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LANE COUNTY
HUMAN RESOURCES DEPARTMENT / 125 East 8th Ave. / Eugene, OR 97401
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AGENDA COVER MEMO

Memorandum Date: December 16, 2009
Order Date:

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Cindy Tofflemoyer, Sr. Management Analyst/HR

AGENDA ITEM TITLE: In the Matter of Establishing the Senior Community Health Analyst, Community Health Analyst 2 and Community Health Analyst 1 Classifications and Salary Ranges

I.   MOTION

MOVE APPROVAL OF ORDER 09 --_____ In the matter of establishing the Senior Community Health Analyst, Community Health Analyst 2 and Community Health Analyst 1 classifications and salary ranges.

II.   AGENDA ITEM SUMMARY

The Board is being asked to create the Senior Community Health Analyst, Community Health Analyst 2 and Community Health Analyst 1 classifications and salary ranges.

III. BACKGROUND/IMPLICATIONS OF ACTION

A.   Board Action and Other History

According to the Council on Linkages Between Academia and Public Health Practice the focus of public health has been changing over the past decade from a health education model to a model which incorporates epidemiology (public health data analysis, trends projections, studies and performance measures) with public health education.   Public health professionals around the nation have developed a set of Core Competencies through the national Council on Linkages Between Academia and Public Health Practice and created criteria to assist in the standardization of future public health accountability.

The Core Competencies are part of a national accreditation program designed to redefine public health from primarily a public health educational/service provider to providing a broader scope of work which includes statistical public health trends analysis, public health projections as well as preventative educational programs. The Council on Linkages has an on going mission to continue working with public health educators in developing education and training programs around these competencies and encourage public health agencies to incorporate the competency framework into their hiring and evaluation of staff.

We currently have a Public Health Educator classification which no longer accurately reflects the work being done.

B. Policy Issues

APM, Chapter 3, Section 20, C (1a) states; If Human Resources determines that a new classification is appropriate, it shall prepare a proposed classification specification with proposed salary and prepare a Board Agenda item requesting that the Board amend the classification and compensation plans to add the new classification.

Lane Code provides the Board with the ability to modify the classification plan by creating classifications.

These will be AFSCME represented classifications. AFSCME is in agreement with the new job classifications and proposed salary ranges.

C. Board Goals

The mission of Lane County is to provide high quality government services in a fair, open and economical manner to best meet the needs and expectations of our citizens and guests. The Lane County Strategic Plan clearly addresses the need for the Human Resources department to direct and coordinate the overall planning effort to identify actions to assure that workforce capabilities meet future needs, and to aim for a flexible classification and compensation system so that the system supports and does not inhibit excellent performance in the delivery of County services.

By creating these job classifications and salary ranges we will accurately reflect the work that is currently being done within the Public Health Educator classification, provide a professional career ladder for public health professionals as well as assist in competitive recruitment.

Health and Human Services/Public Health indicate that these new classifications will assist them in meeting the national accreditation standards of the Public Health Accreditation Board which in turn will more than likely enhance their abilities to compete for grant moneys in the future.

D. **Financial and/or Resource Considerations**

Health and Human Services Department has sufficient funding in their programs to fund costs associated with the new classifications.

E. **Analysis**

Currently the Public Health Educator (PHE) classification (grade 28 $38,834-$53,789) is being utilized to perform epidemiological and reporting/analysis duties. The PHE job classification specifications don't reflect these specialized duties or the knowledge skills and abilities that are required for accreditation.

The proposed Community Health Analyst job classification specifications combine preventative public education and epidemiology as well as meeting recommended Public Health higher education criteria.

A point factor analysis was done and places the Senior Community Health Analyst at grade 36 ($47,299-$65,499), Community Health Analyst 2 at grade 32 ($42,827-$59,342) and Community Health Analyst 1 at grade 28 ($38,834-$53,789) of the AFSCME compensation plan.

Human Resources conducted a survey of comparable Oregon counties and we were not able to find counties that had incorporated epidemiology and public health education into a job classification(s). Clackamas, Benton and Washington counties have Epidemiologist classifications with pay ranges of $41,933-$69,348 and Public Health Education classifications in comparator counties range roughly from $35,835-$55,786.

Blending public health education and epidemiology requirements into our classifications and salary ranges will allow us to competitively recruit and provide future growth opportunities for our employees as well as continue to provide comprehensive public health services to our community.

F. **Alternatives/Options**

1. Adopt the proposed Senior Community Health Analyst, Community Health Analyst 2 and Community Health Analyst 1 classifications and pay grades.

Advantages: Accurately reflects scope of work, creates career ladder and creates competitive wages to recruit and retain skills.

Disadvantages: Staff was not able to identify any disadvantages at this time.

2. Reject the motion.

Advantages: Staff was not able to identify any advantages to not establishing the new classifications and pay grades at this time.

Disadvantages: Health and Human Services will not meet accreditation goals which could enhance future grant funding opportunities.

IV. TIMING/IMPLEMENTATION

Human Resources recommend establishing the Senior Community Health Analyst (grade 36), Community Health Analyst 2 (grade 32) and Community Health Analyst 1 (grade 28) of the AFSCME compensation plan effective upon Board Order approval.

V. RECOMMENDATION

Human Resources recommend approval of the motion.

VI. FOLLOW-UP

If the Board approves the motion and adopts creating the propose classifications and salary grades Human Resources staff will immediately add the new classifications and place them into the AFSCME compensation plan at the appropriate grades and reclassify incumbents in the Public Health Educator classification into appropriate classifications.

VII. ATTACHMENTS

Board Order.
Senior Community Health Analyst, Community Health Analyst 2 and Community Health Analyst 1 Job Classification Specifications.

COMMUNITY HEALTH ANALYST 1

DEFINITION

To address population-based health issues in Lane County by conducting epidemiologic investigations to identify specific diseases, injuries, or other adverse health events; by implementing and evaluating local public health programs and data that effect change at the individual, interpersonal, organizational, and community levels; and by establishing and maintaining partnerships with key community partners to support their efforts as advocates for improved community health.

CLASS CHARACTERISTICS

This is the entry level in the professional Community Health Analyst series. This class is responsible to apply critical thinking and statistical reasoning to identify, analyze, and address community health problems; to implement and evaluate public health programs; to collaborate with community partners to promote community health; and, to perform related duties as assigned.

Employees within this classification are distinguished from the Community Health Analyst 2 in that the latter is assigned to address multiple or more complex public health issues, and prevention programs. Public Health Analyst 2's are also distinguished from the Public Health Analyst 1 by the level of skill and responsibility for analytical assessment, policy development, planning, evaluation, communication, and program management, fiscal accountability; and level of education and experience.

This class is distinguished from the Senior Community Health Analyst in that the latter has full responsibility for research in specific fields including acute and chronic disease, maternal child health, disease clusters, trend analysis, and geographic distribution of disease; the variety and complexity of public health policy development, program, planning, implementation, and evaluation; and, the advanced level of knowledge and experience, independence, and decision-making authority required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel

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

Monitor community health status and identify community health problems; and share relevant information with partners inside and outside of public health.

Assist in conducting epidemiologic investigations of specific diseases, injuries, or other adverse health events using relevant qualitative and quantitative data and information.

Participate in quantitative and qualitative data collection, analysis, interpretation, summary, and presentation using specific software pertaining to Public Health.

Assist in selecting and employing appropriate methods for the design, implementation and evaluation of public health programs and interventions that address population-based health issues.

Implement specified public health programs that effect change at the individual, interpersonal, organizational, and community levels.

Use defined criteria to monitor and evaluate public health programs for effectiveness and quality performance.

Collaborate with community partners, diverse populations, and key stakeholders to address specific issues.

Assist in the development and refinement of community health assessments.

Assist in the development, implementation, and monitoring of program and organizational performance standards.

Conduct literature reviews related to issues relevant to specific public health issues or programs.

Assist in identifying and writing proposals in response to grant opportunities; and prepare accurate and timely program reports for granting organizations, agencies, and government bodies.

MINIMUM QUALIFICATIONS

Knowledge of:

Public health sciences including: epidemiology and biostatistics; behavioral and social sciences, program planning and evaluation, environmental public health, and prevention of chronic and infectious diseases and injuries.

Data collection processes and the ethical and legal principles pertaining to the collection, maintenance, use, and dissemination of data and information

Application of the public health ecological framework to assessing and addressing the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention.

Strategies for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.

Community dimensions of public health practice including strategies to accomplish effective community engagements.

Specialized data bases and statistical software.

Strategic planning, public health essential services, core functions, and core competencies.

Ability to:

Use established scientific and technical methods and practices to identify community health conditions.

Collaborate with internal and external partners to promote the health of the community.

Communicate effectively in writing and orally; prepare written and oral reports and presentations.

Listen to others in an unbiased manner, respecting other points of view, and promoting the expression of diverse opinions and perspectives.

Develop and adapt approaches to problems that take into account cultural differences.

Utilize office computer programs used in the organization.

Effectively utilize information technology and computer systems for the collection, retrieval, and availability of data for analysis.

Experience and Training

Training:

Masters degree in Public Health (MPH); a Masters of Science degree in Public Health (MSPH); or a Masters degree with major course work in Public Health from an accredited college or university.

Or

Bachelor's degree with major course work in Public Health, Public Administration, or Public Policy.

Experience:

Public Health experience preferred but not required with masters degree.

Two years of increasingly responsible experience in Public Health program planning, implementation and evaluation, data collection and analysis, and community mobilization with Bachelor's degree.

An equivalent combination of program relevant experience and training that demonstrates the required knowledge and abilities is qualifying.

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COMMUNITY HEALTH ANALYST 2

DEFINITION

To address population-based health issues in Lane County by conducting epidemiologic investigations to identify specific diseases, injuries, or other adverse health events, and interventions to promote and protect public health; by planning, implementing, and evaluating local public health programs and data that effect change at the individual, interpersonal, organizational, and community levels; and by fostering collaboration, and establishing and maintaining partnerships with key community partners to support their efforts as advocates for improved community health.

CLASS CHARACTERISTICS

This is the full journey level in the professional Community Health Analyst series. Employees within this classification are responsible for carrying out a broad range of investigative and analytical activities related to the surveillance, detection, and prevention of diseases and injuries; and for the planning, implementation, and evaluation of complex public health programs and policies that address differing community public health needs.

This classification is distinguished from the Senior Community Health Analyst in that the latter has full responsibility for advanced research in specific fields including acute and chronic disease, maternal and child health, disease clusters, trend analysis, and geographic distribution of disease; the variety and complexity of public health policy development, program planning, implementation, and evaluation; and, the advanced level of knowledge and experience, independence, and decision-making authority required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel

May exercise functional or technical supervision over clerical staff and volunteers.

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

Conduct epidemiologic investigations of specific diseases, injuries, or other adverse health events using relevant qualitative and quantitative data and information; share relevant data with community stakeholders using the public health code of ethics.

Collect quantitative and qualitative data.

Perform specialized data analysis using specified software.

Develop, implement, and update community health assessments that identify community health issues, needs, assets, and priorities.

Implement, and enforce public health laws, regulations, and policies related to specific public health programs.

Mobilize and facilitate community coalitions to address public health issues.

Advocate for public health programs and projects, and strategies to improve to public's health.

Prepare, interpret, and communicate descriptive statistics using advanced computer skills in assigned office software/technology.

Select and employ appropriate methods for the design, implementation and evaluation of public health programs and interventions that address population-based health issues.

Contribute to the development and administration of program budgets; maintain programs within budget constraints; and develop strategies for determining budget priorities.

Participate in the identification of potential funding sources and preparation of effective proposals for funding from external sources.

Prepare, interpret, and communicate descriptive statistics using the public health code of ethics in the collection, management, dissemination, and use of data.

Participate in the development, implementation, and monitoring of program and organizational performance standards.

Prepare plans, including goals, outcome and process objectives, and implementation steps (may include emergency response plans).

May assist in budget preparation and cost-effectiveness, cost-benefit, and cost-utility analysis.

MINIMUM QUALIFICATIONS IN ADDITION TO ALL REQUIRED FOR COMMUNITY HEALTH ANALYST 1:

Knowledge of:

Strategies for the effective presentation of accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences.

Use of media, advanced technologies, and community networks to effectively communicate information relevant to the community's health.

Principles and practices of public health management; program planning, development, evaluation; and fiscal administration.

Strategic planning processes; and public health performance standards, core competencies, and accreditation.

Community mobilization; community collaboration and partnership promotion, development, facilitation, and maintenance; and the relevance of community linkages, engagement, and input to the assessment and promotion of community health.

Contribute to the development, implementation, and monitoring of performance standards.

Ability to:

Identify relevant and appropriate qualitative and quantitative data and information sources; uses and limitations of data; relevant variables; integrity and comparability of data; and application of ethical principles to the collection, maintenance, use, and dissemination of data.

Effectively utilize public health sciences including epidemiology and biostatistics; behavioral and social sciences, public health program planning and evaluation; environmental public health, and prevention of chronic and infectious diseases and injuries.

Use leadership, team building, and conflict resolution skills to maintain linkages with key stakeholders and build community partnerships to promote the health of the population.

Interact with both diverse individuals and communities to produce or impact an intended public health outcome.

Advocate for public health programs and resources; describe the role of government in the delivery of community health services, and identify individual and organizational responsibilities within the context of the Essential Public Health Services and core functions.

Identify the role of cultural, social, and behavioral factors in determining the delivery of public health services and the health of communities; and, develop and adapt approaches to problems that take into account cultural differences.

Foster and facilitate collaboration with internal and external groups to ensure participation of key stakeholders.

Identify and implement public health population-based strategies.

Implement identified public health laws, regulations, and policies.

Experience and Training

Training:

Masters degree in Public Health (MPH); a Masters of Science degree in Public Health (MSPH); or a Masters degree with major course work in Public Health from an accredited college or university.

Experience:

Three years of increasingly responsible experience in Public Health program planning, implementation and evaluation.

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An equivalent combination of program relevant experience and training that demonstrates the required knowledge and abilities is qualifying.

SENIOR COMMUNITY HEALTH ANALYST

<u>DEFINITION</u>

To address population-based health issues in Lane County by conducting epidemiologic investigations to identify diseases, injuries, or other adverse health events, and interventions, programs, or policies to promote and protect public health; by planning, implementing, and evaluating local public health programs, policies and data that effect change at the individual, interpersonal, organizational, and community levels; and by fostering collaboration, and establishing and maintaining partnerships with key community partners to support their efforts as advocates for improved community health.

<u>CLASS CHARACTERISTICS</u>

This is the advanced journey level in the professional Community Health Analyst series. Employees in this classification have full responsibility for advanced analytic work in the surveillance and detection, research, and prevention of disease. Employees in this classification use advanced applied epidemiologic methods to investigate public health issues including acute and chronic disease, maternal and child health, disease clusters, and trend analysis; and, apply public health sciences and research when planning, implementing, and evaluating public health programs, policies, and interventions. This classification is distinguished from other classes within the series by the advanced level of knowledge and experience, independent judgment, and decision-making required; the complexity and multiplicity of public health issues and efforts addressed; and the level of involvement in the development and analysis of public health policies.

<u>SUPERVISION RECEIVED AND EXERCISED</u>

Receives general direction from assigned management personnel

May exercise functional or technical supervision.

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

Design, conduct, and lead public health investigations and epidemiologic studies of acute and chronic conditions or other adverse outcomes in the population.

Perform specialized data analysis using specified software.

Prepare, interpret, and communicate descriptive statistics using advanced computer skills in assigned office software/technology.

Assure adherence to the public health code of ethics in the collection, management, dissemination, and use of data.

Lead public health programs and community public health planning efforts using research and current knowledge of the causes of disease and determinants of health.

Evaluate public health investigations and epidemiologic studies, programs, and planning efforts by developing and utilizing measurable and relevant goals and objectives, logic models, and evidence-based theories of action

Foster collaboration, strong partnerships, and team building to assure stakeholder input, define community health issues, define/interpret data, develop recommendations, and identify risks and benefits to the community.

Develop and present budgets, maintain programs within budget constraints, apply budget processes, and develop strategies for determining budget priorities.

Lead team efforts to identify potential funding sources and prepare effective proposals for funding from external sources.

MINIMUM QUALIFICATIONS IN ADDITION TO ALL REQUIRED FOR COMMUNITY HEALTH ANALYST 2 :

Knowledge of:

Designing, conducting, evaluating, analyzing, interpreting, and presenting ethical and valid data from surveillance, investigations, and epidemiologic studies of community health problems while assuring community input and participation and providing information regarding risks and benefits to the community.

Policy development and implementation, including the health, fiscal, administrative, legal, social, and political implications; outcome and feasibility options; decision analysis; and, plan development.

The role of cultural, social, and behavioral factors in understanding the health status of populations and potential determinants of health and illness, in adapting health promotion and disease prevention, and the delivery of any other public health services.

Public Health Essential Services, core functions, core competencies for Public Health Professionals, Public Health accreditation opportunities and issues, and professional and organizational responsibilities related to services, functions, competencies and accreditation.

Financial planning; budget development and management; and cost-effectiveness, cost-benefit, and cost-utility analysis.

Principles, practice, application and value of effective public health strategic planning.

Ability to:

Design, conduct, and lead health investigations and epidemiologic studies.

Effectively utilize information technology and computer systems for the collection, retrieval, and availability of data for decision-making.

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Articulate the health, fiscal, administrative, legal, social, and political implications of community health issues, programs, and policies.

Write clear and concise policy statements based on the collection and interpretation of relevant information; determine feasibility and expected outcomes of policies; determine appropriate courses of action, and develop plans to implement policy, including goals, outcomes, process objectives, and implementation steps.

Identify, interpret, and implement applicable health laws, regulations, and policies.

Promote a culture of ethical standards and assure that approaches to public health problems are relevant and appropriate for the intended populations.

Facilitate creation of shared key values, mission, and vision statements and use these principles to guide action within the department/programs and within community coalitions.

Conduct cost-effectiveness, cost benefit, and cost utility analysis to assure effective program efforts and demonstrate program effectiveness.

Monitor public policy and legislation having an impact on community health, and collaborate with legal and political systems to effect change that promotes the health of the population.

Develop and maintain productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and County departments.

Identify potential funding sources and prepare effective proposals for funding from external sources.

Experience and Training

Training:

Masters degree in Public Health (MPH); a Masters of Science degree in Public Health (MSPH); or a Masters degree with major course work in Public Health from an accredited college or university.

Experience:

Five years of increasingly responsible experience in Public Health program planning, development and evaluation.

An equivalent combination of program relevant experience and training that will demonstrate the required knowledge and abilities is qualifying.

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IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 09-

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**In the Matter of Establishing the
Senior Community Health
Analyst, Community Health
Analyst 2 and Community
Health Analyst 1 Classifications
and Salary Ranges**

WHEREAS, Human Resources has completed a review and point factor analysis of the proposed Senior Community Health Analyst, Community Health Analyst 2 and Community Health Analyst 1 classifications.

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation.

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS HEREBY RESOLVED AND ORDERED, that there be established new classifications of

Senior Community Health Analyst   Grade 36 ($47,299-$65,499)

Community Health Analyst 2   Grade 32 ($42,827-$59,342)

Community Health Analyst 1   Grade 28 ($38,834-$53,789)

Dated this _____ day of _____, 2009.

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Peter Sorenson, Chair
Board of County Commissioners