

A RESOLUTION AUTHORIZING THE SIGNATURE OF THE CHAIR OF THE BOARD ON THE COMPREHENSIVE PLAN AND BUDGET CONTRACT (CPBC) FOR THE PERIOD OCTOBER 1, 1998 THROUGH SEPTEMBER 30, 1999, APPROVING POSITION MODIFICATIONS, APPROVING THE PUBLIC HEALTH BUDGET FOR THE PERIOD OCTOBER 1, 1998 THROUGH SEPTEMBER 30, 1999 FOR \$5,311,971, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 2, 1998

WHEREAS, since 1987 MDCH has funded local public health programs including environmental health through a Comprehensive Plan and Budget Contract (CPBC) which includes Cost Sharing funds for General Communicable Disease Control; Hearing Screening; Immunizations; Sexually Transmitted Diseases; and Vision Screening; Drinking Water Supply; Food Service Sanitation; On-Site Sewage Management and Treatment, and various other, categorical funds allocated to local health departments; and

WHEREAS, the CPBC requires the local health department to meet minimum program requirements and standards for cost shared services and categorical programs; and

WHEREAS, notification of changes in state funding come after the Board of Commissioners' biannual budget approval and requires an annual modification to the Public Health budget; and

WHEREAS, an analysis of existing space use and program needs determined that it is more cost efficient to consolidate service delivery in a single County location; and

WHEREAS, due to changes in funding and program needs, position modifications are recommended to eliminate unneeded vacant positions, enhance customer service, and assure key professional and technical staffing; and

WHEREAS, this matter has been reviewed by the County Administrator, Corporation Counsel, the Human Resources Department, the Finance Department and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the Chair of the Board to sign the 1998/1999 Comprehensive Plan and Budget Contract (CPBC) in the amount of \$5,311,971 for the period October 1, 1998 through September 30, 1999, to be filed with

the County Clerk upon review and approval of Corporation Counsel and the Finance Department

BE IT FURTHER RESOLVED that that the Board of Commissioners hereby creates and eliminates positions effective September 30, 1998as attached hereto and made a part hereof:

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the job descriptions for Epidemiologist, WIC Program Associate, Family Nurse Practitioner and Family Representative Assistant as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the Administrator to sign delegate contracts upon review of Corporation Counsel to be filed with the County Clerk

PUBLIC HEALTH FUND

296

WIC

Position # Position Title Grade Group Eliminate Create Org.

1116-0001 Health Screening Assistant 11 12 0.6 7588

1116-0002 Health Screening Assistant 11 12 0.6 7588

1201-0135 Clerk-Typist II 12 12 1.0 7588

2037-0004 Registered Dietitian 20 11 1.0 7588

1201-0065 Clerk-Typist II 12 12 1.0 7588

1258-0001 WIC Associate 12 12 1.0 7588

1201-0066 Clerk-Typist II 12 12 1.0 7588

1258-0002 WIC Associate 12 12 1.0 7588

1201-0068 Clerk-Typist II 12 12 1.0 7588

1258-0003 WIC Associate 12 12 1.0 7588

1433-0001 WIC Program Specialist 14 12 1.0 7588

1258-0004 WIC Associate 12 12 1.0 7588

1433-0002 WIC Program Specialist 14 12 1.0 7588

1258-0005 WIC Associate 12 12 1.0 7588

Enrollment and Coordination

Position # Position Title Grade Group Eliminate Create Org.

1446-0001 MichCare Program Specialist 14 12 1.0 7308
1253-0002 Family Representative Ass't 12 12 1.0 7308
1201-0104 Clerk-Typist II 12 12 0.5 7308
1253-0003 Family Representative Ass't 12 12 1.0 7308

Hearing/Vision

Position # Position Title Grade Group Eliminate Create Org.
1201-0104 Clerk-Typist II 12 12 0.5 7388

STD/AIDS

Position # Position Title Grade Group Eliminate Create Org.
2431-0001 Family Nurse Practitioner 24 18 0.5 7428
2733-0001 Family Nurse Practitioner 27 18 0.5 7428
1242-0003 Human Svcs Outreach Wkr II 12 12 1.0 7428

Nursing

Position # Position Title Grade Group Eliminate Create Org.
2431-0001 Family Nurse Practitioner 24 18 0.5 7508
2733-0002 Family Nurse Practitioner 27 18 0.5 7508

TB/Communicable Disease

Position # Position Title Grade Group Eliminate Create Org.
2173-0001 Epidemiologist 21 11 1.0 7468

Immunizations

Position # Position Title Grade Group Eliminate Create Org.
2428-0001 Immunization Coordinator 24 18 1.0 7868

Health Education

Position # Position Title Grade Group Eliminate Create Org.
1915-0006 Ass't Health Educator 19 11 0.5 7348

EPSDT

Position # Position Title Grade Group Eliminate Create Org.

1117-0011 Human Svcs Outreach Worker 11 12 0.4 7068

1915-0005 Ass't Health Educator 19 11 0.4 7068

Maternal Support Services

Hold

Position # Position Title Grade Group Eliminate Create Vacant Org.

2136-0003 Social Worker 21 11 1.0 7788

Administration

Position # Position Title Grade Group Eliminate Create Org.

1201-0137 Clerk-Typist II 12 12 0.5 7018

2719-0034 Management Analyst I/II 27 32 1.0 7018

Hold

Eliminate Create Vacant Net.

TOTAL FOR FUND 296 (13.5) 11.5 1.0 (2.0)

Public Health Fund

296

Budget

REVENUE 1998/99

Budget

540 State Revenue 2,130,807

580 Local Revenue 600

600 Fees and Services 446,935

668 Other Revenue/Reimburs. 164,783

695 Transfers In 2,568,846

TOTAL 5,311,971

EXPENDITURES

700 Personal Services 3,372,848

725 Supplies 164,850

800 Other Services and Charges 869,352

920 Internal Service Charges 855,471

950 Capital Outlay 49,450

TOTAL 5,311,971

Washtenaw County

JOB DESCRIPTION

Job Code: 21--

**Authorization:
pending**

**Employee
Group: 11**

**September,
1998**

CLASS TITLE: EPIDEMIOLOGIST

DEPARTMENT: Health Services Group

FLSA STATUS: Exempt

JOB SUMMARY:

Under general supervision, coordinates all communicable disease investigative, prevention, control and assessment activities in the Health Department. Maintains active epidemiological surveillance for all areas including communicable and chronic diseases, reproductive, injury and violence data or epidemiology and

interprets these data for the community. Performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- **Develops and monitors County's disease control activities, including but not limited to AIDS, Sexually Transmitted Diseases, Tuberculosis, food and waterborne illnesses, immunizations and bacterial, viral, protozoal and other infectious agents, cardiovascular, respiratory and other chronic diseases**
- **Develops epidemiologic assessments and applies epidemiologic principles to acute and chronic disease control activities including outbreak situations.**
- **Develops and manages all epidemiologic databases for Health Department.**
- **Interacts directly with Medical Director in providing disease updates, and in obtaining specific direction in disease investigative, prevention and control activities.**
- **Plans and prepares press interactions and media releases for the Health Department relating to epidemiological issues.**
- **Prepares reports for Michigan Department of Public Health using local data and prepares reports from state data for local use. Insures timeliness of all related reporting to State.**
- **Develops and coordinates acute and chronic policies and procedures for Health Services Group.**

EPIDEMIOLOGIST

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- **Develops and prepares acute and chronic information including brochures and other educational guides for at-risk and general audiences. Contributes to publications as needed.**
- **Participates in the development and maintenance of community contracts on disease control and other epidemiologically related matters such as laboratory contracts and special grants.**
- **Relates to the Board of Commissioners, professional and community groups on disease control and**

general epidemiologically related matters.

- **Develops strategies for enhancing the quality, quantity, and timeliness of all reporting by physicians, hospitals, laboratories and other reporting entities.**
- **Coordinates disease control activities as needed with Environmental Health particularly in the area of foodborne and zoonotic illnesses, or chronic diseases such as asthma.**

Important Duties:

- Operates standard office equipment, including a computer terminal. May be required to drive a County vehicle or own vehicle to various work sites.

- Performs related work as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Limited medical tests, diagnoses and microbiology.

Applicable State and Local standards, requirements and guidelines.

Prevention and treatment, and epidemiology of communicable and chronic diseases, reproductive biology, injury and violence and related conditions.

Understanding of standard disease control practices and epidemiology.

Basic epidemiological analytic techniques.

Computer applications related to the work.

Basic administrative and case management principles.

EPIDEMIOLOGIST

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Skill of:

Performing detailed and complex research.

Interpreting, applying and explaining complex regulations.

Planning, assigning and directing the work of others.

Training others in work procedures.

Organizing work, setting priorities, meeting critical deadlines and following up on work with minimal supervision.

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear, concise and effective correspondence and other written materials.

Organizing and maintaining accurate files and records.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and community environments where staff are assigned, and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone. Duties may require handling of blood borne pathogens and other potentially infectious materials.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Masters of Public Health Degree in Epidemiology or its equivalent.

EXPERIENCE

One (1) to two (2) years of experience working in a public health agency. Experience in communicable disease and/or epidemiology preferred. Six month break-in period.

NECESSARY SPECIAL REQUIREMENTS

Possession of valid Michigan vehicle operator's license. Availability of a vehicle.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

Job Code: 12--

**Authorization:
pending**

**Employee
Group: 12**

September, 98

CLASS TITLE: WIC PROGRAM ASSOCIATE

DEPARTMENT: Health Services Group

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the supervision of a higher classified employee, performs a variety of tasks which require thorough understanding of all non-professional WIC activities, computer skills and a high degree of accuracy and judgment. Performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Answers the telephone and assists walk-in customers by ascertaining needs, explaining program policies and procedures, initiating initial paperwork and making referrals as needed.**

- Schedules appointments for customers.
- Maintains inventory of office supplies, reordering when necessary.
- Conducts applications including interviewing customers and processing paperwork to determine income eligibility and benefits according to established WIC program policies and procedures.
- Prepares, maintains and corrects client records and WIC program reports according to program guidelines and timeframes.
- Problem solves for customers with special needs and in circumstances requiring special attention.
- Maintains system for coupon accountability and security according to WIC program guidelines.
- Assists in orientating new team members on departmental procedures and related tasks.

WIC PROGRAM ASSOCIATE

Page Two

- Provides information and assistance about the WIC program and department services to WIC participants, vendors and the public. Answers inquiries in person, by phone and mail.
 - Performs simple hematocrit tests and weights and measurements of WIC customers, within guidelines as set forth by the Blood Borne Pathogen Policy. Records lab results and measurements on appropriate forms.
 - Maintains lab equipment and provides log of testing as requested for CLIA requirements. Cleans equipment daily and maintains clean lab environment.
- Performs other clerical related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

WIC policies, procedures, rules and regulations related to the department to which assigned.

Knowledge of family-centered care.

Available community resources.

Proper form for business correspondence.

Business arithmetic, including percentages and decimals.

Good communication skills -- listening, presenting, oral/written communication.

Recordkeeping principles and practices.

Basic business data processing principles and systems, including the basic use of word processing and database applications on personal computer equipment.

Skill in:

Applying and explaining policies and procedures.

Organizing and maintaining accurate files and records.

Making accurate arithmetic calculations.

Using sound independent judgment within established policy and procedural guidelines.

Preparing routine correspondence from brief instructions.

Organizing and prioritizing own work.

Establishing and maintaining effective working relationships with those contacted within the course of work.

Entering data into a computer terminal with sufficient speed and accuracy to perform the work of the department.

WIC PROGRAM ASSOCIATE

Page Three

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan Vehicle Operator's license required.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a High School diploma or its equivalent.

EXPERIENCE

Six (6) months experience working with the public, both children and adults. Demonstrated computer skills. Responsible record keeping experience. Experience in performing routine screening tests preferable but not required.

NECESSARY SPECIAL REQUIREMENTS

Attendance at training sessions relevant to this position conducted by the Michigan Department of Community Health.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

Authorization:
Pending

Position Code:
27

September,
1998

CLASS TITLE: FAMILY (or Adult) NURSE PRACTITIONER

DEPARTMENT: Health Services

FLSA STATUS: Exempt

JOB SUMMARY

Under the supervision of a higher classified employee, provides advanced clinical nursing services to adolescents and adults in clinic, home and community settings. Provides assessment and treatment according to defined protocols. Provides care in context of individual care, with emphasis on health promotion.

EXAMPLES OF DUTIES

Essential Duties:

- Provides specific health appraisals for STD clinic services. Performs clinical history, physical examinations, appropriate laboratory specimens to assist in diagnosis including genitourinary/gynecological smears, cultures and nucleic acid probes.**

- Performs general health appraisals and is able to make appropriate referral and/or disposition to general population or special services.**

- Uses diagnostic aids such as microscopy and hemacue, and other skills as appropriate to render clinical diagnosis in outpatient environment.**

- Has familiarity with reporting requirements and disease surveillance systems, and is able to interpret clinical service outcomes in relationship to program goals. Prepares reports including**

defining and tracking measurable objectives and participate in evaluation.

- Assists in protocol development.

- Provides educational service regarding specific health problems and ability to assess physical handicaps and determine special accommodations to appropriately meet needs.

- Serves as a consultant for staff and the department regarding health care of adolescents and adults. Participates in site visits to homes or community settings.

FAMILY (or Adult) NURSE PRACTITIONER

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- Regularly participates in evaluation, education, in-service training and consultation to promote and maintain service capability.

- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Human anatomy/physiology across the ages span.

Wellness and illness in all body systems.

Chronic and communicable disease process and its impact on body systems.

STDs and skills to perform exams, obtain specimens diagnose and treat routine conditions including gonorrhea, chlamydia, HPV and vaginitis.

Skill in:

Ability to differentiate between wellness and illness in all body systems.

Performing physical assessments including gynecological and geritourinary assessments.

Use of computer applications related to the work.

Directing, controlling or planning the activities of others.

Influencing people in their opinions, attitudes and judgments.

Performing effectively under stress; attaining precise set limits, tolerances and standards.

Dealing with diverse populations.

Making judgments and decisions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and community environments where staff are assigned, and use standard office equipment including a computer, vision to read printed material and a computer, and hearing and speech sufficient to communicate in person or over the telephone. Duties may require handling of blood borne pathogens and other potentially infectious materials.

FAMILY (or Adult) NURSE PRACTITIONER

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Duties may require employee to exert 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects.

LICENSE AND CERTIFICATION

Possession of State of Michigan Registered Nurse License. Possession of State of Michigan Nurse Practitioner Specialty Certification in either Adult Nursing or Family Nursing (ANAC). Possession of valid Michigan Vehicle Operators license.

EDUCATION

Possession of a bachelor's degree or its equivalent in nursing, and completion of courses in nurse practitioners.

EXPERIENCE

A minimum of one (1) year of public health or nursing experience. Six month break-in period.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

**Job Code:
1253**

**Authorization:
96-0300**

**Employee
Group: 12**

**Nov, 1996;
Admin Action
– 9/98**

CLASS TITLE: FAMILY REPRESENTATIVE ASSISTANT

DEPARTMENT: Health Services Group

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the supervision of a higher classified employee, promotes participation in Health Services programs. Assists families with Health Services designated program enrollment, including but not limited to MICH-Care, MI Child, WCHC and CSHCS. Performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Performs clerical duties including typing, data entry, duplication and filing related to assigned duties in the program.**

- Interviews potential program participants by telephone, or in person, to identify individual needs. Assists families to understand care options.**

- Provides information concerning services and answers questions; assists clients in obtaining services and completing client information and eligibility forms. Assists families in understanding how to use their provider of choice for primary, preventative and urgent care, as well as how to access services for emergency and specialist care.**

- Works with families to take the action necessary to implement their choices.**

- Provides outreach to community for available services.**

- Advocates for family and informs appropriate staff of issues and problems that may be detrimental to the child and family.**

- Assists families in accessing other available community or specialty services.**

- May coordinate public relations activities and assist in the development of educational materials. May assist in the development of newsletters for families and professionals.**

FAMILY REPRESENTATIVE ASSISTANT

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- May participate in related state regional and local meetings as assigned.**

- Prepares and maintains participant statistical records and client files.**

- Assists in developing and conducting a family/client satisfaction survey. Assists in program evaluation to improve service delivery to families and the community.**

- Performs other related duties as assigned.**

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Managed Care for Medicaid recipients.

MICH-Care, MI Child, WCHC and CSHCS policies, procedures, rules and regulations related to the department to which assigned.

Knowledge of family-centered care.

Available community resources.

Proper form for business correspondence.

Business arithmetic, including percentages and decimals.

Good communication skills -- listening, presenting, oral/written communication.

Recordkeeping principles and practices.

Basic business data processing principles and systems, including the basic use of word processing and database applications on personal computer equipment.

Skill in:

Applying and explaining policies and procedures.

Organizing and maintaining accurate files and records.

Making accurate arithmetic calculations.

Using sound independent judgment within established policy and procedural guidelines.

Preparing routine correspondence from brief instructions.

Organizing and prioritizing own work.

Establishing and maintaining effective working relationships with those contacted within the course of work.

Entering data into a computer terminal with sufficient speed and accuracy to perform the work of the department.

FAMILY REPRESENTATIVE ASSISTANT

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LICENSES AND CERTIFICATIONS

Possession of a valid Michigan Vehicle Operator's license required.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a High School diploma or its equivalent.

EXPERIENCE

A minimum of one (1) year of experience working with the public, preferably in Family Service delivery.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

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