

**COUNTY ADMINISTRATOR**  
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TO: Jeff Irwin, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Ellen J. Clement, Public Health Director

DATE: March 16, 2005

SUBJECT: Emergency Preparedness Coordinator

**BOARD ACTION REQUESTED:**

Board approval requested to hire Cindra James as Emergency Preparedness Coordinator at \$56,056 annual salary.

**BACKGROUND:**

The Emergency Preparedness Coordinator (Position #3052 0001) in the Public Health Department has been vacant since January 3, 2005. This position is fully funded with federal bioterrorism preparedness grant resources which are passed through the Department of Community Health to the County as part of the Comprehensive Plan and Budget Contract (CPBC) for locally funded public health services.

**DISCUSSION:**

This request is made in accordance with County policy which requires Board of Commissioner approval to hire employees above the mid-point of the salary range. The 2005 salary range for this position is \$44,272 - \$63,013 with a midpoint of \$53,643. Ms. James is an experienced Emergency Preparedness Coordinator and has worked in this capacity for Wayne County Public Health Department since January 2002. In addition the applicant has worked in public health since 1993 and meets or exceeds the experience and qualification requirements of this position.

Emergency Preparedness continues to be an extremely demanding program area with extensive detailed standards for plans, training and exercises to fully meet the agency's performance requirements. It will be very beneficial to have an experienced individual in this position who is familiar with all of the federal and state standards.

**IMPACT ON HUMAN RESOURCES:**

No impact on human resources will result from this action.

**IMPACT ON BUDGET:**

The salary for this position is fully funded by federal funds included in the CPBC agreement and represents a reduction over the 2004 costs for this position.

**IMPACT ON INDIRECT COSTS:**

No impact on indirect costs will result from this action.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

None

**CONFORMITY TO COUNTY POLICIES:**

This request is made in accordance with County policies.

**ATTACHMENTS/APPENDICES:**

Ms. James' resume

**Cindra M. James**  
**26120 Rouge Court**  
**Southfield, Michigan 48034**  
**248-350-1471**

**OBJECTIVE:**

To obtain a position that will allow me to make the most of my emergency preparedness knowledge, organizational skills, and open the door to new responsibilities and experiences.

**EDUCATION:**

**Wayne State University**

B.S. Biological Sciences (1992)

**Certified Food Manager**

Wayne County Health Department (1993)

**40 HAZWOPER & annual refreshers**

SEMCOG (1994-2004)

**CBRNE Defense Operations**

MSP (2004)

**Psychosocial Issues Related to Bioterrorism**

University of Michigan ACPHP (2003)

**Investigative Responses to Bioterrorism**

DOJ (2003)

**Crisis and Emergency Risk Communication**

University of Michigan ACPHP (2003)

**Weapons of Mass Destruction Radiological/Nuclear Awareness**

HS/ODP (2004)

**Related Skills:**

Coordination of Departmental in-services  
Able to organize, prioritize multiple duties  
Development of plans, protocols, policies  
Computer skills (Word 6.0, Publisher, Power Point, Access, Excel)  
Able to exercise sound independent judgment  
Works well with Departments, agencies, and municipalities  
Knowledge of public health, federal, and environmental laws and acts  
Coordination and planning of exercises  
Firearm safety training-basic and advanced  
Training of staff  
Ability to analyze data  
Knowledge of CBRNE agents

## **EMPLOYMENT HISTORY:**

### **Wayne County Department of Public Health**

#### **Emergency Preparedness/Bioterrorism Coordinator (2002 to present)**

Duties include: Coordinate local health department emergency response to public health emergencies; coordinate OPHP assessments as required by CDC funding; develop local health department public health emergency response plan; integrate local public health emergency response plan with local emergency management plans for LHD jurisdiction; maintain all public health emergency response plans to assure contact information, duties and responsibilities are current; provide trainings to other disciplines on the role of local public health in emergency response; provide training to LHD staff on the role of public health in a multi-disciplinary public health emergency response; develop protocols for coordination of epidemiology and law enforcement activities during criminal investigations affecting the health of the public and train LHD staff appropriately; work with regional group and LEPC.

### **Wayne County Department of Environment**

#### **Department Supervisor (1998-2002)**

Duties include: Development of Solid Waste Management Plan update; promotion of plan to communities; monitoring division's website; develop informational and educational brochures; facilitate and coordinate Master Composter class; coordinate departmental in-services; track household hazardous waste inquires.

#### **Environmentalist (1993-1998)**

Duties include: inspection of landfills (sanitary, hazardous) and transfer stations; illegal dumping complaints; Good Neighbor United Initiative participant; inspection of closed dump sites.

### **Wayne County Environmental Health**

#### **Environmentalist (1990-1993)**

Duties include: dye-testing industrial and commercial buildings; inspecting restaurants, swimming pools, day/adult-care facilities; investigating food-borne illness complaints.

A RESOLUTION AUTHORIZING THE HIRING OF CINDRA JAMES AS EMERGENCY PREPAREDNESS COORDINATOR FOR PUBLIC HEALTH AT A SALARY OF \$56,056

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 16, 2005

WHEREAS, the Public Health Emergency Preparedness Coordinator (Position #3052 0001) has been vacant since January 3, 2005; and

WHEREAS, County policy requires Board of Commissioner authorization for the hire of new employees at a salary above the midpoint of the classification range; and

WHEREAS, Emergency Preparedness continues to be an extremely demanding program area with extensive detailed standards for plans, training and exercises to fully meet the agency's performance requirements; and

WHEREAS, the recruitment and hiring process undertaken to fill this position has identified Ms. Cindra James as the preferred candidate; and

WHEREAS, Ms. James is an experienced Emergency Preparedness Coordinator and has worked in this capacity for the Wayne County Public Health Department since January 2002; and

WHEREAS, this position is fully funded by federal funds included in the CPBC agreement and represents a reduction over the 2004 costs for this position; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the hire of Cindra James as Emergency Preparedness Coordinator for Public Health at a salary of \$56,056.