



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C10

For the meeting of: December 12, 2017

Date: November 22, 2017

To: Board of Supervisors

From: Connie Beck, ^{CB} Director
Department of Health and Human Services

Subject: Allocate one (1) 1.0 full time equivalent (FTE) Communicable Disease Investigator I/II and Supplement Budget Request for Fiscal Year 2017-18 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate one (1) 1.0 (FTE) Communicable Disease Investigator I/II (class 0524, salary range 342/370) in budget unit 416 effective immediately.
2. Direct the Auditor-Controller to supplement Fund 1175, Budget unit 419 – TB Control. (4/5 Vote Required)

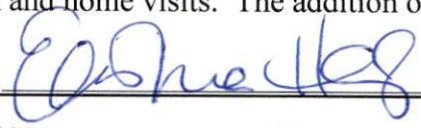
SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

The Communicable Disease Investigator (CDI) position will conduct investigations related to reported and anticipated diseases including administrative and educational activities. The CDI position will also provide non-nursing support to the Communicable Disease Prevention program and will be responsible for routine follow up, assisting with reporting and conducting field work and home visits. The addition of this position

Prepared by Connie HagQuist, Staff Services Analyst – ES

CAO Approval 

REVIEW:

Auditor MSM County Counsel _____ Personnel WB Risk Manager _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

Ayes Sundberg, Fennell, Bass, Bohn, Wilson
Nays _____
Abstain _____
Absent _____


PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 12/12/17

By: 
Kathy Hayes, Clerk of the Board

will allow the program to serve more individual and help implement strategies that aim to reduce the spread of communicable disease in the county.

FINANCIAL IMPACT:

The full year cost of the newly created position of Communicable Disease Investigator (CDI) I/II at step 1A is \$60,872 including benefits. The estimated cost for fiscal year 2017-18 is \$30,436 for thirteen pay periods. While the position resides in Fund 1175, Budget Unit 416, Public Health Field Nursing salary and benefit expenses related to Communicable Disease Programs are transferred into Fund 1775, Budget Unit 419 for grant tracking purposes. At the time of creating the county budget for FY 2017-18 this expense was not anticipated. The supplemental budget request below will increase the overall budget in budget unit 419 by \$30,436 bringing the total budget from \$386,095 to \$416,531.

The CDI position will be supported through various state grants and Public Health Realignment.

Budget Name	Line Item	Adopted Budget	Increase/Decrease	Revised Budget
TB Control	586499	305,188	30,436	335,624
TB Control	3928	163,353	30,436	193,789

The recommendations included in this agenda item support the Board's Strategic Framework by protecting vulnerable populations and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

County Human Resources Classification Review Report
Job Specification



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: October 19, 2017

To: Connie Beck, Director – Department of Health and Human Services

From: Stephanie Bunch, Human Resources

Subject: Classification Review – New Classification of Communicable Disease Investigator I/II

At your request, Human Resources has conducted a classification review of a proposed position in the Public Health Branch of the Department of Health and Human Services. The position will conduct investigations related to reported and anticipated diseases including administrative and educational activities.

Duties include monitoring outbreaks of communicable diseases and collecting data and preparing a variety of general and specialized reports. In addition, the proposed position interviews clients who are at risk for or have communicable diseases, supports clients' treatment ensuring all appointments are kept and medications are taken as directed and delivers medications in the field. May transport clients to appointments as needed. Other duties include providing client education, training and public information in the field and through a diverse system of support groups. Additional duties include maintaining a wide variety of statistical information, using the information to prepare reports for department administration, state, federal and local entities. Other duties include performing client medical chart reviews, responding to requests for information from the public and medical providers and participating in and assisting with public health emergency preparedness.

Based on the duties and responsibilities described above, Human Resources has developed the new classification of Communicable Disease Investigator I/II. Human Resources has prepared an agenda item for the Board of Supervisors to adopt the new classification. You will need to prepare an agenda item to allocate the new classification with the following specific language:

“That the Board of Supervisors approve the allocation of one full-time Communicable Disease Investigator I/II (salary range 342/370, class 0524) in budget unit 416, effective immediately.”

Following Board approval you should prepare a requisition with the Board Order allocating the position copied on the reverse and send it to Human Resources so that we may conduct a recruitment for the new classification.

Please do let me know if you have any questions regarding any of the information in this report.

cc: Cindy Hammers

Michele Stephens, HHS – Public Health Branch Director

COMMUNICABLE DISEASE INVESTIGATOR I/II

DEFINITION

Under general supervision, performs administrative, statistical, non-criminal disease investigations, public health information and community liaison, counseling and educational work in public health laws, rules and regulations that govern communicable or infectious diseases to ensure treatment and follow up; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Communicable Disease Investigator I is the entry level in this paraprofessional support class. Initially under close supervision the incumbents learn program policies and procedures. This class is alternatively staffed with Communicable Disease Investigator II and the incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Communicable Disease Investigator II is an experienced class responsible for conducting investigations related to communicable disease and health problems and hazards in the community; provides education related to communicable diseases; maintains statistics and provides administrative support and analysis related to communicable disease investigative work. Performs other related work as assigned.

EXAMPLES OF DUTIES (Illustrative Only)

- Conducts communicable disease investigations.
- Monitors outbreaks of communicable diseases and provides recommendation to support appropriate prevention, treatment, control and reporting.
- Investigates and follows up on a wide range of reportable communicable diseases to ensure appropriate prevention, treatment, control and reporting are implemented.
- Discusses findings with the team and records all findings appropriately.
- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis.

Communicable Disease Investigator I/II

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- Interviews and counsels clients who are at risk for or have communicable and/or chronic diseases.
- Prepares, submits and maintains detailed records for local, state and federal agencies.
- Provides consultation, outreach, patient education, training and public messaging about communicable diseases to diverse community and health care provider groups through a variety of forums.
- Participates as contact liaison for state fiscal, communicable disease program staff and county fiscal department; monitors expenditures, requests materials and equipment to meet program needs.
- Delivers prescribed medications to patients in the field or in the clinic.
- Transports patients and contacts when required to facilitate medical evaluation, care and treatment of communicable disease; communicates with providers to ensure follow up is completed.
- Prepares technical reports, correspondence and other written materials.
- Prepares, submits and maintains detailed records for local, state and federal agencies.
- Provides consultation, outreach, education, training and public messaging about communicable diseases to diverse community and health care provider groups through a variety of forums.
- Contacts patients and transports when required to facilitate medical evaluation, care, and treatment of communicable disease.
- Performs medical chart reviews.
- Enters data into web-based electronic database.
- Responds to phone and email inquiries from the public and medical providers.
- Communicates with medical providers to ensure appropriate follow up is completed.
- Participates and assists with public health emergency preparedness activities.

QUALIFICATIONS

Knowledge of:

Principles of field investigation, interviewing and counseling techniques.

Principles of disease transmission and prevention.

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Communicable disease etiology, manifestations, progression, diagnosis and treatment.
Medical and drug terminology, laboratory testing procedures.
Title 17, California Code of Regulations: Reportable Communicable Disease.
Principles and practices of effective public speaking.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Business computer user applications, particularly as related to statistical analysis.
Basic organization functions and operations of a public agency.
Personal safety techniques.
Applicable federal, state and local laws and regulations.

Skill in:

Analyzing administrative, operational and organizational problems, evaluating alternatives and reaching sound conclusions.
Conducting interviews of a highly personal nature.
Maintaining a calm demeanor and presenting data in highly charged and rapidly changing situations.
Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
Working with diverse populations.
Working around blood-borne pathogens and infectious diseases.
Establishing and maintaining effective, ethical, and cooperative relationships with medical and laboratory personnel, public officials and community groups.
Preparing and making educational presentations to varied groups.
Preparing clear, concise and complete reports and other written materials.
Exercising sound independent judgment within established guidelines.
Maintaining accurate records and files.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

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Communicable Disease Investigator I: Equivalent to two years in a college or university with emphasis in public health, biological science, nursing or a related field; and one year of experience working in a community health setting.

Communicable Disease Investigator II: In addition to the above, two years experience performing communicable disease investigation activities in a setting similar to those of the County's class of Communicable Disease Investigator I.