



June, 16, 2023

To: BOCC

From: John Abplanalp

Read-ahead packet for Emergency Preparedness Coordinator reclassification

Request

This request is to reclassify the Emergency Preparedness Coordinator position. See the current organizational chart as well as current and proposed job descriptions for reference.

Budget

The position is currently budgeted as a grade 121, step 3 with \$60,566 in salary cost. The salary cost for a grade 124, step 3 will be \$69,362 for an increase of \$8,796. Foundational Public Health Services (FPHS) funding is available to offset the increased cost.

Background

When the position was created, it reported to the Community Services Manager and received a significant amount of oversight. The position now reports directly to the Deputy Director and works under limited supervision. This requires the ability to work independently and involves building and maintaining relationships with an array of local, regional, and state-level partners.

The scope of work for this position is complex and requires an advanced understanding of public health strategies and disaster response as well as the ability to create, interpret, and operationalize both public health and emergency preparedness plans, guidance, and regulations.

The Emergency Preparedness Coordinator has a high level of responsibility to ensure that PHSS is prepared for responding to emergency situations. This position serves as the subject matter expert in our department for the incident command system (ICS). In that role, the Coordinator advises executive leadership on departmental planning, training, and resource needs, ensures the leadership team is trained in ICS and familiar with written plans and procedures, trains staff in the ICS system, and serves as a Section Chief and mentors department leadership on their ICS roles during emergency activations.

The Human Resources Department conducted a salary study (included). Their analysis compared our position to similar positions in other counties across the state and recommends an increase to grade 124 in order to attract, hire, and retain a qualified applicant.



Chelan County's Emergency Management Program Specialist position is that of a support role, assisting in the design and execution of emergency management responses under the direction of the Sheriff's Office.

Upon reviewing the salary ranges of this position, our Emergency Preparedness Coordinator is currently Graded at a 121 on our Lewis County Salary Scale. The data in the chart shown above is arranged in order of lowest to highest by starting salary. That said, Lewis County is fourth from last out of the 12 counties studied and at \$57,657, is almost \$3000 under the average starting wage of \$60,500. Additionally, Lewis County's salary cap is also in eighth place at \$77,520 and is more than \$2000 under the average max salary. In comparison, Jefferson County's similar position requires a BA and five years' experience and is the highest starting salary among those studied, at more than \$11,000 over the average starting wage. Likewise, their position is the second highest salary cap and it is over \$13,000 above the average max salary. One might argue that County Population could have some impact on the scope of responsibility expected of the Emergency Preparedness Coordinator resulting in a higher base salary, but in this case, Jefferson County's average population is about 50,000 souls less than our own. The most reasonable explanation for Jefferson County's position's generous salary is that it is more in line with that of Director.

Of the three positions that are paid less than ours, the two from Chelan and Skamania County require their incumbents to possess an AA and a High School Diploma or GED, respectively. Like the Chelan position, the Skamania Emergency Management Coordinator is also a support role, working through the Sheriff's Department and under the Director of Emergency Management. The third position is with Spokane County. This position requires a BA or a combination of education and experience resulting in six years' experience. The starting wage for Spokane's position is not quite \$600 less than ours with their max pay at more than \$2000 over ours. The Emergency Planning Coordinator's role in Spokane County is non-supervisory, and is responsible for developing, implementing, evaluating, and maintaining their comprehensive emergency management plan. This position, similar to Chelan's and Skamania's, works through the Civil Service and is more of a support role. In comparison to these positions, the scope of work required of our Emergency Preparedness Coordinator is on a larger scale.

It is my recommendation, based on the data available, the Emergency Preparedness Coordinator be Graded at a 124 on our Lewis County Salary Scale. Placing this position at a 124 allows us to hire a candidate with the skills, abilities, and knowledge we require from an incumbent in such an important public health position. The starting salary for Grade 124 is \$66,021 which would put us just behind Thurston County for starting pay, giving us the advantage of offering similar pay in a more desirable location to many of our applicants. The maximum salary for Grade 124 is \$88,747, which is again, just under Thurston County, and would put us at fourth highest rather than fourth lowest. By appropriately grading this position, we can continue to attract, hire, and retain quality applicants to Lewis County.

Please let me know if I can be of further assistance.

**BOARD OF COMMISSIONERS**      **BOARD OF HEALTH**

**LEWIS COUNTY**  
**PUBLIC HEALTH & SOCIAL SERVICES**  
**JUNE 1, 2023**

**INTERIM COUNTY MANAGER**

*Health Officer*  
*Advisory Board*

**PUBLIC HEALTH & SOCIAL SERVICES DIRECTOR**

**DEPUTY DIRECTOR - PUBLIC HEALTH**

**FISCAL AND ADMIN**

**SOCIAL SERVICES SUPERVISOR**

**CODE ENFORCEMENT MANAGER**

**ANIMAL SHELTER MANAGER**

**WIC PROGRAM MANAGER**

**COMMUNITY SERVICES MANAGER**

FISCAL/MGMT ANALYST

HOUSING PROGRAM COORDINATOR

CODE COMPLIANCE

ANIMAL TECHNICIAN

DIETITIAN

OUTREACH WORKER SR.

EPIDEMIOLOGIST II  
*.80 EPI .20 WIC SNAP*

EMERGENCY PREPAREDNESS COORDINATOR

ACCOUNTING SPECIALIST

COMMUNITY CONTRACTS COORDINATOR

CODE COMPLIANCE

ANIMAL SHELTER TECHNICIAN

HEALTH SERVICES WORKER

Public Health Nurse II

EPIDEMIOLOGIST II

EPIDEMIOLOGIST II

ACCOUNTING SPECIALIST

DD CONTRACTS COORDINATOR

CODE COMPLIANCE

ANIMAL SHELTER TECHNICIAN  
*.50 FTE*

HEALTH SERVICES WORKER

OUTREACH WORKER  
*(.50 Life / .50 CD)*

HEALTH PROMOTION COORD LIFECOURSE

HEALTH PROMOTION COORD LIFECOURSE

PUBLIC HEALTH SENIOR ADMIN ASSISTANT

CPWI CONTRACTS COORDINATOR

CODE COMPLIANCE

TECHNICIAN ASSISTANT  
*.40 FTE*

HEALTH SERVICES WORKER  
*.80 FTE*

**ENVIRONMENTAL HEALTH MANAGER**

CUSTOMER SERVICES VITAL RECORDS

CPWI CONTRACTS COORDINATOR

CUSTOMER SERVICES ENV. HEALTH CODE

TECHNICIAN ASSISTANT  
*.40 FTE*

HEALTH SERVICES WORKER  
*.30 FTE*

EH SPECIALIST II WATER QUALITY

WATER LAB TECH  
*.80 FTE*

ADMINISTRATIVE ASSISTANT

CUSTOMER SERVICES FOOD/WATER

COMMUNITY OUTREACH WORKER SR.

TECHNICIAN ASSISTANT  
*.40 FTE*

BREASTFEEDING PEER COUNSELOR  
*.90 FTE*

EH SPECIALIST I OSS/LAND DEV

EH SPECIALIST SR. OSS/LAND DEV

EH SPECIALIST II SOLID/HAZARD WASTE (FPHS)

VETERANS BENEFITS SERVICES

EH SPECIALIST SR FOOD INSPECTION

EH SPECIALIST I FOOD INSPECTION

EH SPECIALIST I FOOD INSPECTION CASUAL  
*.10 FTE*



# Emergency Preparedness Coordinator JOB DESCRIPTION

Job Title: **Emergency Preparedness Coordinator**    Job Code: **PH 250**

Pay Grade: **121**

Effective Date: **May 2012**

FLSA: **Non-Exempt**

Revision Date: **May 2021**

## NATURE OF WORK

Under the supervision of the Community Services Manager, the Public Health Emergency Preparedness Coordinator will assist in planning, organizing, and coordinating activities for public health all-hazard response to emergencies. These activities include developing, writing, and exercising response plans as well as collaborating with outside agencies to prepare for an all-hazard response to public health threats. The coordinator will also coordinate needs assessments and ensure that Lewis County Public Health & Social Services employees are appropriately trained and knowledgeable about response plans. This is a grant-funded position and will remain in effect as grant funds continue.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepare, update and exercise public health emergency preparedness plans, policies and procedures in accordance with funding requirements.
- Collaborate with other agencies, including but not limited to, local health care providers, Emergency Medical Services (EMS), fire departments, hospitals, law enforcement agencies and emergency management, to maintain and update public health emergency plans and to develop MOUs.
- Facilitate community coordination and collaboration including recruiting, developing relationships with, and maintaining a group of influential and relevant local and state partners and stakeholders to assure a coordinated response to public health emergencies.
- Represent the department in local, regional, and state-level emergency preparedness committees and groups.
- Develop, organize, and coordinate in-house trainings and exercises.
- Prepare a variety of reports related to departmental activities and operations.
- Participate in table-top and functional exercises to test effectiveness of public health emergency response plans as appropriate.
- Communicate regularly with public health manager, co-workers and community partners.
- Promote program through outreach and presentations.
- Write grants as appropriate to the position.
- Assist Public Information Officer in the strategic use of mass and social media to provide public information and support community organizing and, if designated, serve as media liaison within assigned program areas.
- Procure, organize, and create opportunities for public access to educational materials.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Education, Public Health, Nursing, Communications or a closely related field; AND three (3) years' experience working in public health or other related field promoting education, outreach, media campaign, public relations or other comparable experiences to successfully perform duties and responsibilities of classification.

Ability to communicate clearly and concisely, both orally and in writing. Ability to prepare displays for presentation of visual and written materials; ability to work in a team situation with individuals of varying backgrounds; experience with interest-based facilitation; ability to establish and maintain cooperative working relationships with individuals, whether members of the public, co-workers, or community groups, from diverse groups and backgrounds; ability to recruit, train, and supervise volunteers.

Prefer two years of experience coordinating emergency planning, public policy, program planning, public health or resource distribution or military medical experience in planning for or providing contingency medical services.

Must have the ability to travel around the county in the course of daily work, and to work outside normal business hours (i.e., evenings, weekends). Position may require overnight and/or out of state travel.

A valid Driver's License is required. Specific technical training and counseling certifications from the Washington State Department of Health may be required. Must be able to acquire HSEEP certification within 6 months of hire.

**KNOWLEDGE AND SKILLS REQUIRED:**

***Knowledge of:***

- County policies and procedures.
- Applicable policies, procedures, along with state and federal laws and regulations covering public health programs.
- Principles of record keeping and records management.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Business and personal computers, and standard software applications.

***Skills in:***

- Presenting Public Health information to outside agencies and the public.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Working effectively with others to develop solutions for public health problems.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, State and Federal agencies.
- Communicating effectively verbally and in writing.



# EMERGENCY PREPAREDNESS COORDINATOR JOB DESCRIPTION

Job Title: Emergency Preparedness Coordinator

Job Code: PH250

Pay Grade: 124

Effective Date: May 2012

FLSA: Non-Exempt

Revision Date: February 2023

## NATURE OF WORK

Under limited supervision, the Public Health Emergency Preparedness Coordinator will be responsible for preparing for public health response to emergencies. This will include developing, writing, exercising, and evaluating response plans; collaborating with outside agencies to prepare for and respond to public health threats; and coordinating the responses to public health incidents and disasters. The Coordinator will also conduct needs assessments, develop training plans, and ensure that Lewis County Public Health & Social Services employees are appropriately trained and knowledgeable about response plans.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepare, update, exercise, and implement public health emergency preparedness plans, policies and procedures.
- Assess hazards and keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts.
- Build and maintain relationships with other agencies, including but not limited to, local health care providers, emergency medical services, fire departments, hospitals, law enforcement agencies, and emergency management, to maintain and update public health emergency plans and to develop agreements.
- Represent the department in local, regional, and state-level emergency preparedness meetings, committees, and groups.
- Participate in county, regional, and statewide exercises to test effectiveness of public health emergency response plans as appropriate.
- Acquire and maintain up-to-date knowledge and competencies in public health, with a focus on public health emergency response activities.
- Participate in and facilitate staff and other meetings.
- Serve as Department's subject matter expert for the Incident Command System (ICS).
- Advise Department executive leadership on procedures and practices to ensure maximal resource and personnel utilization during emergencies; develop proposals to improve Department functions and services.
- Develop, organize, facilitate, and evaluate in-house trainings and exercises.
- Develop after action reports summarizing strengths and areas for improvement.
- Identify and implement improvements based on after action report findings.
- Ensure proper equipment, materials and supplies are available for Department's response activities.
- Promote program through outreach and presentations.
- Assist Public Information Officer in the strategic use of mass and social media to provide public information and, if designated, serve as media liaison within assigned program areas.
- Research and identify grant opportunities; write grant proposals; manage the application process.
- Prepare progress reports for fund or grant applications, and assist in grant management and compliance activities. Review relevant agreements.
- Report for assignment to County or Department Operations Center as instructed during an emergency response; may be required to work extended workdays during a response, including weekends.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is typically performed in an office work environment; may involve work outside the office which may be noisy and which may involve biohazards. Exposure to communicable diseases is possible. May be required to lift and carry items weighing up to 50 pounds. Moderate physical demands may require frequent sitting, standing, and walking as well as infrequent kneeling, bending, and climbing.

**EMPLOYMENT STANDARDS:**

Bachelor's degree in education, emergency management, public health, nursing, sciences, social sciences, communications or a closely related field; AND three (3) years of experience working in public health or other related field promoting education, outreach, media campaigns, public relations or other comparable experience to successfully perform duties and responsibilities of classification.

Ability to communicate clearly and concisely, both orally and in writing. Ability to prepare displays for presentation of visual and written materials; ability to work as part of a team with individuals of varying backgrounds; experience with interest-based facilitation; ability to establish and maintain cooperative working relationships with individuals, including members of the public, co-workers, and community groups from diverse populations and backgrounds.

Prefer two years of experience in emergency response and preparedness (e.g. coordinating emergency planning, public policy, program planning, public health or resource distribution, or military medical experience in planning for or providing contingency medical services). Prefer experience in project management as well as Master's degree in public health or related field.

Must have the ability to travel around the county in the course of daily work, and to work outside normal business hours (i.e., evenings, weekends). Position may require overnight and/or out of state travel.

A valid driver's license is required. Specific technical training and certifications may be required. Must be able to acquire Homeland Security Exercise and Evaluation Program (HSEEP) certification within 12 months of hire. Must complete Federal Emergency Management Agency IS-100, IS-200, IS-700, and IS-800 courses within 60 days of hire.

**KNOWLEDGE AND SKILLS:****Knowledge of:**

- County policies and procedures.
- Applicable policies, procedures, along with state and federal laws and regulations covering public health programs.
- Emergency management principles.
- Incident Command System
- Principles of record keeping and records management.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Personal computers and standard software applications.

**Skills in:**

- Drafting and maintaining written plans, policies, and procedures.
- Presenting public health information to outside agencies and the public.
- Conveying very complex scientific and medical terms, regulations, guidelines, and processes both verbally and in writing.

- Working with and providing services to a very diverse community.
- Working effectively with others to develop solutions for public health problems.
- Preparing and producing clear and concise reports, records, and case notes.
- Collaborating with team members in a stressful environment.
- Responding to and managing complex and time-sensitive issues.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with internal and external colleagues, partners, clients, and the public, and on occasion managing a situation involving difficult or disruptive customers.
- Communicating professionally and effectively.

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## Budget Impact

### *Reclassifying the Emergency Preparedness Coordinator from 121 to 124*

Current budget	grade 121, step 3	\$60,566
Proposed	grade 124, step 3	\$69,362
	Difference	\$ 8,796