

CITY OF EL PASO, TEXAS

DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 02/05/08

CONTACT PERSON/PHONE: Human Resources, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: City Wide

SUBJECT:

APPROVE: Resolutions for the creation of Job Specifications for Deputy Director of Clinical Services, Museum Director – History and Solid Waste Operations Manager.

BACKGROUND / DISCUSSION:

The creation of the proposed job class for **Deputy Director of Clinical Services** was requested by the Interim Director of the Department of Public Health Director to implement strategic and operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job class of the **Museum Director – History**, will replace the one used for an existing position. This job class was requested by the Museums and Cultural Affairs Director to implement strategic and operational efficiencies. The revised duties more adequately describe and address the duties that will be required of the person sought during the recruitment.

The proposed job class of **Solid Waste Operation Manager** will replace the one used for an existing position. This job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. The revised duties more adequately describe and address the duties currently being performed. The incumbent will be reclassified into the position.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2008

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 1/25/08

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

CITY CLERK DEPT.
08 JAN 28 PM 2:43

CITY CLERK DEPT.

RESOLUTION

08 JAN 28 PM 2:43

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Deputy Director of Clinical Services** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **22025**. The Grade is **EX 4**.

PASSED AND APPROVED this ___ day of February, 2008.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

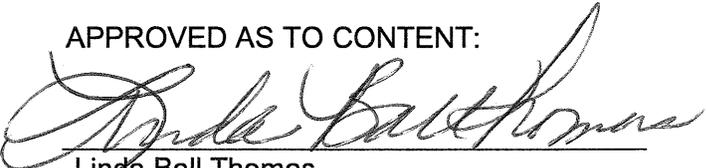
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

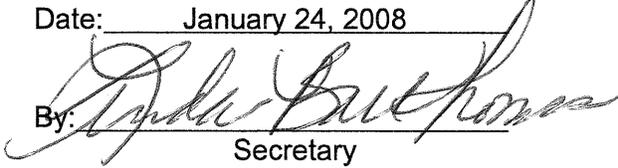
APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: January 24, 2008

By: 
Secretary

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JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR

CITY CLERK DEPT
08 JAN 28 PM 2:4



CITY COUNCIL
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HUMAN RESOURCES DEPARTMENT

DATE: January 16, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director 
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following new specification to the City Council for acceptance and approval.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Deputy Director of Clinical Services	22025	EX 4

The creation of the proposed job class was requested by the Department of Public Health Director to implement operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and reviewed by the Department of Public Health Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)





JOB SPECIFICATION

Code 22025

Grade EX 4

DEPUTY DIRECTOR OF CLINICAL SERVICES

General Purpose

Under general administrative direction, is responsible for assisting the Director in planning, directing, managing, and overseeing clinical and operations including dental health services, WIC, 211 AIC, and immunizations; communicable disease control and prevention efforts against tuberculosis, STD's and HIV/AIDS; and services to promote healthy lifestyles and behaviors for all program participants.

Typical Duties:

Coordinate daily operations. Involves: Assist in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly. Assist in managing and participating in the development and administration of the departmental budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary. Assist in monitoring and evaluating efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes. Assist in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications.

Coordinate with the Health Authority on decisions with personal or population-based health implications. Involves: Develop and submit for approval program policy guidelines medical protocols, and procedures. Prepares and conducts informational presentations before large and small groups. Advises the public Health Director on community health issues including environmental issues, disease control, occupational health issues, and family health issues and homeland security.

Develop grant proposals and program outlines. Involves: Coordinate activities with community groups, health providers, and community organizations on both non-emergency and emergency conditions. Assist in responding to and resolving sensitive inquiries and complaints from both internal and external sources. Act as Health Authority in the absence of the Health Director for the City and the County of El Paso. Conduct regular visits to all clinics to insure programs and procedures are carried out as instructed. Performs related duties and fulfills responsibilities as required.

Supervise assigned personnel. Involves: Supervise directly and through subordinate supervisors. Schedule, assign and check work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, transfer, discipline, and assign merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of examination and diagnostic procedures and techniques.
- Application of comprehensive knowledge of modern medical office procedures and practices.
- Application of considerable knowledge of community health education procedures, methods, and practices.
- Application of considerable knowledge of availability of community health resources.
- Application of considerable knowledge of medical record keeping and reporting practices and procedures.

Effective

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



JOB SPECIFICATION

Code 22025

Grade EX 4

DEPUTY DIRECTOR OF CLINICAL SERVICES

- Application of considerable knowledge of administrative practices and procedures related to public health.
- Application of considerable knowledge of applicable Federal, State, and local laws and ordinances.
- Application of some knowledge of computer hardware, software and peripherals.
- Supervise and monitor community health investigations.
- Firmly and impartially exercise supervisory authority and enforce established rules and regulations, determine and change workflow, schedule and balance workload of division.
- Analyze complex data and develop conclusions and recommendations quickly.
- Develop written grant proposals and guidelines.
- Prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner. Ability to coordinate with and/or bring together internal and external community public health resources both in emergency and non-emergency scenarios.
- Clear, concise oral and written communication to develop and present comprehensive reports and promote programs.
- Establish and maintain an effective working relationship with City staff, the general public, and the professional medical community.

Other Job Characteristics

- Occasional exposure to irate individuals.
- Occasional driving through city traffic.
- Work extended hours.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.

Minimum Qualifications

Education and Experience: Bachelor's Degree in Public Health, Business Administration, Nursing, or related field and five (5) years experience in public health administration including two (2) years of supervisory experience in a health care organization of comparable size and complexity.

Licenses and Certificates: Licensed to practice as a registered nurse in the State of Texas by the State Board of Nurse Examiners if required. Texas Class "C" Driver's License or equivalent from another state.

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Effective

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