

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 09/09/08

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

**DISTRICT(S) AFFECTED:** City Wide

**SUBJECT:**

**APPROVE:** Resolution for the creation of the proposed Job Specification for Community Health Preparedness Coordinator

**BACKGROUND / DISCUSSION:**

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

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY2002009

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 8/14/08

\*\*\*\*\*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 SEP -2 AM 10:41

CITY CLERK DEPT.

RESOLUTION

08 SEP -2 AM 10:41

**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 **Community Health Preparedness Coordinator** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **22255**. The Grade is **PM 132**.

**PASSED AND APPROVED** this \_\_\_ day of September, 2008.

THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

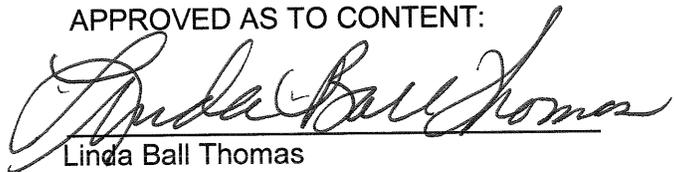
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

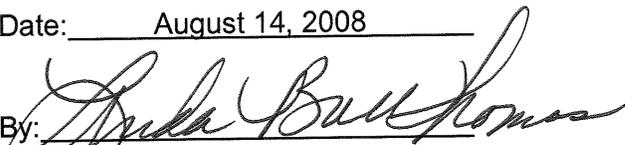
  
\_\_\_\_\_  
John F. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: August 14, 2008

By:   
\_\_\_\_\_  
Secretary

ITEM 2A

JOHN COOK  
MAYOR

CITY CLERK DEPT

JOYCE WILSON  
CITY MANAGER

08 SEP -2 AM 10:4



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director  
DATE: August 08, 2008  
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 change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Community Health Preparedness Coordinator</b>	<b>22255</b>	<b>PM 132</b>

The creation of the proposed job class was requested by the Health Department Director to implement strategic and operational efficiencies. No current specifications adequately describe 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 was reviewed by the Health Department 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 2a. & 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 22255

Grade PM 132

# COMMUNITY HEALTH PREPAREDNESS COORDINATOR

### **General Purpose**

Under general direction, manage the Community Health Preparedness Program, which includes health disaster and anti-bioterrorism development, epidemiology response and related planning.

### **Typical Duties:**

Oversee Health Department preparedness activities to include conducting integrated assessments and evaluation of Health Department preparedness. Involves: Conduct or direct studies of information flow, methods and procedures to develop and implement plans concerning Health Department's preparedness functions. Plan complex and specialized management activities and develops methods for improving techniques for accomplishing program goals. Determine long and short range resource requirements to ensure that current and future preparedness needs are met. Document program activities, assesses level of success and prepare reports for management. Monitor program budgets, including revenues, expenses and resource utilization. Develop educational, training and operation materials used in implementation of the disaster preparedness;

Initiate procedures and controls to promote communication and adequate information flow. Involves: develop and coordinate written After Action Reporting System to ensure Health Department Administration is provided continuous updates in order to inform local elected officials of preparedness activities. Plan and coordinate the health systems not directly involved in health disaster preparedness. Coordinate with the existing Emergency Management infrastructure that is facilitated and supported by the Federal Response plan, Metropolitan Medical Response System, Disaster Medical Assistance Teams, Mortuary Assistance teams and Hospital Preparedness planning. Act as liaison between the Health Department and outside agencies, support units and other City departments involved in disaster preparedness. Serve on or chair committees and task forces to evaluate status of and recommend changes in Metropolitan Medical Response System preparedness. Serve as a member of the management team by attending meetings, negotiations and conferences with other City departments and outside agencies. Make presentations upon request to community organizations on program topics.

Supervise assigned staff. Involves: schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

### **Knowledge, Skills, and Abilities**

- Application of comprehensive knowledge of: anti-bioterrorism disaster response and Epidemiological principles, response infrastructure and Alert Network Systems.
- Application of comprehensive knowledge of bioterrorism preparedness and response and conducting emergency management exercises.
- Application of comprehensive knowledge of related federal, state and local laws, regulations, rules, ordinances, policies, procedures, rules and regulations.
- Application of good knowledge in developing long range plans for highly technical programs.
- Application of good knowledge of supervisory principles and techniques.
- Application of good knowledge of accounting and budget preparation and controls.
- Perform analytical research and investigative studies.
- Interpret and analyze complex technical data and information for decision-making and reporting purposes, including decision-making in stressful situations.
- Establish and maintain effective working relationships with city officials, department directors, regulatory agencies, outside organizations, coworkers, employees and the general public.

