated CalREDIE liaison for CD team. (Refer to box 2.2 of my PIQ)

2. Designated CalREDIE liaison for CD team. Participate in both monthly CalREDIE webinars and weekly Electronic Laboratory Reporting (ELR) webinars. Responsible for updating members of CD team on pertinent information regarding statewide communicable disease website.

2. Designated STD Controller for Placer County Public Health. (Refer to box 2.3 of my PIQ)
2.3 Designated STD Controller for Placer County Public Health - assists in monitoring public health activities that proactively address Sexually Transmitted Diseases (STD) in Placer County with emphasis on prevention and control of infectious syphilis, congenital syphilis, gonorrhea, and chlamydia trachomatis infection. Responsible for updating members of the CD team on pertinent information regarding the STD program.

3. **Interpreting complex lab results is written throughout my PIQ. Very critical part of my job and done on every disease. Refer to boxes 2.8, 3.2, and 3.3 of my PIQ.**

   2.8 Interpret complex lab results on communicable disease to determine stage of disease and treatment regime.

   3.2 Lead syphilis investigator - Interpret positive syphilis labs to determine if additional testing is required.

   3.3 Interpret lab results along with patient symptoms to determine categorization of cases, i.e., West Nile Virus-Neuroinvasive, West Nile Virus non-neuroinvasive or West Nile Virus-asymptomatic.

4. **Place restriction on infected individuals employed in sensitive occupations or enrolled in sensitive settings (i.e., daycare/preschool) (Refer to box 2.7 of my PIQ)**

2.7 Determine whether a resident needs to be restricted or excluded from a sensitive occupation and arrange testing for clearance.

5. **Case managing patients and follow up is written throughout my PIQ. Very critical part of my job. I case manage syphilis cases/congenital syphilis, West Nile cases, Perinatal Hep B moms and Enteric disease, follow up with them and maintain detailed and confidential record pertaining to their disease. (i.e., Salmonella, E. coli, Shiga toxin). (Refer to boxes 2.7, 2.9, 3.2, and 3.3 of my PIQ)**

2.7 Interview cases and exposed residents, assure infectious patients are evaluated by medical professionals, review medical records, collect samples and other supportive diagnostic test results, oversee patients case management throughout the treatment process, assure completion of treatment and maintain patient case files.

2.9 Serve as Perinatal Hepatitis B (Hep B) Coordinator and case manage all perinatal Hep B cases to reduce the incidence of Perinatal Hep B virus (HBV) infection in Placer County.

3.2 Counsel, educate, interview and case manage patients diagnosed with syphilis to determine psycho/social factors that lead to infection, ensure appropriate treatment, provide risk reduction strategies, coordinate additional medical care if needed and follow up.
3.3 Lead West Nile investigator-interview patient to determine where patient might have become infected (travel/exposure), symptoms and onset and case manage patients that are hospitalized and require more intensive follow-up.

6. Coordination of care is another critical part of my job and referred to in my PIQ. I coordinate with providers to ensure patients that have no way of seeking treatment or support/counseling receives these services through phone calls to providers. (Refer to box 2.6 and 3.2 of my PIQ)

2.6 Collaborate with the AIDS Director on clients with co-infections of syphilis and HIV to linkage to care, provide support, counseling and education via telephone.

3.2 Counsel, educate, interview and case manage patients diagnosed with syphilis to determine psycho/social factors that lead to infection, ensure appropriate treatment, provide risk reduction strategies, coordinate additional medical care if needed and follow up.

3.2 Elicit partners’ contacts to reduce the spread of disease by notifying contact of exposure to disease and helping to coordinate testing and treatment if needed.

7. Conferring, educating, collaborating and providing technical assistance to providers in regards to patient treatment and stages of disease is another critical part of my job not mentioned in the job duties. (Refer to box 3.0, 3.2 and 3.3)

2.9 Build and maintain positive working relationships with medical providers (Placer County medical staff/providers in Placer County jail, Planned Parenthood, Chapa-De, independent physicians, and infectious disease specialists), labs, infection control nurses at hospitals, the State and Local Mosquito Abatement District by providing technical assistance on complex communicable disease cases to ensure appropriate treatment of patients and reduce the spread of disease.

3.2 Confer with the medical provider on positive lab result to determine reason for testing, patient signs/symptoms, pregnancy status (if applicable), stage of disease and rationale, treatment, and previous syphilis history.

3.2 Consult with National Network of STD Clinical Prevention Training Centers (STD Clinical Consultation Network) on complex syphilis cases.

3.3 Confer with VDRL Medical and Epidemiology Liaison Section on difficult West Nile cases.
HEALTH EDUCATOR STUDY COMBINED FEEDBACK

Below is a summary of the feedback received from incumbents that participated in the Health Educator study, as well as responses from Human Resources and information on how the feedback was incorporated to the Communicable Disease Specialist class specification (if appropriate).

ITEM #1

Feedback indicated the tasks and minimum qualifications (MQs) do not reflect what is required of the job.

Response:

No Updates Needed: Our department surveyed other agencies when creating the classification specification and the essential duties and MQs are consistent with the comparable labor market.

ITEM #2

Feedback indicated the class specification doesn’t include specific tasks as an HIV/AIDS Surveillance Coordinator and HIV/AIDS Director.

Response:

Class Spec Updated: We have added the following essential duty to describe the types of communicable diseases that are investigated:

Essential Duties:

- Investigate and research reported cases of communicable disease including HIV or AIDS, sexually transmitted diseases (STD), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.

ITEM #3

Feedback indicated the class specification does not list the physiological, emotional or medical aspects of testing, treatment and accompanying symptoms of illness that can accompany this disease.

Response:

No Updates Needed: That work is described in the Knowledge, Skills and Ability To (KSA):

KSA:

- Risk factors, symptoms, communicability, transmission, diagnosis, and treatment of infectious diseases.
ITEM #4

Feedback indicated there isn’t a pre-requisite on the class specification for knowledge of best practices, methodology and theories of behavior change used in health education, health promotion or disease prevention.

Response:

Class Spec Updated: We have added this item to the KSA section to include:

- Best practices, methodology and theories of behavior change used in health education, health promotion or disease prevention.

In addition, that type of work is also described in the following section:

KSA:

- Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.
- Risk factors, symptoms, communicability, transmission, diagnosis, and treatment of infectious diseases.
- Strategies and techniques for disease prevention and communicable disease control.
- Methods and practices for conducting medical case investigations and disease outbreak investigations.

ITEM #5

Feedback indicated the class specification doesn’t indicate its challenging/often difficult work and requires specialized skills.

Response:

No Updates Needed: That work is listed in the following sections:

Distinguishing Characteristics:

- Employees at this level may perform specialized and technical duties related to communicable disease prevention, investigation and control activities.

Essential Duties:

- Obtain confidential and sensitive information through interviews; and deal fairly and courteously with the public.

ITEM #6

Designated CalREDIE liaison for CD team. (Refer to box 2.2 of my PIQ)

Response:

Class Spec Updated: Feedback indicated this duty was not included in the class specification.
We have added the following item:

**Essential Duties:**

- Attend and participate in staff meetings, training seminars and response teams on communicable diseases and other related topics; serve as a liaison between the Public Health Division and various community groups and regulatory agencies as it relates to communicable disease.

**ITEM #7**

**Designated STD Controller for Placer County Public Health. (Refer to box 2.3 of my PIQ)**

**Response:**

**No Updates Needed:** Feedback indicated this duty was not included in the class specification. This item is covered in the following section:

**Definition:**

- To monitor, analyze, investigate and report communicable diseases; collect, analyze and decimate data regarding communicable diseases; and provide information on disease prevention, control and treatment to community members and healthcare providers. The work involves obtaining and utilizing specific information of a confidential and sensitive nature.

In addition, we have added the following item:

**Essential Duties:**

- Investigate and research reported cases of communicable disease including HIV or AIDS, sexually transmitted diseases (STD), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.

**ITEM #8**

**Interpreting complex lab results is written throughout my PIQ. Very critical part of my job and done on every disease. Refer to boxes 2.8, 3.2, and 3.3 of my PIQ.**

**Response:**

**No Updates Needed:** Feedback indicated this duty was not included in the class specification. This item is covered in the following sections:

**Essential Duties:**

- Review and interpret incoming laboratory reports and confidential morbidity reports to determine if reported information is consistent with case definitions for reportable diseases.
- Investigate reported cases of communicable disease.
- Document reportable cases using appropriate computer applications.
- Recommend and initiate procedures for isolation/quarantine of contacts in order to limit the spread of infectious disease.

**Ability To:**

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

**ITEM #9**

**Place restriction on infected individuals employed in sensitive occupations or enrolled in sensitive settings (i.e., daycare/preschool) (Refer to box 2.7 of my PIQ)**

**Response:**

**Class Spec Updated:** Feedback indicated this duty was not included in the class specification. This item was added in the following section:

**Essential Duties:**

- Recommend and initiate procedures for isolation/quarantine of contacts in order to limit the spread of infectious disease.

**ITEM #10**

**Case managing patients and follow up is written throughout my PIQ. Very critical part of my job. I case manage syphilis cases/congenital syphilis, West Nile cases, Perinatal Hep B moms and Enteric disease, follow up with them and maintain detailed and confidential record pertaining to their disease. (i.e., Salmonella, E. coli, Shiga toxin).** (Refer to boxes 2.7, 2.9, 3.2, and 3.3 of my PIQ)

**Response:**

**No Updates Needed:** Feedback indicated this duty was not included in the class specification. Individual assignments will not be referenced on the class specification. This item is covered in the following sections:

**Definition:**

- Under the direction of licensed medical staff, monitor, analyze, investigate and report communicable diseases; collect, analyze and disseminate data regarding communicable diseases; and provide information on disease prevention, control and
treatment to community members and healthcare providers. The work involves obtaining and utilizing specific information of a confidential and sensitive nature.

Essential Duties:

- Review and maintain accurate case records and compile statistical data.
- Interview and counsel contacts, encouraging compliance to public health laws and observance of recommended health practices.
- Conduct informational and educational presentations on the prevention of communicable diseases.

KSA:

- Methods and practices for conducting medical case investigations and disease outbreak investigations.
- Obtain confidential and sensitive information through interviews; and deal fairly and courteously with the public.

ITEM #11

Coordination of care is another critical part of my job and referred to in my PIQ. I coordinate with providers to ensure patients that have no way of seeking treatment or support/counseling receives these services through phone calls to providers. (Refer to box 2.6 and 3.2 of my PIQ)

Response:

No Updates Needed: Feedback indicated this duty was not included in the class specification. This item is covered in the following sections:

Definition:

- Under the direction of licensed medical staff, monitor, analyze, investigate and report communicable diseases; collect, analyze and decimate data regarding communicable diseases; and provide information on disease prevention, control and treatment to community members and healthcare providers. The work involves obtaining and utilizing specific information of a confidential and sensitive nature.

Essential Duties:

- Confer with and advise County staff, healthcare providers and members of the community on communicable disease control principles.

In addition, the following essential duty was added:

- Attend and participate in staff meetings, training seminars and response teams on communicable diseases and other related topics; serve as a liaison between the Public Health Division and various community groups and regulatory agencies as it relates to communicable disease.
ITEM #12

Conferring, educating, collaborating and providing technical assistance to providers in regards to patient treatment and stages of disease is another critical part of my job not mentioned in the job duties. (Refer to box 3.0, 3.2 and 3.3)

Response:

Class Spec Updated: Feedback indicated this duty was not included in the class specification. The following essential duty was updated to include providing recommendations:

- Confer with and provide recommendations to County staff, healthcare providers and members of the community on communicable disease control principles.

In addition, the following KSA was added:

- Attend and participate in staff meetings, training seminars and response teams on communicable diseases and other related topics; serve as a liaison between the Public Health Division and various community groups and regulatory agencies as it relates to communicable disease.

ITEM #13

- The proposed job description does not indicate what licensed professional is being supported, suggesting that the Specialist's role is less than professional and, in fact, clerical in nature.
  - The term "paraprofessional" is defined as someone working in support of a licensed professional. The use of the terms “under general supervision” and “receives general direction from assigned professional or supervisory staff” do not assure Placer County residents that a Specialist providing and obtaining important and private medical information is monitored and guided by a licensed nurse.
    - See PIQ Section II – Main Focus of Your Job: Under the direction of the Supervising Public Health Nurse conducts all aspects of disease investigation …

Response:

No Updates Needed: It is our standard practice to not call out specific position titles in the Supervision Received and Exercised section, and instead, reference job families such as “professional or supervisory staff,” which covers several HHS classifications. The Supervision Received and Exercised section will remain the same.

ITEM #14

- “Administer State and Local statutes and regulations related to Public Health” should be added to the definition as discussed in the desk audit.
Response:

**Class Spec Updated:** The ability to understand, interpret and apply federal, state and local, laws, rules and regulations is listed in the Knowledge, Skills and Ability To (KSA) section. We also added the following essential duty:

- Interpret, explain and enforce federal, state and local statutes, policies and regulations pertaining to the investigation of communicable disease contacts.

**ITEM #15**

- The “use of independent judgement” should be added to the Distinguishing Characteristics section. For example, “Employees use independent judgement and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.”

Response:

**Class Spec Updated:** The distinguishing characteristics has been updated to state, “Employees at this level may independently perform specialized and technical duties related to communicable disease prevention, investigation and control activities. We also updated the KSA To section to include the following:

- Work independently on assignments.

**ITEM #16**

- A major responsibility of this position is to thoroughly research disease information and guidelines and review individual patient medical records. These duties are indicated in the PIQ to be 14% of the job and were discussed in the desk audit held in October 2018, but are not reflected the proposed job description.
  - See PIQ Section II (2) List of Duties - #3 (7%-critical): “Thoroughly research unusual disease information and guidelines provided by CDPH and CDC prior to conducting an investigation to gain understanding or update knowledge of the disease and investigation requirements…”
  - See PIQ Section II (2) List of Duties - #4 (7%-critical): “Request patient related medical chart history when necessary. Review vital signs, diagnosis, medication, psycho/social history, progress notes, health history, laboratory results and discharge summary…”

Response:

**Class Spec Updated:** The Definition section currently describes these items. We have also added the following essential duty to ensure it describes the work being performed:
Essential Duties:

- Investigate and research report cases of communicable disease including HIV or AIDS, sexually transmitted diseases (STD), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.

Regarding the list of duties - #4, that work is described in the following essential duty:

- Contact physicians or other providers to obtain or clarify information and confirm diagnoses of reportable diseases; and disease reporting requirements.

We also updated the KSA section to include analyzing medical records:

- "intermittently analyze work paperwork, medical records, reports and special project."

ITEM #17

- The third example of essential duties in the proposed Communicable Disease Specialist job description, "Conduct interviews to determine location of known contacts and to trace other persons who may be sources or affected by acute communicable disease" is over simplified. It does not reflect the breadth and complexity required to conduct an interview with an exposed resident. Likewise, the proposed job description does not include medical case record keeping which is a technical and common duty of this position and well documented in the PIQ and discussed in the desk audit.
  o See PIQ Section II (2) List of Duties - #5 (25%-critical): “Verify patient demographics. Obtain clinical information; discuss epidemiological information including food history, animal exposure, sexual history (where appropriate), water exposure, and travel history. Document epidemiological links—determine if client had been exposed to ill contact, and/or has exposed household contacts and/or others to the disease. Document lab results including date of collection and results, verify that specimen was sent to a Public Health laboratory and an isolate was sent to the State Laboratory, where applicable. Document serotype of State Lab results when received. Record case notes of client’s initial interview, subsequent contacts with client, and case history using acceptable format (chief complaint, symptom and onset, duration, characteristics, alleviating factors, severity and treatment/resolution) in a clear, concise, accurate, reliable, and relevant format until the case is closed.”

Response:

Class Spec Updated: This item is covered in several sections of the class specification; however, we added the following duties:

Essential Duties:

- Review and maintain accurate case records and compile statistical data.
- Document reportable cases using appropriate computer applications.
- Investigate and research reported cases of communicable disease including HIV or AIDS, sexually transmitted diseases (STD), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.
In addition, this work is currently described in the following section:

**KSA:**

- Laws and regulations pertaining to surveillance, reporting, and control of infectious and communicable diseases, medical records (including privacy and security of protected health information), and other related public health matters.

**ITEM #18**

- A common practice of this position listed in the PIQ and discussed in the desk audit is to educate and counsel exposed residents about the disease that is being investigated. There is no mention of individualized patient/client education or counseling in the proposed Communicable Disease Specialist job description.
  - See PIQ Section II (2) List of Duties - #6 (15%-critical): “Educate and counsel clients and their contacts about the disease(s) in question and how to prevent spread of the infectious disease to others…”

**Response:**

**Class Spec Updated:** This item is already included in the following sections:

**Definition:**

- “… provide information on disease prevention, control and treatment to community members and healthcare providers.”

**Essential Duties:**

- Interview and counsel contacts, encouraging compliance to public health laws and observance of recommended health practices.
- Conduct informational and educational presentations on the prevention of communicable diseases using a variety of media platforms.

In addition, we have added/updated the following items:

**Essential Duties:**

- Interpret, explain and enforce federal, state and local statutes, policies and regulations pertaining to the investigation of communicable disease contacts.

**KSA:**

- Obtain confidential and sensitive information through interviews; and deal fairly and courteously with the public.
ITEM #19

- The fifth essential duty listed in the proposed job description, "Interview and counsel contacts, encourage compliance to public health laws and observances of recommended health practices" does not accurately or adequately reflect case management duties required to execute workplace and school/pre-school exclusions. The proposed job description states that only contacts to a case are encouraged to comply with public health laws and observances. The description does not state that the Specialist must, by law, exclude the infected individual from the sensitive setting/occupation. This activity is well documented in the PIQ and was thoroughly discussed during the desk audit last October 2018, but is visibly absent in the proposed description. This essential duty requires independent judgement, discretion, attention to detail, and professionalism that goes well beyond the simplistic scope of essential duties and position definition as listed in the proposed job description.
  - See PIQ Section II (2) List of Duties - #7 (10%-critical): "Manage workplace and school/pre-school exclusions requirements in accordance with the California Association of Communicable Disease Controllers (CACDC) guidelines..."

Response:

**Class Spec Updated**: The class specification has been updated to include an essential duty pertaining to initiating procedures and recommendations to avoid the spread of disease.

**Essential Duties**:

- Recommend and initiate procedures for isolation/quarantine of contacts in order to limit the spread of infectious disease.
- Interpret, explain and enforce federal, state and local statutes, policies and regulations pertaining to the investigation of communicable disease contacts.

In addition, this item is covered in the following sections:

**Essential Duties**:

- Contact physicians or other providers to obtain or clarify information and confirm diagnoses of reportable diseases; and disease reporting requirements.

**KSA**:

- Understand, interpret and apply federal, state and local laws, rules and regulations.
ITEM #20

- Another critical part of this job is to work closely with medical providers and other professionals. This activity exceeds the scope of responsibility as outlined in the proposed job description. Essential duties as proposed state that a Specialist, “obtains, clarifies, confirms, and confers.” The word “advise” is joined to the words “confer with” suggesting that a Specialist merely verify the correctness of information shared by the Provider. These actions are all passive and do not require the use of a Specialist’s independent judgement and knowledge about reporting disease. An example that was discussed in detail during the desk audit was working with Providers and their staff during the Zika virus outbreak. This action was not merely to confer with the Providers that a person traveled to a Zika-affected area, but to approve testing based on guidelines and provide counsel to them on how patients should be advised. Again, the information in the description is seriously oversimplified and the information shared in the desk audit appears to have been completely disregarded.
  - See PIQ Section II (2) List of Duties - #8 (2% Critical): “Provide guidance and recommendations to medical providers and staff, veterinarians and staff, regarding reporting of specific communicable diseases...”

Response:

**Class Spec Updated:** The following essential duty was added to the class specification:

- Recommend and initiate procedures for isolation/quarantine of contacts in order to limit the spread of infectious disease.

In addition, we updated the following essential duty:

- Confer with and provide recommendations to advise County staff, healthcare providers and members of the community on communicable disease control principles.

ITEM #21

- A common practice for the position currently required is to serve as a member of an outbreak response team. Serving as a team member is essential and occurs frequently enough to fall outside of the generalized statement “Perform other related duties as assigned.” There is no mention of this critical role in the proposed job description.
  - See PIQ Section II (2) List of Duties - #9 (2% Critical): “Serve as a member of an outbreak response team...”

Response:

**Class Spec Updated:** The essential duties section was updated to include participation in response teams.

**Essential Duties:**

- Attend and participate in staff meetings, training seminars and response teams on communicable diseases and other related topics.
The Ability To section currently has an item that pertains to this duty as well.

**KSA:**
- Arrange, conduct and participate in group meetings related to communicable disease prevention and investigation.

**ITEM #22**

- A requirement of this position is to assist in conducting epidemiological case investigations of specific outbreaks with the State of California. The examples discussed in the desk audit were the romaine lettuce outbreak of 2018, rabies and vibrio cases. This duty is not reflected in the proposed job description.
  
  o See PIQ Section II (2) List of Duties - #10 (7% Critical): “Assist in conducting epidemiological case investigations…”

**Response:**

**No Updates Needed:** This item was discussed with the Program Manager for communicable disease. An investigation becomes epidemiological when math and statistics are used to determine “relative risk” of exposure or the “odds ratio” of having a particular disease. This position collects information that ultimately contributes to the epidemiological investigation, but the epidemiologist investigation is conducted by the Epidemiologist.

In addition, investigative work is described in the following sections:

**Definition:**
- To monitor, analyze, investigate and report communicable diseases; collect, analyze and disseminate data regarding communicable diseases; and provide information on disease prevention, control and treatment to community members and healthcare providers. The work involves obtaining and utilizing specific information of a confidential and sensitive nature.

**Essential Duties:**
- Investigate and research reported cases of communicable disease including HIV or AIDS, sexually transmitted diseases (STD), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.
ITEM #23

- There are four duties documented in the PIQ and discussed in the desk audit that constitute a total of 14% of the work but are not indicated in the proposed job description. It could be argued that these duties fall under the category of “other related duties as assigned” because of the “average” rating on importance. However, the proposed job description does reference “conducting informational and educational presentations on the prevention of communicable diseases” which the PIQ rates as a minor activity occurring only 1% of the time. It is inconsistent to define a minor duty as an example of an essential duty that is rarely conducted when other duties rated as average and conducted on a frequent basis are ignored. The absence of the duties gives the appearance that attention to the details in the PIQ and the desk audit were ignored.
  - See PIQ Section II (2) List of Duties - # 11 (2%-Average): “Respond to requests from the general public on various issues related to communicable diseases and prevention…”
  - See PIQ Section II (2) List of Duties - # 12 (5%-Average): “Develop and maintain web site…”
  - See PIQ Section II (2) List of Duties - # 13 (2%-Average): “Coordinate annual jail inspections…”
  - See PIQ Section II (2) List of Duties - # 14 (5%-Average): “Serve as VIP once per week…”

Response:

Class Spec Updated: Several of the items indicated above would fall under “performs related duties as assigned.” We updated the following essential duty to including using a variety of media platforms:

- Conduct informational and educational presentations on the prevention of communicable diseases using a variety of media platforms.

ITEM #24

- The Examples of Essential Duties compared to the minimum qualifications for Knowledge required are grossly inconsistent. The Essential Duties (“review,” “conduct,” “confer,” “interview”) suggest a routine clerical-like action. Routine actions do not warrant the level of knowledge indicated in the proposed job descriptions for knowing:
  - Principles and practices of communicable disease prevention and investigation.
  - Risk factors, symptoms, communicability, transmission, diagnosis and treatment.
  - Strategies and techniques of disease prevention and communicable disease control.
  - Laws and regulations pertaining to surveillance, reporting and control of infectious and communicable disease, medical records and other public health matters.
  - Methods and practices for conducting medical case investigation and disease outbreak investigations.

Response:

No Updates Needed: The KSA and MQ sections for this classification are consistent with outside agencies. Clerical classifications are more transactional and the words “review, conduct,
confer and interview” are terms that indicate more independent judgement and authority, which is why they are not used in administrative class specifications.

ITEM #25

- The term “Medical records” should be added to, “On a continuous basis, know and understand all aspects of the job: intermittently analyze…

Response:

Class Spec Updated: The term “medical records” is referenced in the KSA section of the class specification. We updated that section to incorporate “intermittently analyze work papers, medical records, reports and special project.”

ITEM #26

- The word “sensitive” should be added to, “Obtain sensitive information through interviews…”

Response:

Class Spec Updated: We have incorporated the term “sensitive” and “confidential” in the Definition and KSA sections.

ITEM #27

- Based on the level of knowledge and skill required to perform this work and discussed in the PIQ and desk audit, “Equivalent to completion of an Associate’s degree” should be changed to “Possession of a Bachelor’s degree from an accredited college with major coursework in science, nursing, behavioral sciences or other related field.” This point was discussed in the desk audit. At the end of the interview, Ms. Duvall asked what level of education I thought was required for this position. I responded, a “Bachelor’s degree in science, medicine or human behavior.” I told her, Ms. Thomas and Mr. Romero, my supervisor who also attended the audit, that I have a degree in psychology and that I believe this background in human behavior and the skills of research and meeting deadlines required to complete a Bachelor’s was essential for this work. I also stated that I believe this work was much more demanding and complex compared to the position of Health Educator, which I served in for 16 years. This job requires much more interaction with the public and sensitivity to helping keep “Placer County out of the press.” Examples were given as to how an investigation could go wrong if someone in this position did not pay attention to details. I stated that this was not my experience as a traditional Health Educator in my previous responsibilities.

Response:

No Updates Needed: The MQs for this classification are consistent with the labor market. No changes were made to that section; however, candidates that possess a Bachelors degree or higher may be eligible to substitute the required experience for the additional training.
ITEM #28

- Feedback received stated “I do not specialize in communicable disease. I investigate communicable diseases.”

Response:

No Updates Needed: The word “Specialist” in the classification name is the broad term for people who concentrate primarily on a particular subject or activity within the organization. Specialist classifications describe para-professional work that requires skills, knowledge and abilities typically acquired through a combination of formal education and practical experience. They tend to be highly skilled within a specific field or discipline. For example, as a human resource specialist you may find yourself focusing on employee relations, medical leave or data analytics. Specialist classifications often bridge the gap between lower-level support classifications and higher-level professional, administrative or other advanced-level classifications.
From: Robert Oldham  
Sent: Wednesday, July 10, 2019 9:31 PM  
To: Jeff Brown; Jennifer Duvall; Joe Arsenith  
Subject: Fwd: reassignment opportunity - Health Educator in Tobacco Control and Prevention

FYI

Begin forwarded message:

From: Candy Jensen <CJensen@placer.ca.gov>  
Date: July 10, 2019 at 6:35:57 PM PDT  
To: Robert Oldham <ROldham@placer.ca.gov>  
Cc: Michael Romero <MRomero@placer.ca.gov>, "gwinegar@local39.org" <gwinegar@local39.org>  
Subject: RE: reassignment opportunity - Health Educator in Tobacco Control and Prevention

Dear Rob-

Thank you for your thoughts in offering the opportunity for reassignment into the Tobacco Program. I respectfully decline your offer. Having had the opportunity at one time to be part of the tobacco world – although it was brief, I know that this is not a good fit for me. My hope is to be able to use my years of education and experience in the development of knowledge, skills, and a real level expertise within Placer County’s HIV/AIDS program. I know I repeat myself, but it truly is the realm where my passion, and real strengths reside. And it is the placement that I feel allows me to bring the best that I have to my service and contribution to public health.

Thank you very much again for your consideration of my role here.

Candy

From: Robert Oldham  
Sent: Wednesday, July 3, 2019 4:20 PM  
To: Candy Jensen <CJensen@placer.ca.gov>  
Cc: Sarah Hagen <SHagen@placer.ca.gov>; Michael Romero <MRomero@placer.ca.gov>; Joe Arsenith <JArsenit@placer.ca.gov>  
Subject: reassignment opportunity - Health Educator in Tobacco Control and Prevention

Dear Candy:

We have a current vacancy in our Tobacco Prevention and Control Program for a Health Educator position. The work plan for this position is attached. Before opening this opportunity to others, I wanted to see if you or Kara might be interested in this position, given the possibility of your being reclassified in your current Health Educator position on the Communicable Disease team.

The position will report to Sarah Hagen and will be based here in Auburn. Hours will be Monday-Friday 8am-5pm. Sarah can provide additional details about the position, if you would like to discuss with her.

Please let me know by close of business on Wednesday, July 10, if you are interested in this opportunity.
Thanks,
Rob

Robert L. Oldham, M.D., M.S.H.A.
Health Officer/ Medical Director/ Public Health Director
Placer County Health and Human Services
(530) 745-3121 | (530) 889-7198 fax | placer.ca.gov
From: Candy Jensen <CJensen@placer.ca.gov>
Date: June 25, 2019 at 5:57:52 PM EDT
To: Robert Oldham <ROldham@placer.ca.gov>
Cc: Michael Romero <MRomero@placer.ca.gov>, April Holland <AHolland@placer.ca.gov>
Subject: RE: reassignment opportunity

Hello Rob-

I hope this finds you enjoying some well-earned vacation time away and making some great memories with your family.

I reviewed the SOW, and many aspects of the program and position sound interesting, dynamic, and wonderfully challenging. However, I don’t think that I am best for the position, nor is the position the best for me. After careful consideration of the SOW and extensive discussions with Mike, colleagues, and my immediate family, I respectfully decline your offer.

I want to thank you for the reassignment opportunity you presented. I appreciate your consideration and endeavor to offer an option to help what has been this very difficult process of potential downward reclassification. I has been something that we never expected, and most certainly not something I would have ever imagined could happen at this point in my public health career.

My position of responsibility in the many facets of Placer County’s HIV/AIDS program is where my passion, and real strengths reside. For me it’s been an opportunity of a lifetime, and has afforded me the chance to utilize not only my formal health education training, but the ability to deliver a compassionate service to a specific population of our County that is both at personal and community risk to others.

My work each day is challenging given the dynamic circumstances of HIV, and considering the physical, social, emotional and medical aspects that accompany this diagnosis. Providing support and guidance for providers, employing methods to locate highly infectious out-of-care HIV patients, delivering very difficult, life altering test results, working with newly infected or at-risk individuals to educate, support and guide them towards behavior change in order to slow their own disease progression, protect their partners, and limit exposure to the greater community, could not be a more rewarding workplace scenario for me. I look forward to continuing to deliver support to our community as a Health Educator in the capacity of Surveillance Coordinator or Aids Director for Placer County. In the end, if I am deemed to serve under a different classification, there is still essential work to be done and it will be at the same level of effort and contribution I’ve made in over two decades of commitment on behalf of the individuals, children, families, and communities we collectively serve.
Thank you again for your consideration,

Candy Jensen

From: Robert Oldham  
Sent: Wednesday, June 19, 2019 4:16 PM  
To: Candy Jensen <CJensen@placer.ca.gov>  
Cc: Michael Romero <MRomero@placer.ca.gov>  
Subject: reassignment opportunity

Dear Candy:

We have recently gained approval to move forward with filling our Hospital Preparedness Program Coordinator position. The work plan for this position is attached. We are confident that the activities in this work plan are consistent with the essential duties of a Health Educator. Before opening this opportunity to others, I wanted to see if you or Kara might be interested in this position, given the possibility of your being reclassified in your current Health Educator position on the Communicable Disease team.

The position will report to Mike Romero and will be based here in Auburn. Hours will be Monday-Friday 8am-5pm. Mike Romero can provide additional details about the position, if you would like to discuss with him.

Please let me know by close of business on Friday if you are interested in this opportunity.

Thanks,
Rob

Robert L. Oldham, M.D., M.S.H.A.
Health Officer/ Medical Director/ Public Health Director
Placer County Health and Human Services  
(530) 745-3121 | (530) 889-7198 fax | placer.ca.gov
FYI

Begin forwarded message:

From: Kara Miller <KMiller@placer.ca.gov>
Date: July 9, 2019 at 8:17:28 AM PDT
To: Robert Oldham <ROldham@placer.ca.gov>
Cc: Michael Romero <MRomero@placer.ca.gov>
Subject: RE: reassignment opportunity - Health Educator in Tobacco Control and Prevention

Good morning Rob,

I appreciate you offering me the position of Tobacco Health Educator. I am going to decline as I believe my skills are better suited to my current position.

Thank you,
Kara

From: Robert Oldham
Sent: Wednesday, July 03, 2019 4:15 PM
To: Kara Miller
Cc: Sarah Hagen; Joe Arsenith; Michael Romero
Subject: reassignment opportunity - Health Educator in Tobacco Control and Prevention

Dear Kara:

We have a vacancy in our Tobacco Prevention and Control Program for a Health Educator position. The work plan for this position is attached. Before opening this opportunity to others, I wanted to see if you or Candy might be interested in this position, given the possibility of your being reclassified in your current Health Educator positions on the Communicable Disease team.

The position will report to Sarah Hagen and will be based here in Auburn. Hours will be Monday-Friday 8am-5pm. Sarah can provide additional details about the position, if you would like to discuss with her.

Please let me know by close of business on Wednesday, July 10, if you are interested in this opportunity.

Thanks,
Rob

Robert L. Oldham, M.D., M.S.H.A.
Health Officer/ Medical Director/ Public Health Director
Placer County Health and Human Services
(530) 745-3121 | (530) 889-7198 fax | placer.ca.gov
From: Michael Romero  
Sent: Wednesday, June 26, 2019 4:57 PM  
To: Courtney Thomas  
Subject: Fwd: reassignment opportunity

Begin forwarded message:

From: Robert Oldham <ROldham@placer.ca.gov>  
Date: June 26, 2019 at 4:34:18 PM PDT  
To: Joe Arsenith <JArsenith@placer.ca.gov>, Michael Romero <MRomero@placer.ca.gov>  
Subject: Fwd: reassignment opportunity

FYI

Sent from my iPhone

Begin forwarded message:

From: Kara Miller <KMiller@placer.ca.gov>  
Date: June 26, 2019 at 4:15:08 PM EDT  
To: Robert Oldham <ROldham@placer.ca.gov>  
Subject: RE: reassignment opportunity

Dear Rob,

Thank you for offering me this opportunity of a health educator in the Hospital Preparedness Program. After considerable thought, I am going to decline. I believe my skill set is better suited for my current job duties and my passion lies in Communicable Disease. During our meet and confer a couple weeks ago we (Candy and I) discussed the research we conducted in regards to Solano County having a Health Education Specialist in their Communicable Disease program. You mentioned discussing the position with Cindy Watson. Have you given this position any more consideration? Communicable Disease has always been my passion and I believe morphing my current position into a “traditional” health education one would benefit the community at large. Requests have been made on several occasions for STD presentations in juvenile hall and schools. With a health educator in this position, time would be available to provide education to both providers, treatment centers, and other community organizations. Below are a few of my ideas on how my position could be morphed into a “traditional” health education position.

- Conduct STD presentations to juvenile hall, Corr, drug rehabilitation centers and other community organizations as requested.
- Presentations on syphilis to doctors, regarding staging the disease, correct treatment, and follow up serology.
- Create an STD coalition of interested partners from correctional facilities, treatment programs, providers, etc.
- Attend health fairs with STD information and interactive educational activities.
Thank you for your consideration of a health educator in the Communicable Disease Program, Kara

From: Robert Oldham  
Sent: Wednesday, June 19, 2019 4:17 PM  
To: Kara Miller  
Cc: Michael Romero  
Subject: reassignment opportunity  

Dear Kara:

We have recently gained approval to move forward with filling our Hospital Preparedness Program Coordinator position. The work plan for this position is attached. We are confident that the activities in this work plan are consistent with the essential duties of a Health Educator. Before opening this opportunity to others, I wanted to see if you or Candy might be interested in this position, given the possibility of your being reclassified in your current Health Educator position on the Communicable Disease team.

The position will report to Mike Romero and will be based here in Auburn. Hours will be Monday-Friday 8am-5pm. Mike Romero can provide additional details about the position, if you would like to discuss with him.

Please let me know by close of business on Friday if you are interested in this opportunity.

Thanks,
Rob

Robert L. Oldham, M.D., M.S.H.A.  
Health Officer/ Medical Director/ Public Health Director  
Placer County Health and Human Services  
(530) 745-3121 | (530) 889-7198 fax | placer.ca.gov
Hi Candy,

Thank you for letting us know. We will be sending you a final allocation notice today as we discussed. If you have any further questions, please feel free to contact Courtney, Jennifer, or me.

Thank you,

*Suzanne Holloway*

HR Services Manager
Placer County Human Resources Department
(530) 889-4082

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From: Candy Jensen <CJensen@placer.ca.gov>
Sent: Wednesday, July 17, 2019 11:12 AM
To: Suzanne Holloway <SHollowa@placer.ca.gov>; Jennifer Duvall <JDuvall@placer.ca.gov>; Courtney Thomas <CDThomas@placer.ca.gov>
Subject: reclassification

Good morning.

I withdraw my intention to appeal the findings regarding reclassification.

*Candy*

Candy Jensen
Health & Human Services | Public Health
Placer County AIDS Director
Placer County HIV/AIDS Surveillance Programs
Placer County Communicable Disease Programs
11572 B Avenue, Auburn, CA 95603
Phone: (530) 889-7147 | Confidential fax (530) 886-2945 | cjensen@placer.ca.gov
NOTICE: This e-mail and any files transmitted with it may contain confidential information, and are intended solely for the use of the individual or entity to whom they are addressed. Any retransmission, dissemination or other use of the information by persons other than the intended recipient or entity is prohibited. If you receive this e-mail in error please contact the sender by return e-mail and delete the material from your system. Thank you
Hi Kara,

Thank you for your participation in the Health Educator classification study. This email provides you with an attached final allocation notice which includes the specific recommendation for your position, along with a copy of the final classification specification. Please feel free to call or email if you have any questions.

Thank you,

Courtney Thomas
Human Resources Analyst
Placer County | HR Services
Direct Line: (530) 889-4083

COUNTY OF Placer
HUMAN RESOURCES
July 17, 2019

Employee Name: Kara Miller  
Department: Health and Human Services/Public Health

FINAL POSITION ALLOCATION NOTICE

As you are aware, the Placer County Human Resources Department conducted a classification study of Health Educator positions in the Department of Health and Human Services. The purpose of this review was to confirm any changes to the duties, knowledge, skills, and abilities of the positions and determine whether the positions are still appropriately classified. This memo outlines the study process and resulting recommendation for your position.

Study Process

This study involved the completion and review of Position Inventory Questionnaires (PIQs), as well as follow up interviews with incumbents and discussions with supervisors and managers. The initial results and recommendations from the analysis were submitted to each study participant in March, and employees were provided with the opportunity to indicate their agreement or disagreement with the recommendations regarding their position and proposed class specification. The feedback you provided in response to the initial allocation recommendation, as well as the verbal feedback provided in meet and confer sessions with your employee representative, was considered in addition to the PIQs and information previously gathered in the formulation of a final allocation recommendation, and the findings are included in this notice.

Recommendation

Based on the duties you are currently performing, it is recommended that you be classified as a Communicable Disease Specialist. Please note that the recommended salary for the proposed classification of Communicable Disease Specialist is set at Grade 76, which is $25.67 - $31.21 per hour. Per the Placer County Code, Chapter 3, Section 3.08.480 (Reallocation), if the reallocation is approved, your salary at the time of the reallocation will remain unchanged. It will not be decreased as a result of the reallocation, and you will not be eligible to receive General Wage Increases, or other salary adjustments, until such time as the grade of the Communicable Disease Specialist classification exceeds your current salary.

These classification study results will be presented to the Civil Service Commission for review and approval on Monday, August 12, 2019 at 3:30 p.m. at the Human Resources Department located at 145 Fulweiler Avenue, Auburn, CA 95603.
Appeal Process

If you do not have any concerns with your proposed allocation and classification specification, no further action is needed. If you are not in agreement with the recommended allocation of your position or the content of the class specification and wish to formally appeal the results, you may forward written notification of your desire to appeal to the Human Resources Department no later than 5:00 p.m. on Friday, July 19, 2019. In accordance with the Placer County Code, Chapter 3, Section 3.08.520 (Notice and hearing on proposed classification action), "Any employee affected by any change in the classification plan or in the allocation of his or her position shall be notified of the intent to take such action and shall have the opportunity to be heard by the Director of Human Resources, or an appeal, by the commission before the action becomes final."

Thank you again for your time and participation in this process. If you have any questions, please feel free to contact Courtney Thomas, HR Analyst, at cdthomas@placer.ca.gov or (530) 889-4083.

cc:  Gary Winegar, Business Representative, IUOE Stationary Engineers Local 39
     Dr. Robert Oldham, Health Officer
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Courtney Thomas
Human Resources Analyst
Placer County | HR Services
Direct Line: (530) 889-4083

County of Placer
Human Resources
July 17, 2019

Employee Name: Candy Jensen
Department: Health and Human Services/Public Health

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cc: Gary Winegar, Business Representative, IUOE Stationary Engineers Local 39  
    Dr. Robert Oldham, Health Officer
Hi Kara,

Thank you for your participation in the Health Educator classification study. The attached Final Position Allocation Notice – Follow Up will provide you with updates from yesterday’s Civil Service Commission (CSC) meeting. The class study will again be presented to the CSC for review and approval on Monday, September 9, 2019 at 3:30 PM.

Please feel free to call or email if you have any questions.

Thank you,

Courtney Thomas
Human Resources Analyst
Placer County | HR Services
Direct Line: (530) 889-4083
August 13, 2019

Employee Name: Kara Miller
Department: Health and Human Services/Public Health

FINAL POSITION ALLOCATION NOTICE – FOLLOW UP

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These classification study results were presented to the Civil Service Commission for review and approval on Monday, August 12, 2019 at 3:30 p.m. During the meeting, the Commissioners voted to continue the item until their next meeting in order to provide employees with an additional opportunity to appeal. The results will be presented to the Civil Service Commission for review and approval on Monday, September 9, 2019 at 3:30 p.m. at the Human Resources Department located at 145 Fulweiler Avenue, Auburn, CA 95603.
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In order to complete the information packets sent to the Commissioners for each appellant and allow them sufficient time to review all pertinent information, anyone wishing to appeal must send a written statement addressed to the Civil Service Commission to Courtney Thomas, HR Analyst, by 5:00 pm, Friday, August 30, 2019, which addresses the following questions:

- The nature of your appeal;
- Any information you would like considered beyond what has already been submitted (if any); and
- Your desired resolution/outcome to the appeal.

Thank you again for your time and participation in this process. If you have any questions, please feel free to contact Courtney Thomas, HR Analyst, at cdthomas@placer.ca.gov or (530) 889-4083.

cc: Gary Winegar, Business Representative, IUOE Stationary Engineers Local 39
    Joe Arsenith, Acting Deputy Director of Health and Human Services
    Jeff Brown, Director of Health and Human Services
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Thank you,

Courtney Thomas
Human Resources Analyst
Placer County | HR Services
Direct Line: (530) 889-4083

COUNTY OF Placer
HUMAN RESOURCES
August 13, 2019

Employee Name: Candy Jensen
Department: Health and Human Services/Public Health

FINAL POSITION ALLOCATION NOTICE – FOLLOW UP

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cc: Gary Winegar, Business Representative, IUOE Stationary Engineers Local 39
    Joe Arsenith, Acting Deputy Director of Health and Human Services
    Jeff Brown, Director of Health and Human Services
Hello Courtney-

Attached, please find my appeal before the Civil Service Commission.

Thank you.

Candy

Candy Jensen
Health & Human Services | Public Health
Placer County AIDS Director
Placer County HIV/AIDS Surveillance Programs
Placer County Communicable Disease Programs
11572 B Avenue, Auburn, CA 95603
Phone: (530) 889-7147 | Confidential fax (530) 886-2945 | cjensen@placer.ca.gov

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Good Afternoon Commissioners, and I’d like to start by expressing my gratitude to you for allowing us another opportunity to speak before you. Several things led to my relinquishing that right of appeal when you met a few weeks ago, and I know that affording us this second chance is an opportunity to be grateful for. And we are.

This has been a very long and arduous road that we have traveled to arrive here today. As Placer County Health Educators with over 40 years of experience between us, this has been a journey neither of us ever imagined would unfold before us. In terms of time, I am the senior-most health educator. I have held many roles. All benefitting from my educational preparation, and successive experience and opportunity I’ve been afforded over the years here at Placer County Public Health.

I applied for, was interviewed, and hired as a provisional extra-help Health Educator, with a permanent position to follow. They could not wait. They needed my program development and curriculum writing skills right away for a large, new, county-wide new teen pregnancy prevention and youth development grant through the County Office of Education, and they needed my experience providing direct health education to youth in schools after that. The curricula was approved first by our Health Officer and then the California Dept. of Public Health. It was adopted in many districts county-wide and I provided education to over 12,000 youth, in addition as parents, teachers, school nurses, and counseling staff in 21 schools.

After about 13 years of so, Placer County was doing well. Our teen pregnancy rates were lower, and we no longer qualified for funding. It was time to move into a new assignment. I knew my grasp of skills and best practices were there such as the way children, youth and adults learn, and I knew that combined with essential knowledge and understanding of the social determinants of health – such as risk and protective factors, motivation, coping skills, cultural and socioeconomic status, human hierarchy of needs etc. I knew that if I was placed in another area of prevention, risk reduction, and health and wellness promotion my preparation was solid. I continuously add to my breadth of knowledge, enhancing my skills and awareness of new developments, and I knew that I could develop passion for whatever I was asked to do. And I did. I moved through a variety of programs – a brief amount of time in the Tobacco program, then several years juggling 4 programs at a time – two of which were coordination of our immunization and HIV/AIDS testing and prevention education programs, I was the Health Educator for the Maternal Child and Adolescent Health (MCAH) program working with a Public Health Nurse developing a curricula for at-risk women and children in transitional housing programs.

Then, a few years ago, staffing levels changed in Communicable Disease – nurses retired or left and there was a spot that experience, knowledge and skills in the world of infectious disease could be utilized. And that is where I am now.

Perhaps knowing where I began over 2 decades ago will not help you understand my contribution and how important it is to me. But this is what I know best. This is where not only my passion, but my strengths lie. This is where I know I can strongly contribute my best to Placer County. This is why,
although I knew I was taking a great risk in not accepting one of the two positions offered, I could not do them justice. I know I can develop new knowledge – but the importance of those programs deserved someone who would be here longer – not moving into retirement age, but spending months developing knowledge and then retiring in another year or so, leaving supervisors, managers, and programs to start over again. There's no denying that my time is becoming shorter, and I did not take what was offered in part because I knew I would not have time to develop the knowledge and relationships that would afford the ability to help those programs thrive, contributing to the safety, health and wellness and preparation for emergency for our people and communities. I could not in good conscious do them justice.

And I was warned. My union representative warned me, that it would be a negative mark in my appeal. The HR folks warned us that we would not ever get another chance like this and to be very sure about our decision. But I work every day with people – mom, dads, brothers, sisters, grandparents, who are either already infected by HIV and AIDS, sometimes those around them that I hope to help stay safe. I work alongside with providers who are either completely unprepared to deal with the outcome of a patient with a new diagnosis, or right alongside the ones that are in the same the same fight. I know from them that I make a difference. Not just a personal difference for them, or their loved ones, but I know that the personal contact has the potential to make a difference for our strength of our collective public health.

I also adamantly disagree with the results of the Health Educator classification study, the incomprehensible findings held therein, and the resulting draft of the proposed classification specification recommendation. This document, and the statement that it “...broadly defines the most essential tasks, responsibilities, and qualifications required...” so inadequately represents the tasks required, and the qualifications, necessary education, training, knowledge, skill and abilities that I convey to the work that I do, including the same level of effort and contribution I've made in over two decades of commitment on behalf of the individuals, children, families, and communities we collectively serve. It is truly demoralizing to read. But even more importantly, it is injurious to the impact that can be made by this work when an experienced, well-educated and prepared individual is set before these tasks. I'm disheartened. I'm saddened, and I'm dismayed.

As the proposed classification specification recommendation stands, the level of knowledge and skill required in the overly generalized and overly simplified tasks has so significantly been diminished, that minimal to no experience is deemed essential or required for the position of a Placer County Communicable Disease Specialist. Either by oversight or intention, it represents a position I believe is counter to not only best practices, but also the best interest of the people and communities we have the responsibility to serve. The proposed classification, actually “broadly defines” the least skilled, least technical, least discerning demands placed upon us in our respective jobs. It reflects the lowest common denominator of tasks the three Health Educators in Communicable Disease share in common that could be found in our PIQs.

Any position has aspects that can be learned on the job, including some of what is listed within the classification study and resulting draft specifications can be included. But again, that is in part my fault.
What I listed were tasks, not abilities, skills, strength, or necessary knowledge of what a variety of tasks necessitates. Perhaps that is why the study recommendations so poorly represent what I do. I so deeply care about the need and value of the position that I hold, all that it entails, and the importance of the quality of how it is performed, and I appreciate very much this opportunity to comment and clarify some of that in these statements.

In particular, the document, as developed and presented falls alarmingly short of fully characterizing the essential tasks, knowledge, skills and experience required to successfully meet the demands of my position of HIV/AIDS Surveillance Coordinator, and HIV/AIDS Director. There is no evidence of the need for the knowledge and skills necessary to understand and be prepared for the physiological, emotional, medical aspects of testing, treatment, and accompanying symptoms of illness that can accompany this disease. There is no mention of preparation to understand the technical and legal foundations of HIV and AIDS, nor the threat to the individual and the public health interest if there is no effective engagement with provider, patient, partners, vulnerable communities, and other support resources. All of which is not only important, but paramount.

Alarmingly, within this document, there is no pre-requisite knowledge of best practices, methodology and theories of behavior change used in health education, health promotion or disease prevention. That essential knowledge, combined with a solid understanding of the social determinants of health such as risk and protective factors, motivation, coping skills, cultural and socioeconomic status etc., is absolutely critical to apply to communicable disease cases and subsequent education and support. Whether employing methods to locate highly infectious out-of-care HIV patients, delivering very difficult, life altering test results, working with newly infected or at-risk individuals to educate, support and guide them towards behavior change in order to slow their own disease progression, protect their partners, and limit exposure to the greater community, I am using this basic foundation of principles of human behavior. This preparation is absolutely crucial to be successful in a way that best serves the individuals and situations encountered, public health interest, and in the health and welfare of the larger communities I serve.

The experience, strengths, knowledge and demeanor needed to meet not just the requirements outlined in the program Scope of Work, but within the highly sensitive, delicate, complex and specialized nature of the relationships involved in this kind of communicable disease work is much of what is missing in the totality of the draft specification. There is not a minimum of a bachelor’s degree in a field closely aligned course of study, or even some kind of experience required. Why would Placer County, a county often found on the lists of exemplary communities in measurements of good health and wellness want to choose the least adequate requirements for new staff in an area of such importance? A document devoid of any kind of language that alludes to challenging, often difficult and specialized skills. The knowledge skills necessary every day in this job have been weakened, allowing minimum to no experience other than “...working with the general public which requires interviewing and obtaining personal information” to be a Placer County Communicable Disease Specialist.

I was not removed from my role as health educator at my request. I was assigned to fill a variety of department needs at a time that my reproductive health education funding ended. Eventually, I, along
with my 2 HE cohorts, were juggled into these positions that had at one time been held by nurses. Although it was not by my choice, this was not initiated by me, I believe that my knowledge and experience created a very good fit for the work that I do. And I care about it deeply. It would be way more than a change in title were this proposal be executed. It would be a paradigm change that may not best serve individuals, the public or prospective applicants. I know that in the letter we received accompanying this proposed classification change indicated that this recommendation is the result of an extensive job analysis, including our completion of the PIQs, desk audits, discussions and meetings.

What do I want to see happen? Communicable Disease needs health educators. There is much work to be done. And I strongly recommend that this be re-examined. I am an experienced, well trained educator, and the development of knowledge, skill and ability has been garnered during 4+ year education in health education, my experience in program development, writing and delivering curricula for a variety of health education and health promotion programs for youth and adults, and in training other professionals in the field. It did not happen overnight. Preparation such as nursing or health education is absolutely crucial to be successful in a way that best serves the individuals and situations encountered, public health interest, and in the health and welfare of the larger communities I serve. All of that, along with the information I’ve tried to clarify here, goes way, way, beyond the listed equivalent of a two year degree, and “...working with the general public which requires interviewing and obtaining personal information”! For the benefit of the health and welfare of Placer County constituents, I believe that much was missed, and further thought should be given.
PLACER COUNTY

JOB ANNOUNCEMENT

HEALTH EDUCATOR - HIV/AIDS PREVENTION PROGRAM

SALARY: $3,028-$3,680 Monthly for Permanent (Paid over 26 pay periods annually)
$17.47 Hour for Extra Help/Temporary

FINAL FILING DATE: October 1, 1999
ORAL EXAM: October 21, 1999

NOTE: The following is a description of the program for which this eligible list is being established

HEALTH EDUCATOR: HIV/AIDS PROGRAM

The Placer County HIV/AIDS Education Coordinator under the general direction of the AIDS Program Coordinator plans, implements, collaborates with other community organizations, coordinates and evaluates HIV/AIDS prevention programs and interventions for target populations and the general community.

To develop and implement educational activities for the public and County public health staff on topics related to specific public health programs. May exercise technical and functional supervision over technical and clerical staff.

Knowledge of: Principles and practices of public health, especially as related to the functions of official and voluntary organizations at Federal, State and local levels. Principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior. Societal structure and organization, including the effects of economic forces. Methods and effectiveness of various mass communication media. Research methodology and statistical interpretation. Principles and practices of work safety, especially as related to communicable diseases. Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.

Ability to: Prepare, coordinate and implement effective educational work plans. Prepare and/or effectively present articles, brochures, speeches and workshops. Arrange and conduct public meetings. Work with various cultural and ethnic groups in a tactful and effective manner. Obtain information through interviews; and deal fairly and courteously with the public. Analyze situations quickly and objectively and determine course of action. Work unusual or prolonged work schedules particularly as related to evening or week-end presentations. Use a computer, calculator, typewriter, telephone, general office machines, postage meter and photocopy machine. Type at a speed necessary for successful job performance. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures. On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, twist and reach while preparing for and conducting educational presentations. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift heavy weight.

MINIMUM QUALIFICATIONS: (It is the applicant's responsibility to identify in their application materials how they meet the MINIMUM QUALIFICATIONS listed below)

Experience: Two years of responsible public health information or education experience.

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in public health, nursing, environmental health, social work, psychology, education or a related field.

License or Certificate: Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

THE EXAMINATION

WEIGHTS: Oral - 100%

CAHEAID.DOC

PLACER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY. PLEASE CONTACT THE PERSONNEL DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW IF YOU REQUIRE ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.
Hi Courtney,

Attached is my appeal to the Civil Service Commission.

Thank you,
Kara Miller
Good afternoon, my name is Kara Miller and I have been with the County almost 18 years as a health educator. During these 18 years, I worked in numerous health education programs. These include tobacco prevention (in which I taught smoking cessation classes and was engaged in policy change), HIV surveillance (helping to ensure HIV patients were reported by doctors through provider education), HIV testing and counseling (taught HIV prevention/transmission to drug recovery programs and tested for HIV using a 20 minute test), nutrition program (developed a curriculum and taught to WIC classes) and for the last 5 years, communicable disease.

Never did I imagine that I would be standing here before you defending my job title of health educator, which I was hired to work in and have the education in. Last August my manager sent an email to all health educators stating that finally personnel was going to look at creating steps for health educators. This had been in the works for many years, but had never come to fruition. I was very excited about this opportunity, for myself as I was one of the most senior health educators, but also for future health educators. In our meeting with personnel to discuss this matter, we were told all health educators needed to fill out a PIQ (position inventory questionnaire) listing the job duties we have performed ONLY in the last year. The job duties of health educator I had over the last 17 years couldn’t be included in this document. My excitement over creating health educator steps was soon squelched as personnel decided our duties didn’t fit the job description of health educator.

First, Let me tell you what I do as a health educator in the Communicable Disease program. I case manage all syphilis and congenital syphilis cases in the county and confer with medical providers on positive lab results to determine the reason for testing, signs/symptoms, stage of disease, previous syphilis history, treatment given and any psycho/social history. Many providers are not subject experts on syphilis and therefore they call me to provide educational assistance on how to treat their patient and figure out the stage of disease. I counsel, educate, interview and case manage patients diagnosed with syphilis to determine psycho/social factors that lead to infection, ensure appropriate treatment, provide risk reduction strategies to reduce the risk of getting it again, coordinate additional medical care if needed and follow up. I elicit partners’ contacts to reduce the spread of disease by notifying contact of exposure to disease, educating them on the disease, and helping to coordinate testing and treatment if needed. I monitor cases of possible congenital syphilis and work closely with the NICU to educate them on adequate treatment based on the CDC guidelines and help ensure positive outcomes for these babies. I also work closely with our public health nurses and refer patients who need services above and beyond what I can provide them to these nurses for home visits.

I interview all gonorrhea positive individuals to assure adequate medical care and treatment and provide education/counseling on transmission, prevention, risk reduction and reinfection. I also help prevent the spread of disease by interviewing their partners and collaborating with their medical providers to ensure both testing and treatment in a timely manner. I serve as Perinatal Hepatitis B (Hep B) Coordinator and case manage all perinatal Hep B cases to reduce the incidence of Perinatal Hep B virus (HBV) infection in Placer County and send annual information to prenatal care providers on screening all pregnant women for Hep B surface antigen (HBSAg) as part of the first prenatal laboratory
tests; order HBV DNA testing on all HBsAg-positive pregnant women and refer women with HBV DNA positive tests to a specialist. I provide health education to Hep B positive mothers via telephone on what Hep B is how to prevent the baby from becoming infected, and stress the importance of post-serological testing for baby. I help coordinate with the delivery hospital to ensure that infants of HBsAg-positive women received appropriate HBIG (Hepatitis B Immunoglobulin) at birth as well as the first Hep B vaccination. I then follow up with pediatrician via telephone to ensure that HBV vaccine series is given and that post-serologic testing occurs at 9 months and document the results. I consult with perinatal Hep B prevention program staff at CDPH on complex cases to help interpret lab results and/or treatment outcomes. I investigate enteric diseases such as Salmonella, E. coli, Shigatoxin, and Shigellosis to help determine where they contracted the disease. I determine whether a resident needs to be restricted or excluded from a sensitive occupation and arrange testing for clearance per state protocol. When a patient has to be excluded from work, it can be a challenging conversation, as it can create financial difficult for many. In one such case, I contacted the patient’s employer to temporary reassign the client to another duty that was not considered “sensitive” while she continued to clear in order for her to still receive an income.

I collaborate often with Candy on clients with co-infections of syphilis and HIV to provide support, counseling and education via telephone. Many patients that are at risk for syphilis are also at risk for HIV and vice versa. Candy and I make sure that one another is aware of these cases to ensure timely treatment, enrolment in medical services/case managers, education that we can provide to them on their diagnosis, support from us and other community resources, and questions they may have.

This is not all I do in my job. I have provided health education presentations to local providers on specific STD’s they have requested. I recently provided health education materials and resources to a local school who requested them. I investigated additional online resources that might prove helpful. Candy and I were recently asked by the mental health specialist of confluence, a continuation high school that used to be Chana to develop a curriculum around keeping yourself healthy and safe as it pertains to STD’s. Candy and I both jumped at the chance as this is a fabulous health education opportunity that can benefit many. I also helped create a newsletter called Communicable Disease Insights that was sent to providers and included information on vaccines, STD guidelines, HIV reporting requirements and other information pertinent to providers.

I think I can speak for the both of us on how speechless we were to find out that not only did personnel believe we weren’t doing health education, they believe we are doing the job of a Communicable Disease Specialist with training equivalent to the completion of an associate’s degree. Candy and I surveyed many counties in the region by telephone and spoke with either the Communicable Disease Manager or Supervisor. Many of the counties had positions equivalent to Communicable Disease Specialist; however, none of these positions perform all the complex job duties we are assigned. All of these counties utilize nurses for case management such as with Perinatal Hep B, lyme disease, West Nile, food borne illnesses (exclusions), and pertussis. These diseases we investigate and case manage along with the Public Health Nurses in Communicable Disease; however, we are also providing health education and utilizing our health education degree at the same time. Every time I pick up the phone to interview a patient, or deliver potential life altering results to a patient, I am accessing the patient, their
motivation for change, their hierarchy of needs, and what is important to them. I am meeting them where they are.

The Communicable Disease Specialists or equivalent positions only follow up on STD’s and doesn’t case manage or investigate any of the complex cases that I also work on. Communicable Disease Specialists are not health educators and therefore don’t require a bachelor’s degree to perform the work they do. However, the job we are both doing everyday requires a health education degree in order to best educate and serve the citizens of Placer County. Personnel also survey these counties and we were both astounded by the results. The pay scale for Communicable Specialist is 17% less than we make now. Personnel assured us we weren’t being demoted, but rather y-rated. This is the same as a demotion, because once they hire someone as a CDS they won’t make the same salary as we do until it is time for me to retire. As the cost of living goes up, my salary will stay the same, meaning for the rest of my career at Placer County I will not be making any more money. This is ridiculous because we are not doing the work of a Communicable Disease Specialist, we are doing the work of a health educator in the Communicable Disease program. Instead of speaking with the managers and supervisors in the Communicable Disease Program to find out what disease they follow up on, they spoke with the personnel department and were given job descriptions of the positions. The inherent problem with the comparing job descriptions is they are general and not specific. They don’t tell you anything about the diseases a person is following up on. That is why Candy and I spoke with the supervisors and managers in the communicable disease program, to find out what each person in different positions did.

Communicable Disease work has always been my passion. Working as a health educator in this program for the last 5 years, has enhanced my expertise in discussing very sensitive information in a manner that will be well received by my patients. My patients range in age from 12-62 and their needs, motivation, and reasons for engaging in behaviors are completely different. Without my health education background, I would be unable to address the needs of these patients or even understand their motivation or reasoning for action, therefore creating a real disservice for the citizens for Placer County. Having said that, I do recognize there are some unmet communicable disease health education needs in the community that I believe would benefit the citizens of Placer County. As I previously mentioned, Candy and I have been asked to provide a presentation to the continuation high school; however, we have had more requests from schools, juvenile hall, and drug rehabilitation centers to provide these presentations. Currently our work load has made it difficult to fulfill some of these requests; however, I hope in the future we can accommodate these needs so Placer County can continue to be one of the ten healthiest counties in California.

In conclusion, I hope based on all the information I provided, you will see that we are indeed health educators and should continue as such in the Communicable Disease Program. Through education we are both helping to prevent the spread of disease as well as reinfection in Placer County. Thank you for your attention to this matter.
DATE: September 9, 2019

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Suzanne Holloway, Human Resources Manager

SUBJECT: Request to Abolish Classifications

Recommendation

The Human Resources Department recommends the Civil Service Commission abolish the Placer County classifications listed in Attachment A.

Background

As part of its quarterly classification review, the Human Resources Department recently evaluated the Placer County classification plan and all currently active classification titles in order to ensure the information contained was accurate and up to date. This process is intended to ensure that obsolete or non-viable classifications are abolished and removed from the County’s active classification list as well as identify any classifications in need of review or update. It is the goal of the Human Resources Department to have every active classification reviewed for possible updates/revisions at least every five years. While the majority of these are reviewed and approved by your Commission throughout the year, the following list includes abolishments that were either pended or put on hold and serves as a general “clean up” to get all classifications up to date as we move into the new calendar year.

Basis for Recommendation

The classifications identified on the attachment have either not been used for many years, were eliminated due to County restructuring or organizational changes, were requested to be abolished by departments, or were reallocated to different classifications during past classification studies but were not abolished at the conclusion of those studies. None of these classifications are currently allocated, nor
is there an intent to utilize them in the future. In addition, there are no incumbents in any of these classifications.

County departments who previously utilized the classifications listed, as well as the Business Agent for Local 39, concur with the recommendation described above.

Attachment A: List of Classifications Recommended to be Abolished
## CLASSIFICATIONS RECOMMENDED TO BE ABOLISHED

<table>
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<tr>
<th>Job Classification</th>
<th>Job Code</th>
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<td>Public Authority Manager</td>
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DATE: September 9, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Human Resources Director
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated September 9, 2019, pursuant to Section 3.04.650 of the County Code.
### Classified Staff Merit Increases Presented to Civil Service Commission on September 9, 2019

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<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
<th>At Increase</th>
<th>Approx. % Increase</th>
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