

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

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 12/22/09

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

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

**SUBJECT:**

**APPROVE:** Resolution so that the Classification and Compensation Plan be amended, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission (Attachment "A").

**BACKGROUND / DISCUSSION:**

The creation of the proposed job classes was requested by the Health Director to further implement the strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions. The development of these new positions is based on the needs demonstrated by the Health Director.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY2010/2011

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 12/10/09

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) JRB

**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:** \_\_\_\_\_

**RESOLUTION**

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

That the Classification and Compensation Plan shall be amended, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission. (See Attachment "A").

**PASSED AND APPROVED this \_\_\_\_\_ day of December, 2009.**

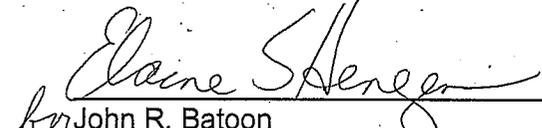
THE CITY OF EL PASO

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

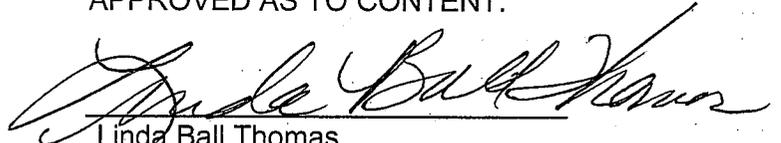
ATTEST:

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

APPROVED AS TO FORM:

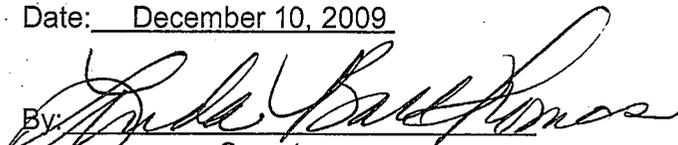
  
for John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: December 10, 2009

By:   
Secretary

ATTACHMENT "A"  
CLASSIFICATION AND COMPENSATION PLANS  
DECEMBER 22, 2009

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Food Safety Associate Inspector is hereby created as specified in the duties and responsibilities attached hereto. The Code is 22480. The Grade is GS 45. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$22,775.81 - \$33,792.35

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Food Safety Inspector is hereby created as specified in the duties and responsibilities attached hereto. The Code is 22470. The Grade is GS 50. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$28,449.87 - \$43,834.42

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Food Safety Inspector Supervisor is hereby created as specified in the duties and responsibilities attached hereto. The Code is 22460. The Grade is GS 54. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$33,860.56 - \$54,103.25

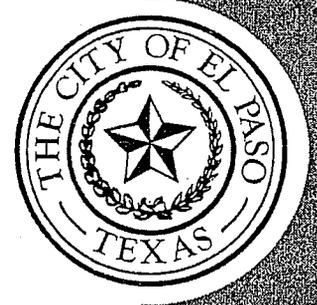
That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Food Safety Program Manager is hereby created as specified in the duties and responsibilities attached hereto. The Code is 22450. The Grade is PM 129. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$47,116.10 - \$72,087.63

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Information and Referral 211 Specialist is hereby created as specified in the duties and responsibilities attached hereto. The Code is 11400. The Grade is GS 46. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$23,914.60 - \$35,481.96

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Lead Epidemiologist is hereby created as specified in the duties and responsibilities attached hereto. The Code is 22205. The Grade is PM 133. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$57,338.10 - \$87,727.29

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director *LBT*  
**DATE:** December 10, 2009  
**SUBJECT:** 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 Food Safety Associate Inspector</b>	<b>22480</b>	<b>GS 45</b>

The creation of the proposed job class was requested by the Health 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 Streets 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 review 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)

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2  
Susie Byrd

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Rachel Quintana

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Ben O'Rourke

City Manager  
Joyce A. Wilson



CITY OF EL PASO  
Established Date:

## Food Safety Associate Inspector

Class Code:  
22480 GS 45

### SALARY RANGE

\$10.95 - \$16.25 Hourly  
\$875.99 - \$1,299.71 Biweekly  
\$1,897.98 - \$2,816.03 Monthly  
\$22,775.81 - \$33,792.35 Annually

### MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and one (1) year of experience involving public contact, general clerical work or food handling operations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

### GENERAL PURPOSE:

Under general supervision, conduct, food inspections, food and water sampling and respond to complaints to enforce laws and County orders, and to ensure protection of the public health.

### TYPICAL DUTIES:

Investigate complaints and enforce food ordinances, laws and County orders. Involves: Conduct routine, re-inspections and follow-up inspections of food establishments. Conduct site assessments of Temporary, Recurrent and Seasonal food establishments. Respond to and investigate complaints from the public related to alleged foodborne complaints, no health permit, imminent health hazards, food establishment unsanitary, food held at improper temperature, etc. Investigate public and privately owned property to ensure compliance with unlawful waste water discharge,, illegal food operations and fire or disaster events involving food. Conduct surveillance of food operations. Obtain food and water samples for laboratory analysis. Inspect, retain or condemn adulterated food. Advise violators or issue notices or citations. Prepare reports and testify in court. Present Food Handler courses.

Complete administrative duties. Involves: Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations, inspections, and code enforcement activities. Recommend revisions to existing ordinances and codes. Respond to customer inquiries by telephone personal contact regarding the billing or incorrect charges and adjust accounts as indicated. Research Internet and professional journals to learn of new and innovative techniques and trends in water conservation irrigation system improvement and food handling operations and equipment. Attend classroom training and seminars related to major or urgent field inspections. Prepare reports and records

necessary for presentation in court and testify in court.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of good knowledge of the principles, practices and methods of investigation and enforcement of federal, state and ordinances and County orders.
- Application of good knowledge of federal, state and local regulations and professional standards related to test sampling of food, water and waste products that could impact the health and safety of residents.
- Application of some knowledge of public relations methods.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Interpretation of laws, rules, regulations, ordinances and County orders specific to a variety of health regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with investigation, evidence gathering and preservation, and enforcement of health ordinances, County orders and standards.
- Application and use of random test sampling equipment and measurement instruments; and computerized field data collection devices.
- Clear, concise oral and written communication to present technical instruction and direction to commercial, industrial and private property owners.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate, and/or mediate issues.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the public.

**OTHER JOB CHARACTERISTICS:**

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.

- Regular driving through City traffic.

**CLASSIFICATION STATUS:**

*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.*

Dedicated to Outstanding Customer Service for a Better Community

SERVICES SOLUTIONS SUCCESS



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**FROM:** Linda Ball Thomas, Human Resources Director *LBT*  
**DATE:** December 10, 2009  
**SUBJECT:** 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 Food Safety Inspector</b>	<b>22470</b>	<b>GS 50</b>

The creation of the proposed job class was requested by the Health 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 Streets 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 review 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)

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

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Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Beto O'Rourke

City Manager  
Joyce A. Wilson



CITY OF EL PASO  
Established Date:

## Food Safety Inspector

Class Code:  
22470 GS 50

### SALARY RANGE

\$13.68 - \$21.07 Hourly  
\$1,094.23 - \$1,685.94 Biweekly  
\$2,370.82 - \$3,652.87 Monthly  
\$28,449.87 - \$43,834.42 Annually

### MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and two (2) years of code enforcement or field investigative experience or experience directly related to food handling operations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state by time of appointment. Must obtain and maintain current all required State and Federal permits, licenses and certifications applicable to assigned enforcement and regulatory duties.

### GENERAL PURPOSE:

Under general supervision, patrol, inspect, investigate and enforce designated food laws, County orders and ordinances to ensure protection of the public health.

### TYPICAL DUTIES:

Inspect, investigate, enforce and document designated food violations. Involves: Provide education and instruction on prevention and correction of food violations. Conduct site assessment of food establishment. Plan, review, food safety presentation and Food Handler courses. Conduct site assessments, routine, re-inspections and follow-up inspections on food establishments. Patrol all areas of the city, respond to and investigate complaints. Conduct random test sampling to ensure compliance with established food standards and regulations. Provide food and water samples for testing purposes to appropriate laboratories of violations noted. Provide laboratory results to appropriate jurisdictions. Issue corrective notices, cease and desist orders, or citations for violations. Testify in court presenting evidence of violations. Meet with citizens and violators to provide training and information on ways to prevent, correct or comply with laws, County orders, and health standards.

Investigate problems with food violations. Involves: Provide ongoing surveillance and monitoring to prevent or correct alleged foodborne complaints, no health permit, imminent health hazards, food establishment unsanitary, food held at improper temperature, etc. Inspect, retain or condemn adulterated food. Conduct investigation of illegal food operation, fire or disaster events involving food, plan review of food establishments, field training of Food Safety Associate Inspectors, case history interviews of alleged foodborne

illness, lead illegal vendor sweeps and special events. Maintain ongoing random inspections and test sampling. Take videotape or still pictures of evidence. Determine corrective action to be taken such as warning or citation. Assist with major presentations at schools and public events. Recommend options and corrective actions.

Provide assistance in the development, implementation, coordination, and maintenance of public health preparedness. Involves: Contribute to the development and maintenance of disease surveillance systems to facilitate early detection, reporting and management of emerging infectious diseases. Promote community partnerships to identify and solve health problems. Establish working relationships with health care providers to promote the reporting of notifiable conditions. Investigate and evaluate community needs regarding public health preparedness. Attend meetings and seminars relating to public health preparedness programs. Support planning and preparedness activities as required. Respond to public health emergencies as needed.

Complete administrative duties. Involves: Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations and inspections. Recommend revisions to existing ordinances. Research Internet and professional journals to learn of new and innovative techniques and food handling operations and equipment. Attend classroom training and seminars related to major or urgent field inspections. Prepare reports and records necessary for presentation in court and testify in court.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City food ordinances and County orders in assigned area.
- Application of considerable knowledge of federal, state and local regulations and professional standards related to test sampling of food and water that could impact the health and safety of residents in assigned area.
- Application of some knowledge of public speaking and public relations methods.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Interpretation of laws, rules, regulations, ordinances and County orders specific to a variety of health regulations in assigned area.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with investigation, evidence gathering and preservation, and enforcement of regulatory health ordinances, County orders and standards in assigned area.
- Clear, concise oral and written communication to present.

- Application and use of random test sampling equipment.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the public.

**OTHER JOB CHARACTERISTICS:**

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations and inspections.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Regular operation of a vehicle through City traffic.

**CLASSIFICATION STATUS:**

*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.*

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SERVICION SOLUTIONS SUCCESS



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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 Food Safety Inspector Supervisor</b>	<b>22460</b>	<b>GS 54</b>

The creation of the proposed job class was requested by the Health 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 Streets 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:

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Attachment (Proposed Job Specification)

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District 8  
Beto O'Rourke

City Manager  
Joyce A. Wilson



CITY OF EL PASO  
Established Date:

## Food Safety Inspector Supervisor

Class Code:  
22460 GS 54

### SALARY RANGE

\$16.28 - \$26.01 Hourly  
\$1,302.33 - \$2,080.89 Biweekly  
\$2,821.71 - \$4,508.60 Monthly  
\$33,860.56 - \$54,103.25 Annually

### MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and two (2) years of experience in code compliance inspection and enforcement or two (2) years of experience directly related to food handling operations and one (1) year of supervisory experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

### GENERAL PURPOSE:

Under general supervision, supervise and coordinate a food safety inspection section to patrol, inspect, investigate and enforce designated violations and complaints.

### TYPICAL DUTIES:

Plan, coordinate, assign and review the patrol, inspection, investigation, enforcement and documentation of designated laws and County orders. Involves: Coordinate and assign inspections and surveillance. Conduct prevention, correction, and education related to food safety violations; site assessments of food establishments, plan review, food safety presentation, Food Handler courses and Protection Management courses. Conduct site assessments, routine, re-inspections and follow-up inspections on food establishment. Patrol all areas of the city, respond to and investigate complaints, and conduct random sampling to ensure compliance with established health standards and regulations and collect food and water samples for testing purposes to appropriate laboratories of violations noted. Issue corrective action notices, cease and desist orders, or citations for violations. Testify in court presenting evidence of violations. Meet with citizens and violators to provide training and information on ways to prevent, correct or comply laws, County orders, health standards. Investigate alleged foodborne outbreaks, obtain case histories, and conduct food establishment investigation and employee interviews. Obtain voluntary closure, permit suspension or permit revocation of food establishments. Conduct investigation of illegal food operation, fire or disaster events involving food, plan review of food establishments, coordinate and lead illegal vendor sweeps and special events. Conduct quality assurance inspections, standardization inspections and inspection audits of food establishments.

Complete administrative functions. Involves: Maintain and update automated record keeping and files. Provide accurate documentation and tracking of violations, inspections,

and section activities. Review and monitor section budget for availability of funds for vehicle maintenance and repair, office supplies, and radio communication repair and maintenance. Research, recommend, develop and implement work procedures. Research and recommend revisions to existing ordinances and codes. Recommend additional ordinances related to issues not currently addressed under city codes and ordinances. Maintain ongoing random inspections and test sampling. Update and maintain calendar and meeting schedule. Prepare productivity charts, compile reports and employee schedules. Consult with other governmental agencies as necessary.

Supervise and assist assigned personnel. Involves: Schedule, assign, guide and check work. Prioritize and coordinate unit activities. Appraises employee performance. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend staffing, merit pay or other employee status changes.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of comprehensive knowledge of the principles, practices and methods investigation and enforcement of federal, state and City ordinances and County orders.
- Application of comprehensive knowledge of federal, state and local regulations and professional standards related to sampling of food that could impact the health and safety of residents.
- Application of good knowledge of administrative and supervisory practices and procedures.
- Application of good knowledge of public speaking and public relations methods to persuade or mediate issues.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Interpretation of laws, rules, regulations ordinances and County orders specific to a variety of food and health codes and regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with investigation, evidence gathering and preservation, and enforcement of regulatory health and food ordinances, County orders and standards.
- Clear, concise oral and written communication to present.
- Application and use of random sampling equipment.
- Establish and maintain effective working relationships with coworkers, officials,

customer departments, regulatory agencies and the general public.

**OTHER JOB CHARACTERISTICS:**

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations and inspections.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

**CLASSIFICATION STATUS:**

*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.*

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<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Food Safety Program Manager</b>	<b>22450</b>	<b>PM 129</b>

The creation of the proposed job class was requested by the Health 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.

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Attachment (Proposed Job Specification)

Mayor  
John F. Cook

City Council

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Rachel Quintana

District 6  
Eddie Holguin Jr.

District 7  
Steve Omega

District 8  
Ben O'Rourke

City Manager  
Joyce A. Wilson



CITY OF EL PASO  
Established Date:

## Food Safety Program Manager

Class Code:  
22450 PM 129

### SALARY RANGE

\$22.65 - \$34.66 Hourly  
\$1,812.16 - \$2,772.60 Biweekly  
\$3,926.34 - \$6,007.30 Monthly  
\$47,116.10 - \$72,087.63 Annually

### MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's Degree and four (4) years of management or supervisory level experience in a code enforcement program related to food safety.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Must obtain and maintain all required State and Federal permits, licenses and certifications applicable to assigned enforcement and regulatory duties.

### GENERAL PURPOSE:

Under direction, organize, direct and coordinate the review, inspection, enforcement activities, food education courses and customer service of the department of public health related to laws and County orders to assure protection of the public health.

### TYPICAL DUTIES:

Oversee the daily operations of inspection and enforcement of food and food handling ordinances, laws, and County orders in order to ensure public health, safety and welfare. Involves: Respond to and investigate complaints of violations related to ordinances, laws and County orders for alleged foodborne complaints, no health permit, imminent health hazards, food establishment unsanitary, food held at improper temperature, etc. Oversee code revisions in coordination with other city departments. Assist in preparing new language for permitting, licensing and other procedures. Update licensing and permitting procedures and fees. Modify and streamline policies and procedures outlined in ordinances, laws and County orders related to food safety. Prepare correction notices, stop work, and citations; voluntary closures, permit suspensions and permit revocations of food establishments. Provide testimony in City-initiated legal cases and lawsuits against the city; provide expert testimony in civil cases regarding city ordinances, laws and County orders; train and prepare staff in proper courtroom techniques for presenting testimony. Directly quality assurance inspections, standardization inspections and inspection audits of food establishments.

Maintain public records and files and ensure uniform application of regulations, laws and County orders. Involves: Ensure that inspectors maintain current certifications in compliance with state requirements for enforcement and inspection related to food establishments, and food safety. Provide assistance to inspectors, developers to resolve

issues in field or technical guidance related to regulations, laws and County orders. Liaison between inspectors, other divisions and other governmental agencies to resolve issues. Perform field inspections or investigations to ensure uniform application of, regulations, laws and County orders. Prepare and provide staff training to ensure current application of laws and County orders and new methods of inspection, investigation and enforcement.

Provide administrative support. Involves: Develop objectives and timelines for the division. Provide monthly reports based review of progress. Monitor expenditures and project anticipated needs of the division based on the Department of Health goals and objectives. Participate in partnering efforts with other city departments or divisions. Provide input and technical support to various City boards, committees, commissions, City Council, City management and Mayor. Respond to media, television and newsprint requests for information. Respond to Open Record Requests. Handle telephone calls requesting information or filing complaints. Route complaints to appropriate section or individual. Handle the more sensitive or highly political investigations and cases. Conduct speaking engagements at citizens groups, City Representatives meetings with the public. Research changes in, regulations, laws and County orders.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of comprehensive knowledge of codes, ordinances, laws and County orders and standards, related to inspection and enforcement of food safety and state and federal rules and regulations.
- Application of good knowledge of administrative, budgetary, and supervisory, policies and practices.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate and mediate issues.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Calculation of long and short term budgetary projections for inspection and enforcement division projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, codes, ordinances, laws, County orders and standards.

- Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, regulatory agencies and the general public.
- Safe operation and care of motor vehicles or assigned city owned equipment.

**OTHER JOB CHARACTERISTICS:**

- Occasional exposure to hazardous conditions, unstable terrain, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasional exposure to irate members of the public.
- Driving through city traffic.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.

**CLASSIFICATION STATUS:**

*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.*

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director *LBT*  
**DATE:** December 10, 2009  
**SUBJECT:** 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 Information and Referral 211 Specialist</b>	<b>11400</b>	<b>GS 46</b>

The creation of the proposed job class was requested by the Health 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 Streets 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 review 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)

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2  
Susie Byrd

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Rachel Quintana

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Beto O'Rourke

City Manager  
Joyce A. Wilson



CITY OF EL PASO  
Established Date:

## Information and Referral 211 Specialist

Class Code:  
11400 GS 46

### SALARY RANGE

\$11.50 - \$17.06 Hourly  
\$919.79 - \$1,364.69 Biweekly  
\$1,992.88 - \$2,956.83 Monthly  
\$23,914.60 - \$35,481.96 Annually

### MINIMUM QUALIFICATIONS:

Education and Experience: : High School Diploma or GED and one (1) year related experience in telephone referral and information services and computer data entry; or equivalent combination of education and experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.

### GENERAL PURPOSE:

Under general supervision, provides comprehensive telephone-based information and referral services or the 2-1-1 Texas, Rio Grande Region Area Information Center (RGRAIC) of the Department of Public Health and performs all necessary functions related to the maintenance of a central comprehensive computerized resources database for the RGRAIC, including coordinating the creation and distribution of all products generated from the database and providing training in resource utilization for community agencies and organizations.

### TYPICAL DUTIES:

Provide professional information, referral, follow-up and/or advocacy response to callers seeking information about health and human services in the Far West Texas AIC region. Includes: Complete documentation of each I & R contact with appropriate information for AIC staff callback and/or follow up. Produce manual documentation as required and documentation on database management software utilized by the Rio Grande Region AIC. Perform database maintenance tasks, manually as well as on database management software. Create and distribute surveys/forms to capture pertinent data on community resources. Develop and implement an updating cycle to ensure accuracy of listings in the database. Design, compile, and publish, either in print, CD-ROM, or disk form, a directory of community services available in the Rio Grande Region AIC service delivery area. Utilize the AIRS/INFO Line Taxonomy to index and code data. Perform other duties as assigned and necessary to meet goals and objectives in the AIC strategic work plan.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of computers and database software related to marketing and public outreach and data entry.
- Application of considerable knowledge of public outreach and customer relations' principles and practices.
- Application of good knowledge of Information & Referral software and of professional fundamentals set forth in the ABC's of I&R and the ability to apply the standards outlined in the Alliance of Information and Referral Systems (AIRS) publication Standards for Professional Information and Referral.
- Perform complex and detailed tasks with accuracy.
- Utilize sound judgment.
- Provide clear and concise oral and written communication in English and Spanish to include correct usage, grammar, spelling, punctuation, and vocabulary.
- Interact by telephone with a variety of individuals and provide good customer service.

**CLASSIFICATION STATUS:**

*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.*

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director  
**DATE:** December 10, 2009  
**SUBJECT:** 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 Lead Epidemiologist</b>	<b>22205</b>	<b>PM 133</b>

The creation of the proposed job class was requested by the Health 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 Streets 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 review 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)

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2  
Susie Byrd

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Rachel Quintana

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Beto O'Rourke

City Manager  
Joyce A. Wilson



## Lead Epidemiologist

Class Code:  
22205 PM 133

CITY OF EL PASO  
Established Date:  
Revision Date:

### SALARY RANGE

\$27.57 - \$42.18 Hourly  
\$2,205.31 - \$3,374.13 Biweekly  
\$4,778.17 - \$7,310.61 Monthly  
\$57,338.10 - \$87,727.29 Annually

### MINIMUM QUALIFICATIONS:

Education and Experience: Master's degree in a community or public health science, social or behavioral science or closely related health care field and three (3) years of professional work experience in disease control, health surveillance, communicable/infectious disease investigation and research, or biostatistical analysis in an epidemiology program.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

### GENERAL PURPOSE:

Under general direction, lead and direct epidemiology investigation of all reports of infectious diseases and outbreaks, chemical incidents, infections with bioterrorism agents and public health response.

### TYPICAL DUTIES:

Lead and direct epidemiology investigations. Involves: plans, develops, and directs epidemiological investigations and surveillance programs related to public health, infectious diseases and outbreaks, chemical incidents, infections with bioterrorism agents, and vaccine reportable diseases. Uses epidemiologic and biostatistical methods to analyze outbreak investigations and research projects; communicates with division, agency, and other officials to keep them informed of investigations and findings; responds to inquiries regarding chemical exposures, infectious diseases and outbreak investigations; prepares summary reports; communicates regularly with personnel from Centers for Disease Control to evaluate investigation and epidemiologic methods. Implements policies and protocols related to the prevention and control of public health diseases and hazards. Develops, implements and provides epidemiology and surveillance training for public health officials. Develops educational, training and operations materials used in implementation of the epidemiology program. Makes recommendations to management concerning budgets, grants or contracts, manpower needs, policies and procedures and community educational programs concerning major public health issues. Prepares and presents technical programs, speeches, reports, briefings and provides information to the general public, news media and others. Administers and manages program activities, staff, budget allocations and assists in annual budget preparations.

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 considerable knowledge of public health practices, principles, programs, organizations, methods, goals, and objectives.
- Application of considerable knowledge of medical terminology, theories, practices, standard principles and methods of epidemiology and related biostatistics necessary for epidemiological investigations, data analyses and disease control.
- Application of considerable knowledge of infectious, communicable, occupational, and environmental diseases and injuries.
- Application of good knowledge of practical applications of epidemiological investigative procedures.
- Application of good knowledge of public relations practices.
- Application of some knowledge of supervisory techniques and standards of conduct.
- Establish and maintain effective working relations with coworkers, officials, other departments and the public.
- Clear, concise oral and written communication to prepare and present reports.
- Organize and prioritize workload and meet deadlines.
- Plan, develop and oversee disease surveillance programs.
- Interpret diagnostic laboratory results and information from medical charts.

**OTHER JOB CHARACTERISTICS:**

- Occasional driving through City traffic.
- Sitting, standing and walking in various terrains.
- Moderate exposure to dust, grease, communicable or infectious disease and hazardous substances or conditions.
- PPD (TB) skin test and Immunizations are required as a condition of employment, unless waived for religious or medical reasons.

**CLASSIFICATION STATUS:**

*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.*