

A RESOLUTION AMENDING THE PUBLIC HEALTH DEPARTMENT FY 01-02 STATE COMPREHENSIVE PLAN AND BUDGET CONTRACT, AMENDING THE PUBLIC HEALTH FUND BUDGET AND CREATING A GRANT STATUS EMERGENCY PREPAREDNESS COORDINATOR POSITION FOR WORK UNDER THE CENTERS FOR DISEASE CONTROL BIOTERRORISM FUNDING

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 7, 2002

WHEREAS, the Michigan Department of Community Health has submitted grant applications to the Centers for Disease Control (CDC) and Health Resources and Services Administration (HRSA) for funding to upgrade state and local public health jurisdictions and the nations hospitals preparedness for and response to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies; and

WHEREAS, funds for the initial award of preparedness have been allocated to the State of Michigan through the grant application to the Centers for Disease Control; and

WHEREAS, each local health department will receive funding for a coordinator and information technology equipment including a computer able to connect with the new Health Alert Network (HAN); and

WHEREAS, the increase to the current Public Health budget totals \$116,101 and in FY 02-03 additional funding will be available to public health to continue the emergency preparedness work; 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 authorizing the Administrator to sign the Comprehensive Plan and Budget Contract Amendment in the amount of \$116,101 to be filed with the County Clerk upon review of Corporation Counsel

BE IT FURTHER RESOLVED that the Board of Commissioners hereby amends the budget as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Board of Commissioners hereby creates a grant status Public Health Emergency Preparedness Coordinator position as follows:

PUBLIC HEALTH FUND-2960

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Group</u>	<u>Create</u>
3052-0001(G)	Emergency Preparedness Coordinator	30	32	1.00

BE IT FURTHER RESOLVED that the Board of Commissioners adopts the job description for the grant status Emergency Preparedness Coordinator as attached hereto and made a part hereof

Public Health
Bioterrorism Response Grant

29607090

October 1, 2001 - September 30, 2002

<u>Description</u>	<u>Current Budget 2001/02</u>	<u>Revised Budget 2001/02</u>	<u>Variance</u>
Revenue:			
State Revenue		\$0	\$116,101
Total Revenue		\$0	\$116,101
Expenditures			
Personal Services		\$0	\$30,000
Other Services & Charges		\$0	\$86,101
Total Expenditures		\$0	\$116,101

Washtenaw County

JOB DESCRIPTION

Job Code:
Authorization: 02-
Employee Group: 32

CLASS TITLE: PUBLIC HEALTH EMERGENCY PREPAREDNESS
COORDINATOR

DEPARTMENT: Public Health

FLSA STATUS: Exempt

JOB SUMMARY:

Under general supervision, performs complex and sensitive professional administrative, organizational, systems, budgetary and other analysis and staff support related to department or divisional operations; makes recommendations for action and assists in policy and procedure implementation; may have programmatic or supervisory responsibility; develops protocols and provides training in the procedures to be followed in the event of a public health emergency; ensures that local health department staff is appropriately trained and knowledgeable about biological, chemical, and radiological agents and/or other infectious diseases resulting in public health emergencies thus assuring rapid and effective public health response to such events, may serve as point of contact within health department jurisdiction during public health emergencies; performs related work as assigned.

EXAMPLES OF DUTIES:

Essential Duties:

- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the organizational unit to which assigned; coordinates budget development and may prepare budget estimates or narrative.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, personnel and labor relations activities, productivity and policy and procedure modifications.
- Collaborates with other public and private agencies to assure local public health department response is coordinated with local emergency management activities.

PH Emergency Preparedness Coordinator
Page 2

- Develops departmental protocols to assure a coordinated agency response for public health emergencies.
- Serves as point of contact for state agency public health emergency response and activities.
- Coordinates trainings in bioterrorism and other public health emergencies, infectious disease surveillance and control and provides training to private and public health care providers, EMS, hospitals and first responders.
- Discusses findings with management staff and assists in implementing changes.
- Confers with County staff from other departments; represents the County and the department or division in meetings with other governmental agencies and business, professional and community groups, vendors, contractors and the public; serves on a variety of professional committees.
- Prepares, processes and administers contracts, grant funded projects and similar endeavors; ensures that contract parameters are met; resolves problems and authorizes requests for payment.
- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials.
- Performs other related duties as assigned.

Important Duties:

- Enters data into a personal or mainframe computer system; creates and maintains data bases; prepares spreadsheets and reports; prepares correspondence and other written materials using word processing software.
- Prepares and submits various reports to regulatory agencies and other organizations; maintains accurate records and files.
- Uses standard office equipment in the course of the work; may drive a County or personal vehicle in the course of the work.

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.

EDUCATION:

Possession of a Bachelor's degree from an accredited university or college.
Possession of a Master's degree in Public Health, Public Health Administration or related field preferred.

EXPERIENCE:

Four (4) years of project administration in either the public health or private health care sectors involving coordination or collaboration with diverse agencies or groups of which at least two (2) years working in the area of infectious disease control preferred.
Experience with health education, risk communication or emergency preparedness a plus.

EMPLOYMENT QUALIFICATIONS:

Knowledge of:

- Principles and practices of public health, specific to those functional areas to which assigned.
- Applicable federal, state and local laws and regulations.
- Research, data analysis and report preparation techniques.
- Computer applications related to the work.
- Correct oral and written English usage.
- Standard office practices, including the operation of standard office equipment.
- Basic budgetary principles and practices.
- Basic supervisory principles and practices.

Skill in:

- Performing a variety of professional level analytical and operations support work without close supervision.
- Planning, directing and reviewing the work of others and training others in work procedures.
- Collecting, analyzing and evaluating varied information and data.

- Interpreting, applying, and explaining complex laws, policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Excellent communications skills, both verbal and written, including public speaking.

LICENSES AND CERTIFICATIONS:

Requires possession of a valid Michigan driver's license.

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.

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.