



# Memorandum

**Date:** July 26, 2018

**To:** Southern Nevada District Board of Health

**From:** **Andrew J. Glass, FACHE, MS,** *Director of Administration*  
**Joseph Iser, MD, DrPH, MSc,** *Chief Health Officer*

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**RE:** Administration Division Monthly Report – June 2018

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	June 2017	June 2018		YTD FY17	YTD FY18	
Maintenance Responses	146	149	↑	2171	1814	↓
Electrical Work Orders	5	4	↓	117	79	↓
HVAC Work Orders	9	10	↑	190	129	↓
Plumbing Work Orders	3	2	↓	60	55	↓
Preventive Maintenance	22	11	↓	190	148	↓
Security Responses	650	540	↓	7346	7062	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	June 2017	June 2018		YTD FY17	YTD FY18	
Service Requests Completed	352	575	↑	3914	6164	↑
Service Requests Opened	371	584	↑	4028	6069	↑
Service Requests Open over 30 days	142	63	↓	1308	1013	↓

Information Services System Availability 24/7	June 2017	June 2018		YTD FY17	YTD FY18	
Total System	99.94	98.76	↓	99.93	99.93	↓

Total Monthly Work Orders by Department	June 2017	June 2018		YTD FY17	YTD FY18	
Administration	122	150	↑	1104	1872	↑
Community Health	68	120	↑	837	1248	↑
Environmental Health	69	123	↑	842	1280	↑
Clinical Services	105	182	↑	1131	1701	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>June 2017</b>	<b>June 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Total number of calls received	371	584	↑	4028	6069	↑
Number of first call resolutions	6	9	↑	85	89	↑
Number of Lock-out calls	0	20	↑	13	106	↑

#### ADMINISTRATION Finance - Fiscal Year Data

<b>Total Monthly Work Orders by Department</b>	<b>June 2017</b>	<b>June 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Contracts Processed	29	5	↓	252	242	↓
Grants Pending – Pre Award*	1	6	↑	25	34	↑
Grants in Progress – Post Award**	2	2	→	82	106	↑
Purchase Orders Issued	163	7	↓	1623	2089	↑

\* Grant application was created and submitted to agency

\*\* Grant application was approved – is being routed for signature

#### Academic Affairs- Internships

**June 2018**

Internships-Total Interns <sup>1</sup>	26
Internship Hours <sup>2</sup>	792

<sup>1</sup> Total number of monthly interns includes 20 semester-long students (May-August 2018).

<sup>2</sup> Number of approximate hours interns spent applying academic knowledge to a public health setting.

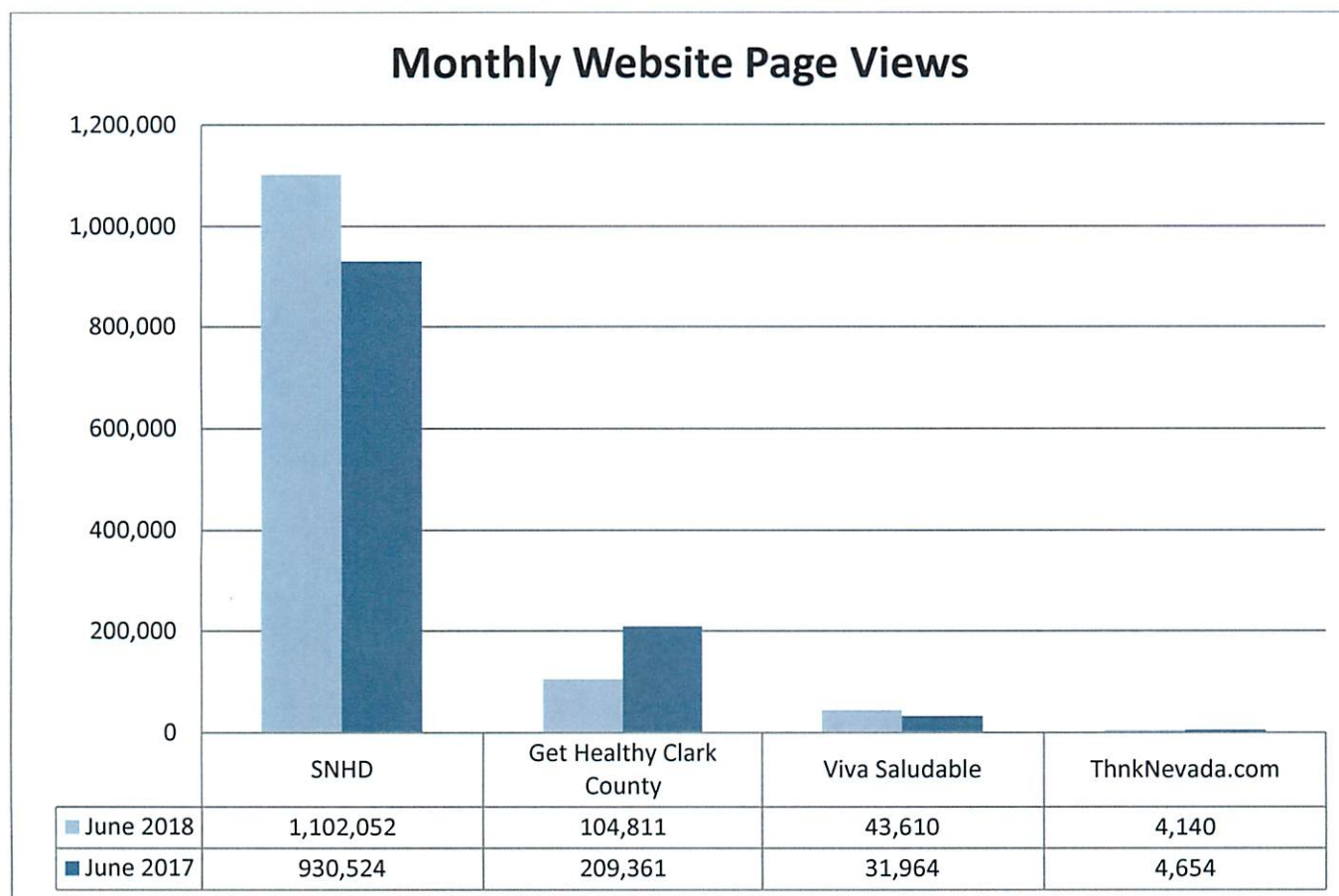
#### ADMINISTRATION Public Information Office - Fiscal Year Data

<b>Media, Collateral and Community Outreach Services</b>	<b>June 2017</b>	<b>June 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Media - Print Articles	75	13	↓	333	237	↓
Media - Broadcast stories	15	7	↓	187	113	↓
Collateral - Advertising/Marketing Products	25	23	↓	223	234	↑
Community Outreach - Total Volunteers <sup>1</sup>	16	25	↑			
Community Outreach - Volunteer Hours	858.5	1,125	↑	12,582	13,781.5	↑

<sup>1</sup>Total volunteer numbers fluctuate from month to month and are not cumulative.

Social Media Services		June 2017	June 2018		YTD FY17	YTD FY18
*Facebook SNHD	Likes	3,571	3,823	↑	3,571	3,823
*Facebook Henderson PHC	Likes	1,482	1,462	↓	1,482	1,462
*Facebook Mesquite PHC	Likes	462	456	↓	462	456
*Facebook GHCC	Likes	5,228	5,597	↑	5,228	5,597
*Facebook SHC	Likes	1,841	1,789	↓	1,841	1,789
*Facebook THNK/UseCondomSense	Likes	6,214	6,150	↓	6,214	6,150
*Facebook SNHD THNK Project	Likes	36	42	↑	36	42
*Facebook FamCam	Likes	25	36	↑	25	36
Facebook Food Safety	Likes	N/A	22	↑	N/A	22
*Instagram SNHD	Followers	N/A	295	↑	N/A	295
*Instagram Food Safety	Followers	N/A	190	↑	N/A	190
*Twitter EZ2Stop	Followers	408	415	↑	408	415
*Twitter SNHDflu	Followers	769	849	↑	769	849
*Twitter Food Safety	Followers	N/A	41	↑	N/A	41
*Twitter GetHealthyCC	Followers	318	327	↑	318	327
*Twitter SNHDinfo	Followers	2,356	2,708	↑	2,356	2,708
*Twitter TuSNHD	Followers	220	226	↑	220	226
*Twitter THNK/ UseCondomSense	Followers	678	726	↑	678	726
*Twitter SoNVTraumaSyst	Followers	77	108	↑	77	108
YouTube SNHD	Views	44,262	9,057	↓	835,246	288,811
YouTube THNK/UseCondomSense	Views	104	132	↑	1,428	1,581

\*Twitter, Instagram and Facebook numbers are not cumulative



## **HUMAN RESOURCES MONTHLY REPORT** **JUNE 2018**

### **Employment/Recruitment:**

- 13 New Hires
- 502 active employees as of June 30, 2018
- 5 Terminations, including 0 retirements
- 6 Promotions, including 2 Flex-reclasses
- 1 Lateral Transfer
- 1 Voluntary Demotion
- 1 Accelerated Step Advancement
- 61 Interviews
- Turnover rates
  - Administration – 3.64%
  - Clinical Services – 0.00%
  - Community Health – 0.00%
  - Environmental Health – 0.00%
- 33 Other Personnel Change forms processed
- 63 Evaluations processed

### **Worker's Compensation (PACT)**

- Number of Workers Comp cases for the month: 0 (non-OSHA recordable)
- Number of Open Cases: 0

### **Risk Management (POOL)**

- Number of new Risk Management cases for the month: 0
- Number of open cases: 0

### **Safety issues/projects/programs**

Safety Officer duties were transferred as follows:

1. Safety Program oversight—Sean Beckham, Facilities Services Manager
2. Monthly Review of Trainings—Karen Atkins, Employee Health Nurse
3. New Hire Safety Orientation—Susan Damitz, Human Resources Analyst

### **Workforce Development/Training**

- Completed training for May:
  - Safety Orientation: New Hire: 13, Temp: 1

### **FMLA**

- FMLA hours used for June: 919.75
- Number of employees that were on FMLA: 23
- Meetings to discuss FMLA: 10
- FMLA leave requests
  - New: 8
  - Recertification: 2
  - Return to Work: 7
- Number of donated leave requests/paperwork processed: 0

### **Employee Benefits**

- Benefit Orientation/Public Health 101; number of attendees: 8
- Union Orientation: 7
- Mass Mutual/Deferred Comp
  - One-on-one meetings with Mass Mutual representative (June 18<sup>th</sup>): 16
  - New accounts: 7
  - Processed withdrawals/rollovers: 4
  - Purchased service credit: 4
- 1:1 Retirement meetings, including 457(b) and PERS pension: 8
- 1:1 Health Insurance Meetings: 13
- LegalShield open enrollment (June 26<sup>th</sup>): 25 employees in attendance (3 locations)
- Estate Planning & Probate (June 12<sup>th</sup>): 30 employees in attendance
- Health benefits change log (new hires, changes, other qualifying events effective 06/01/2018): 4
- Employee benefit issues: 3

### **Employee/Labor Relations**

- 4 Written Reprimands, 3 Suspensions, 1 Probationary Release



- 0 Grievances
- 8 hours of Labor Meetings (with Union)
- 22 hours Investigatory Meetings
- 6 Investigations
- 12 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4
- Susan Damitz met with five employees to discuss concerns they had.

### **Employee Health Nurse**

Respirator Fit test: 25

Staff TB tests: 21

New Hire Bloodborne Pathogen class training: 3

Employee Vaccinations: 14

Post Heb B titer blood draws: 2

### **Other Activities for Employee Health Nurse:**

- Initiating drafting of process for notification of potential TB exposure involving staff
- PAPR charging
- Investigating and evaluating new N 95 masks.
- Initiating review of Exposure control plan for 2018
- Initiating draft separation of SNH Employee Respiratory protection needs from OPHP Respiratory Protection plan for emergency preparedness
- Initiating assumption of oversight for SNHD employee annual required trainings (previously the Safety Officer assignment)

### **Trainings Attended by Staff:**

- Webinar – MSDs and Fitness for Duty (Karen Atkins)
- Training by SNPHL on new QFT PLUS (Karen Atkins)
- Webinar – Employee Terminations Best Practices (Kimberly Monahan)
- Webinar – Stress Management (Kimberly Monahan)
- Webinar – Pay Equity Laws (Kimberly Monahan)
- SNHD Training – Safe and Sober for Employees & Managers (Kimberly Monahan)
- Fisher & Phillips – Navigating Marijuana in the Workplace (Kimberly Monahan)
- Customer Service Training for Clinical Services (Susan Damitz)

### **Projects in Progress/Other items**

- Researching new Background Screening providers (Kimberly Monahan)
- Back-to-School planning meeting (Kimberly Monahan)
- Committee meeting to discuss and review a vendor for SNHD Intranet (Susan Damitz)
- Met with Corporate Wellness Productions to discuss Health/Wellness Fair scheduled for September (Susan Damitz)
- Met with Capstone Brokerage to discuss taking over administration of FSA for Plan Year 2019 (Susan Damitz)
- Completed and submitted 2018 Medical Expenditure Survey for US Department of Commerce (Susan Damitz)

Coordinating with vendors for Health Fair (Susan Damitz)

**PAYROLL EARNINGS SUMMARY**

**June 02 to June 15, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 332,552.00	\$ 4,299,112.01	\$ 8,304,196.18	\$9,499,030.00	87%
ENVIRONMENTAL HEALTH	\$ 379,861.03	\$ 5,243,931.45	\$ 10,070,122.37	\$10,588,684.00	95%
COMMUNITY HEALTH	\$ 330,048.07	\$ 4,227,660.14	\$ 8,065,674.08	\$7,969,017.00	101%
ADMINISTRATION	\$ 277,929.00	\$ 3,754,685.60	\$ 7,218,964.93	\$7,951,494.00	91%
 TOTAL	 \$1,320,390.10	 \$17,525,389.20	 \$33,658,957.56	 \$36,008,225.00	 93%
 FTE	 503				
 Regular Pay	 \$ 1,172,682.61	 \$ 14,116,909.46	 \$ 26,866,905.31		
Training	\$ 13,778.06	\$ 159,617.58	\$ 277,971.01		
Final Payouts	\$ 11.91	\$ 373,223.92	\$ 727,966.40		
OT Pay	\$ 2,542.04	\$ 59,937.75	\$ 157,360.70		
Leave Pay	\$ 121,884.80	\$ 2,428,596.95	\$ 4,878,401.71		
Other Earnings	\$ 9,490.68	\$ 387,103.54	\$ 750,352.43		
	 \$ 1,320,390.10	 \$ 17,525,389.20	 \$ 33,658,957.56		

  
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CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT****June 02 to June 15, 2018****Overtime Hours and Amounts****Comp Time Hours Earned and Value****ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
CHAMBERLAIN, Robert C	8.25	\$290.35	EMRY, Yvonne	0.75	\$12.95
GRAY, Mable	8.25	\$290.35	MAUGHAN, Erika	0.38	\$6.48
TARRIQUEZ, Arturo	5.00	\$136.22	BERRY, Karen	0.75	\$21.59
Total Administration	<b>21.50</b>	<b>\$716.92</b>		<b>1.88</b>	<b>\$41.02</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Total Community Health	<b>0.00</b>	<b>\$0.00</b>		<b>0.00</b>	<b>\$0.00</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ENZENAUER, Lizette	3.00	\$123.06	VENNIE, Jessie J	0.38	\$15.43
DOMINGUEZ, Mayra L	0.50	\$12.59	CONROY, Ana C	0.75	\$29.34
LUGO, Sarah M	13.75	\$786.22	DINDA, Karin	1.13	\$40.72
ROSSI BOURDREAUX THIB, Lester A	12.50	\$439.92	ROBELS, Cynthia I	1.50	\$38.99
FLORES, Judith L	3.00	\$176.01			
BERNABE, Xandee S	0.50	\$26.50			
VILLANUEVA, Michelle	1.00	\$58.67			
REYES DE CORRAL, Lorena	0.50	\$29.34			
Total Clinical Services	<b>34.75</b>	<b>\$1,652.31</b>		<b>3.76</b>	<b>\$124.48</b>



**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**June 02 to June 15, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>					
<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Amount</u></b>	<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Value</u></b>
MORENO, Kristina N	1.50	\$55.58	MACDAVID, Heather R	2.25	\$63.10
SHEFFER, Thanh V	1.50	\$63.10			
PARANGAN, Christopher D	1.50	\$54.13			
Total Environmental Health	<b>4.50</b>	<b>\$172.81</b>		<b>2.25</b>	<b>\$63.10</b>
<b>Combined Total</b>	<b>60.75</b>	<b>\$2,542.04</b>		<b>7.89</b>	<b>\$228.60</b>

**PAYROLL EARNINGS SUMMARY**

**June 16 to June 29, 2018**


	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 330,587.39	\$ 4,631,563.41	\$ 8,634,783.57	\$9,499,030.00	91%
ENVIRONMENTAL HEALTH	\$ 386,266.34	\$ 5,631,152.48	\$ 10,456,388.71	\$10,588,684.00	99%
COMMUNITY HEALTH	\$ 329,736.25	\$ 4,559,487.50	\$ 8,395,410.33	\$7,969,017.00	105%
ADMINISTRATION	\$ 323,126.33	\$ 4,082,888.36	\$ 7,543,907.50	\$7,951,494.00	95%

TOTAL	<u>\$1,369,716.31</u>	<u>\$18,905,091.75</u>	<u>\$35,030,490.11</u>	<u>\$36,008,225.00</u>	<u>97%</u>
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FTE 504

Regular Pay	\$ 1,163,557.68	\$ 15,281,709.44	\$ 28,031,705.29
Training	\$ 20,220.20	\$ 179,837.78	\$ 298,191.21
Final Payouts	\$ 45,196.69	\$ 418,994.55	\$ 773,737.03
OT Pay	\$ 2,176.66	\$ 62,114.41	\$ 159,537.36
Leave Pay	\$ 130,381.55	\$ 2,558,978.50	\$ 5,008,783.26
Other Earnings	\$ 8,183.53	\$ 403,457.07	\$ 758,535.96

<u>\$ 1,369,716.31</u>	<u>\$ 18,905,091.75</u>	<u>\$ 35,030,490.11</u>
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CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT****June 16 to June 29, 2018****Overtime Hours and Amounts****Comp Time Hours Earned and Value****ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
STEVENS, MICHAEL P	5	\$175.97	KREMER, NAMI O	0.38	\$8.80
ARMSTRONG, LARRY J	5	\$136.22	WALKER, TAMARA D	0.38	\$8.80
RUESGA, LEONARD	8.00	\$229.64			
TERRIQUEZ, ARTURO	5.25	\$143.03			
Total Administration	<b>23.25</b>	<b>\$684.86</b>		<b>0.75</b>	<b>\$17.60</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Total Community Health	<b>0.00</b>	<b>\$0.00</b>		<b>0.00</b>	<b>\$0.00</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ROSSI BOUDREAUX THIB, LESTER A	5.75	\$202.36	SPRANCE GROGAN, CAROLYN S	0.38	\$11.95
FLORES, JUDITH L	7.25	\$425.36	CONROY, ANA C	1.50	\$58.67
MATTESON, KIMBERLY A	0.5	\$15.89	DINDA, KARIN	0.75	\$27.14
			LIONETTI, YAMILETH L	1.50	\$65.01
			ROBLES, CYNTHIA I	3.00	\$77.98
Total Clinical Services	<b>13.50</b>	<b>\$643.61</b>		<b>7.13</b>	<b>\$240.75</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT****June 16 to June 29, 2018****Overtime Hours and Amounts****Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>					
<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Amount</u></b>	<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Value</u></b>
MACDAVID, HEATHER R	1.5	\$63.10	MACDAVID, HEATHER R	(1.50)	(\$42.07)
NORTHAM, KORIE	4.50	\$209.64			
LETT, KENDRA A	3.50	\$147.23			
PONTIUS, KEVIN	1.50	\$63.10			
RAINVILLE, SCOTT A	3.50	\$154.93			
KNOWLES, MIKKI M	2.50	\$107.97			
DIAZ, NATHAN J	2.25	\$102.22			
Total Environmental Health	<b>19.25</b>	<b>\$848.19</b>		<b>(1.50)</b>	<b>(\$42.07)</b>
<b>Combined Total</b>	<b>56.00</b>	<b>\$2,176.66</b>		<b>6.38</b>	<b>\$216.28</b>

## Grants Expired and Awarded

May 2018

<b>Grants Expired</b>					
<b>Project Name</b>	<b>Grantor</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
AFDO Nevada Food Safety Task Force (afdtf_18)	P-FDA	5/31/2018	\$ 3,000.00	end of budget period	0.00

<b>Grants Awarded</b>							
<b>Project Name</b>	<b>Grantor</b>	<b>Received</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
Cross-Jursdictional Sharing (cjs_18)	O-Robert Wood Johnson Foundation	5/10/2018	5/1/2018	1/31/2019	\$ 9,935.00	new effort, award	0.06
Nurse-Family Partnership Substance Abuse (nfpsa_18)	P-SAPT Block Grant	5/7/2018	4/26/2018	9/30/2018	\$ 52,003.00	new funding for nfp	0.40
Ryan White Program, Part A CQM Amendment #2 (rwacqm17)	P-HRSA	5/7/2018	4/3/2018	2/28/2022	\$ -	scope of work change	0.00
Child Protective Services (cps_18)	Contract	5/9/2018	7/1/2018	9/30/2019	\$ 78,707.20	year 2 funding	0.90
Voluntary National Retail Food Regulatory Program Standards revised 2 (rtlfd_18)	F-FDA	5/10/2018	7/1/2017	6/30/2018	\$ -	change in Principal Investigator	0.00
First Responders Narcan Training Project (emsfr_18)	F-SAMHSA	5/15/2018	9/30/2017	9/29/2018	\$ -	amendment #1 - removing special reporting instructions: received	0.00
Ryan White Program, Part A and CQM (rwa_18 and rwacqm18)	P-HRSA	5/10/2018	3/1/2018	2/28/2019	\$ 277,489.06	partial funding letter #2	8.00
Surveillance Indicators (srvind18)	P-CDC	5/15/2018	4/2/2018	6/30/2018	\$ 20,000.00	new effort, award	0.11
Zika-Related Birth Defects Project, amendment #4 (zikabd17)	F-CDC	5/17/2018	3/1/2017	7/31/2019	\$ -	amendment #4, no cost extension	0.00
Community Health Worker, amendment #1 (chwnv_18)	S-RW Pharmaceutical Rebates	5/29/2018	7/1/2017	8/31/2018	\$ 75,504.10	funding increase	0.00
Ryan White Program, Part B, Pharmacy, amendment #1 (rwbph_18)	P-RWB Supp	5/29/2018	10/1/2017	9/29/2018	\$ 3,294.21	funding increase	0.13
Southern Nevada Partnership to Improve Community Health, amendment #5 (pich_17)	F-CDC	5/30/2018	9/30/2016	9/29/2017	\$ -	close out amendment	0.00

F=Federal  
P=Pass-Through  
S=State



## Funding Opportunity

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date	Date Awarded
1										
1	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Quality Improvement Performance Measurement drowning prevention	Andy G. Maria A.	\$ -	10/1/18	9/30/20	1/16/18	
2	EMS First Responders non-competing application year 2 emsfr_19	F-SAMHSA	1/23/18	EMS First Responders - NARCAN	John H.	\$ 490,058.00	9/30/18	9/29/19	1/18/18	
3	Implementation of Evidence-Informed Models to Improve HIV Health Outcomes for Black Men Who Have Sex with Men (BMSM) - Demonstration Sites - style_19 hrsa-18-047	F-HRSA	2/5/18	\$300,000/year x 3 yrs	Margarita D.	\$ 900,000.00	8/1/18	7/31/21	2/2/18	
4	community health nurse - state of nv (chwnv)	S-rebates	asap	amendment - increasing funds \$107,988	Rick C.	\$ 107,988.00	7/1/18	6/30/19	2/20/18	
5	Immunization program - continuation (imm_18)	PT-CDC	3/5/18	do not exceed \$557,180	JoAnn R.	\$ 557,180.00	7/1/18	6/30/19	3/1/18	
6	Ryan White HIV/AIDS Part C Capacity Development Program rwcap_19 hrsa-18-051	F-HRSA	3/9/18	\$150,000 for one yr	Sony V.	\$ 150,000.00	9/1/18	8/31/19	3/2/18	
7	fdill_19 non-competing application	F-CDC	4/15/18	food illness social media monitoring	Lauren P.	\$ 192,500.00	9/30/18	9/29/19	4/12/18	



## Funding Opportunity

Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date	Date Awarded
8 rtlfid_19 non-competing application	F-FDA	4/30/18	retail food standards	Christine S.	\$ 70,000.00	7/1/18	6/30/19	4/26/18	
9 ELC Continuation non-competing application for FY2019	P-CDC	4/27/18 to State NV		Lei Z.	tbd	8/1/18	tbd	4/20/18	
10 national center for chronic disease prevention and health promotion PL Key TBD	F-CDC	5/4/18	school sealant program - oral health	tbd	tbd	9/1/18	8/31/21	5/4/18	
11 Graduate Medical Education (GME) New and Expanded Program Grants Round IV PL Key TBD	S-Exec Order 2014-07	5/15/2018 email	increase number of physicians for primary care and/or mental health-training	Dr. lser	tbd	7/1/18	6/30/20	5/15/18	
12 Title X Family Planning Program, FP_19 pa-fph-18-001	F-OPA	5/24/2018 upload 5/22/18	Family Planning 3 years	Dr. Leguen	tbd	9/1/18	8/31/21	5/22/18	
FY18 Announcement of Availability of Funds for Phase I Replicating Programs (Tier 1) Effective in the Promotion of Healthy Adolescence and the Reduction of Teenage Pregnancy and Associated Risk Behaviors	F-OASH	6/29/2018 upload 6/20/18	TPP - phase I - 2 yrs project. Ceiling \$500,000 per yr phase II - 2 yrs \$1,000,000 per yr phase II competing app	Margarita D.	\$ 1,000,000.00	9/1/18	8/31/20		
1 AH-TP1-18-001									

## Funding Opportunity

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date	Date Awarded
2	Sexual Risk Avoidance Education Program hhs-2018-acf-acyf-sr-1358	F-ACF	7/5/18	\$450,000 per yr	Margarita D.	\$1,350,000	9/30/18	9/29/21		
3	Racial and Ethnic Approaches to Community Health (REACH) cdc-rfa-dp18-1813	F-CDC	7/16/18	5 yr grant. \$900,000 ceiling per yr	Maria A.	\$ 4,500,000.00	9/29/18	9/28/23		



## Funding Opportunity

	Title of Opportunity	Funding Agency	Comments	Actual Due Date	DIV	Description/Info	Project Manager	Point of Contact	Request Amount	Est. Start	End	Sub Date	Date Awarded	Notes
1	Sexual Risk Avoidance Education Program hhs-2018-acf-acyf-sr-1358 <b>not applying</b>	F-ACF	Waiting on decision from Xavier	7/5/18	CS	\$450,000 per yr	Margarita D.	Xavier F.	\$1,350,000	9/30/18	9/29/21	n/a	n/a	forecasted as of 5/15/18. Received an email, 4/9/18, HRSA is working on opening opp. <b>100% abstinence program</b>
2	Implementation of Evidence-Informed Models to Improve HIV Health Outcomes for BMSM - Demonstration Sites - style_19 hrsa-18-047 <b>not awarded</b>	F-HRSA		2/5/18	CS	\$300,000/year x 3 yrs	Margarita D.	Xavier F.	\$ 900,000.00	8/1/18	7/31/21	2/2/18	n/a	Uploaded 2/2/18 at 2:30 pm 5/1/18-Technical Review <b>Did not get awarded</b>
3	emsfr_19 (emsfr_18 amd#1) <b>not applying</b>	F-SAMHSA		Open	CH	Add one new position/hire to emsfr project	John H	Laura P	tbd	9/30/18	9/29/19	n/a	n/a	<b>Not applying for additional staff per John Hammond - will add for year 3.</b>
4	Advanced Nursing Education - Sexual Nurse Examiners Program hrsa-18-119 <b>not applying</b>	F-HRSA		7/26/18	CS	\$500,000/yr for 3 years	tbd	tbd	tbd	9/30/18	9/29/21			webinar on 7/10/18 at 11 am GD meeting date 6/25/18 will listen to webinar
5	rtlfd_19 non-competing application <b>awarded</b>	F-FDA	Application due in eRA Commons via RPPR-Research Performance Progress Report	4/30/18	EH	retail food standards	Christine S.	Nikki	\$ 70,000.00	7/1/18	6/30/19	4/26/18	6/15/18	GD Meeting - 3/23/18 done
6	Graduate Medical Education (GME) New and Expanded Program Grants Round IV PL Key TBD - <b>awarded</b>	S-Exec Order 2014-07	Bidder's call on 3/27/18 at 11 am Lynda-GW	5/15/2018 email	admin	increase number of physicians for primary care and/or mental health training	Dr. Iser	Dr. Leguen	tbd	7/1/18	6/30/20	5/15/18	6/20/18	No GD Meeting Application will be mailed to State NV Application emailed by Emily to State NV <b>Received full payment-7/2/18</b>
1	Public Health Associate Program (PHAP)	F-CDC		1/18/18	Admin CH	Quality Improvement Performance Measurement drowning prevention	Andy G. Maria A.	Jim O. Nicole B.	\$ -	10/1/18	9/30/20	1/16/18		Uploaded 1/16 at 9 am .75 application moving to phase 2 - 4/26/18, phase 3 - 5/23/18, final decision tbd, 6/26/18 .25 application
2	EMS First Responders non-competing application year 2 emsfr_19	F-SAMHSA		1/23/18	CH	EMS First Responders - NARCAN	John H.	Laura P.	\$ 490,058.00	9/30/18	9/29/19	1/18/18		Uploaded 1/18/18
3	community health nurse - state of nv (chwnv)	S-rebates		asap	CS	amendment - increasing funds \$107,988	Rick C.	Lourdes Y.	\$ 107,988.00	7/1/18	6/30/19	2/20/18		lbeth emailed budget to grantor/ state of nv.



## Funding Opportunity

	Title of Opportunity	Funding Agency	Comments	Actual Due Date	DIV	Description/Info	Project Manager	Point of Contact	Request Amount	Est. Start	End	Sub Date	Date Awarded	Notes
4	Immunization program - continuation (imm_18)	PT-CDC		3/5/18	CS	do not exceed \$557,180	JoAnn R.	Maria G.	\$ 557,180.00	7/1/18	6/30/19	3/1/18		emailed to grantor
5	Ryan White HIV/AIDS Part C Capacity Development Program rwcap_19 hrsa-18-051	F-HRSA		3/9/18	CH	\$150,000 for one yr	Sony V.	Lourdes Y.	\$ 150,000.00	9/1/18	8/31/19	3/2/18		Uploaded 3/2/18 at 11 am 5/1/18-Screening Review
6	fdill_19 non-competing application	F-CDC	eRA Commons via RPPR-Research	4/15/18	EH	food illness social media monitoring	Lauren P.	Healthier H.	\$ 192,500.00	9/30/18	9/29/19	4/12/18		GD Meeting - 3/29/18 done
7	ELC Continuation non-competing application for FY2019	P-CDC	Application due to State NV	4/27/18 to State NV	CH EH		Lei Z.	Emily E	tbd	8/1/18	tbd	4/20/18		Each dept need to submit final compy to Emily by 4/20/18. No GD meeting Emily submitted to State NV by email.
8	national center for chronic disease prevention and health promotion PL Key TBD	F-CDC	Application due to State NV Bruce-GW	5/4/18	CS	school sealant program - oral health	tbd	tbd	tbd	9/1/18	8/31/21	5/4/18		3 year project, No GD meeting SNHD moving forward with participation in State NV application, PL Key TBD Final application parts emailed to State NV from Emily
9	Title X Family Planning Program, FP_19 pa-fph-18-001	F-OASH	LOI due by 4/9/18 Lynda-GW	5/24/2018 upload 5/22/18	CS	Family Planning 3 years	Dr. Leguen	Bernie M.	tbd	9/1/18	8/31/21	5/22/18		GD Meeting on 3/9/18 Webinar on 3/22/18 2nd meeting 3/26/18-done Update meeting - 5/2/18 CH Needs all parts by 5/21/18
10	Funds for Phase I Replicating Programs (Tier 1) Effective in the Promotion of Healthy Adolescence and the Reduction of Teenage Pregnancy and Associated Risk Behaviors AH-TP1-18-001	F-OASH	LOI due by 5/21/18 Charlene-GW	6/29/2018 upload 6/20/18	CS	TPP - phase I - 2 yrs project. Ceiling \$500,000 per yr phase II - 2 yrs \$1,000,000 per yr phase II competing app	Margarita D.	Xavier F.	\$ 1,000,000.00	9/1/18	8/31/20	6/20/18 6/21/18		No matching required. Submission grants.gov GD meeting - 5/14/18 - done applying for tier 1 only - replicate and scale up program
11	tpp_19 non-competing application year 4	F-OASH		7/2/18	CS	1 budget period	Margarita D.	Xavier F.	\$ 749,999.00	7/1/18	6/30/19	6/29/18		submitted in grantsolutions.gov 6/29/18
1	Racial and Ethnic Approaches to Community Health (REACH) cdc-rfa-dp18-1813	F-CDC	LOI due by 6/11/18 Emailed on 5/18/18 Bruce-GW	7/16/2018 upload 7/11/2018	CH	5 yr grant. \$900,000 ceiling per yr	Maria A.	Nicole B.	\$ 4,500,000.00	9/29/18	9/28/23			GD Meeting on 5/24/18 Submission grants.gov
2	EMSFR_19 - Technical Assistance additional funding	F-SAMHSA		tbd	CH	additional funds to receive technical assistance	John H.	Laura P.	\$ 25,000.00	tbd	tbd			Send response by 7/6/18 - done

## Grants Expired and Awarded

June 2018

<i>Grants Expired</i>					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
CSTE Recommended Indicators for Substance Abuse and Mental Health (srvind18)	P-CDC	6/30/2018	\$ 20,000.00	end of project period	0.10
Voluntary National Retail Food regulatory Program Standards (rtlfd_18)	F-FDA	6/30/2018	\$ 70,000.00	end of budget period	0.38
Teen Pregnancy Prevention Replication Project (tpp_18)	F-OASH	6/30/2018	\$ 749,999.00	end of budget period	5.00
Public Health Nurse Liaison Services for Child Protective Services (cps_18)	Contract - CC	6/30/2018	\$ 78,707.20	end of budget period	0.90
Interlocal Agreement for Healthy Start Project (oaghsp18)	O-CC	6/30/2018	\$ 78,686.00	end of budget period	0.60
Public Health Preparedness Program, Cities Readiness Initiative Amendment #2 FY2017 (cri_17)	P-CDC	6/30/2018	\$ -	no cost extension	0.00
Public Health Preparedness Program, Cities Readiness Initiative Amendment #1 FY2018 (cri_18)	P-CDC	6/30/2018	\$ 525,292.00	end of budget period	3.05
Intrastate Interlocal Contract Dental Hygienist (denhyg18)	S-Radioactive Material	6/30/2018	\$ 29,887.00	end of budget period	0.00
Heart Disease and Stroke Prevention Program (hdspp_18)	P-CDC	6/30/2018	\$ 9,912.00	end of budget period	0.10
Immunization Program Amendment #1 (imm_17)	P-CDC	6/30/2018	\$ 106,136.00	end of budget period	5.36



## Grants Expired and Awarded

<i>Grants Expired</i>					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Public Health Preparedness Program, Hospital Preparedness Program Amendment #1 FY2017 (hpp_17)	P-CDC	6/30/2018	\$ -	no cost extension	0.00
Public Health Preparedness Program, Hospital Preparedness Program Amendment #1 FY 2018 (hpp_18)	P-CDC	6/30/2018	\$ 765,498.00	end of budget period	5.45
Public Health Preparedness Program, Public Health Emergency Preparedness Amendment #1 (phep_17)	P-CDC	6/30/2018	\$ -	no cost extension	0.00
Public Health Preparedness Program, Public Health Emergency Preparedness (phep_18)	P-CDC	6/30/2018	\$ 2,372,736.00	end of budget period	11.40
Obesity Prevention and Control (obesit18)	P-CDC	6/30/2018	\$ 25,998.00	end of budget period	0.30
Rural Health Mobile Clinic (rural_18)	S-FHN	6/30/2018	\$ 51,531.00	end of budget period	0.02
Service Enhancement Project (srvenh18)	P-TitleXX	6/30/2018	\$ 196,949.00	end of budget period	0.23
Public Health Preparedness Program, Cooperative Agreement Public Health Preparedness and Response for Zika Amendment #1 (zika_17)	P-CDC	6/30/2018	\$ -	no cost extension	0.00
Maternal and Child Health Program (mch_18)	P-HRSA	6/30/2018	\$ 63,879.00	end of budget period	0.77
Las Vegas Environmental Sampling (envspl18)	P-DHS	6/30/2018	\$ 18,000.00	end of budget period	0.10



## Grants Expired and Awarded

<b>Grants Awarded</b>						
<b>Project Name</b>	<b>Grantor</b>	<b>Received</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>
Collaborative Improvement and Innovation Network (coiin_18)	P-HRSA	6/5/2018	1/1/2018	9/29/2020	\$ 17,000.00	new effort-award - no personnel
Interlocal Agreement for Healthy Start Project Option yr2 of 2 (oaghs19)	O-CC	6/29/2018	7/1/2018	6/30/2019	\$ 78,686.00	renewal award
Intrastate Interlocal Contract Dental Hygienist (denhyg18)	S-Radioactive Material	6/1/2018	4/1/2018	6/30/2018	\$ 29,887.00	new effort-award
Ryan White HIV/AIDS Program Part B, Medical Case Management Amendment #1 (rwbcm_18)	P-HRSA	6/6/2018	10/1/2017	9/30/2018	\$ (12,150.00)	change in categories
Maternal and Child Health Program Amendment #1 (mch_18)	P-HRSA	6/7/2018	7/1/2017	6/30/2018	\$ (23,120.00)	underspent
Epidemiology & Laboratory Capacity Program - Ebola Supplement (elceb_18)	P-CDC	6/8/2018	4/1/2018	7/31/2018	\$ 23,081.00	extension
Incorporating Social Media Monitoring into HD Foodborn Illness Surv. Amendment #4 (fdill_18)	F-CDC	6/5/2018	9/30/2017	9/29/2018	\$ -	change in Principal Investigator
Rural Health Mobile Clinic (rural_18)	S-FHN	2/1/2018	2/1/2018	6/30/2018	\$ -	budget revision
Teen Pregnancy Prevention Replication Project Amendment #3 (tpp_18)	F-OASH	6/15/2018	7/1/2015	6/10/2020	\$ -	Key personnel change
Graduate Medical Education (gmenv_19)	S-OSIT	6/19/2018	7/1/2018	6/30/2020	\$ 315,161.00	new effort-award

## Grants Expired and Awarded

<i>Grants Awarded</i>						
<i>Project Name</i>	<i>Grantor</i>	<i>Received</i>	<i>Start Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>
Voluntary National Retail Food regulatory Program Standards Amedment #4 (rtlfd_19)	F-FDA	6/15/2018	7/1/2018	6/30/2019	\$ 70,000.00	renewal award
Title X Family Planning Amendment #5 (fp_17)	F-OASH	6/25/2018	4/1/2016	6/30/2019	\$ -	Key personnel change
Immunization Program Amendment #2 (imm_17)	P-CDC	6/27/2018	4/1/2017	6/30/2019	\$ 557,179.00	FY19 funding



# Memorandum

**Date:** July 26, 2018

**To:** Southern Nevada District Board of Health

**From:** **Amy Hagan**, *Human Resources Administrator*  
**Joseph P. Iser, MD, DrPH**, *Chief Health Officer*

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**RE:** UPDATED AND NEW CLASSIFICATION SPECIFICATIONS

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- Contract Administrator – NEW POSITION

Summary: New job description created for a Contracts Administrator to ensure consistent management of all Health District contracts.

Schedule 24 (\$66,214.60 - \$92,394.49), FLSA Exempt, Bargaining Unit Ineligible

NOTE: The position of Materials Management Supervisor has been eliminated.

- Grants Coordinator – NEW POSITION

Summary: New job description created for a Grants Coordinator to coordinate the timely and accurate completion, submission and administration of federal, state and private grant applications and reports.

Schedule 24 (\$66,214.60 - \$92,394.49), FLSA Exempt, Bargaining Unit Eligible

NOTE: One Accountant I position has been eliminated

- Human Resources/Payroll Specialist – NEW POSITION

Summary: New job description created for two Human Resources/Payroll Specialists to provide technical and analytical support to a variety of human resources and payroll activities and functions.

Schedule 21 (\$56,817.80 - \$79,238.97), FLSA Exempt, Bargaining Unit Ineligible

NOTE: The Payroll Technician and the Senior HR Assistant positions have been eliminated.

- **Facilities Services Manager – UPDATED POSITION**

Summary: Update the Facilities Services Manager position to include additional duties.

Schedule 29 (\$85,488.94 - \$90,119,273.67), FLSA Exempt, Bargaining Unit Ineligible

NOTE: The Facilities Services Superintendent position has been eliminated.

- **Human Resources Supervisor – UPDATED POSITION**

Summary: Update the Human Resources Supervisor position to include additional duties.

Schedule 26 (\$73,382.38 - \$102,359.46), FLSA Exempt, Bargaining Unit Ineligible

NOTE: One Human Resources Analyst position has been eliminated.

**CONTRACT ADMINISTRATOR**

**DEFINITION**

To ensure consistent management of all Health District contracts. Review, draft, revise, negotiate, and monitor contracts. Prepare metrics on contract operations for reporting to management. This position requires close collaboration with all levels of internal clients to understand and fulfill contracting needs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from General Counsel. May supervise proposals and project staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. The duties listed below are intended as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Oversee organizational contract development and management activities, and enforce organizational principles of integrity and compliance.
- Draft, review, and update, contracts for all divisions through collaboration with program managers, senior management, and the finance department.
- Negotiate contract terms with internal and external partners and serve as a liaison between internal and external parties during contract development and negotiation stages. Serve as primary Health District contact during contract negotiations.
- Monitor contracts, prioritize work flow, initiate and complete contract renewals, and assist with contract termination.
- Review and update standard contract templates while identifying terms or clauses that represent potential compliance, liability, or other risks to the Health District.
- Present and explain contract conditions and details to employees and management.
- Represent the health District at meetings and on committees.
- Plan, organize, direct, and develop policies and procedures to support the contract management process and ensure compliance with federal, state, and local laws.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Serve as a team member on an acquisition management review team, steering committee, or equivalent assignment.
- Perform pre-award and post-award competitive bidding contracting functions. May assist the finance department in the preparation of solicitation documents and chair pre-proposal and proposal-evaluation conferences.
- Maintain all associated databases to include input, report generation, analysis, and preparation of data for presentation.
- Stay up-to-date regarding legislative changes and legal contracting requirements and recommend modifications to accommodate regulatory, legislative, industry, or Health District Policy & Procedure changes.
- Adhere to performance-based management approach using key performance indicators to make data driven decisions.
- Performs related duties as assigned.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Contract Administrator (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Analytical and time-management skills.
- Principles and practices of contracting as related and applied to a public agency.
- Principles and practices of sound business communication including correct English usage, spelling, grammar, and punctuation.
- Knowledge of legal requirements involved with contracts.
- Strong verbal and written communication skills.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Strict adherence to company guidelines, compliance laws, and legal requirements.
- Safety policies and safe work practices applicable to the workplace.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Spot errors, inconsistencies, and pay attention to detail.
- Systematically analyze complex problems and understand and follow oral, written, and sometimes complex instructions.
- Apply organizational standards when drafting contracts, developing requests for proposals, and negotiating terms.
- Read and interpret technical documentation and confirm the presence of required terms and conditions, as well as identify potentially problematic areas.
- Analyze problems, draw relevant conclusions, and implement appropriate solutions.
- Work independently, set priorities, and organize work to accomplish tasks efficiently within deadlines.
- Maintain a professional demeanor and confidentiality in all circumstances.
- Ability to work with varying seniority levels, including staff, managers, division directors, and external partners.

**TRAINING AND EXPERIENCE GUIDELINES:**

**Training:**

Equivalent to a bachelor's degree in business, administration, project management, or related field.

**Experience:**

A minimum of three years of related experience preferred. Candidates who do not have a bachelor's degree must have a minimum of five years of progressively responsible related work experience. Public agency contracting experience a plus. Experience with OneSolution a plus. Applicants must be comfortable working independently.

**Licenses/Certificates**

A valid Nevada driver's license and the ability to maintain insurability under the Health District's vehicle insurance program.



**SOUTHERN NEVADA HEALTH DISTRICT**  
**Contract Administrator (Continued)**

**CONDITIONS:**

**Environmental Conditions:**

The employee works in an office environment where the noise level is usually quiet.

**Physical Conditions:**

The physical conditions described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods, lift objects weighing up to 25 pounds, and repetitively use a computer keyboard. The employee must possess visual acuity.

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

*Some positions require specialized skills, experience, certification, or other requirements that will be identified by the hiring authority at the time of recruitment.*

FLSA Exempt  
Bargaining Unit Ineligible  
Schedule 24  
Approved by the Chief Health Officer on June 11, 2018

**GRANTS COORDINATOR**

**DEFINITION**

To coordinate the timely and accurate completion, submission and administration of federal, state and private grant applications and reports; assist in audit related reporting and analysis

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from the Financial Services Manager

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. The duties listed below are intended as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Collaborate with District project management staff and managers on potential grants, sub-grants and applications; review and modify narratives, program descriptions and budgets prepared for inclusion in grant proposals to ensure proper grammar usage, data accuracy, completeness and compliance with grant guidelines and District policies; comment on content and technique and assist responsible parties with any necessary revisions
- Prepare a variety of mandated forms and documents needed for grant submission, acceptance, tracking and audit; route grants for approvals and signatures; track grants through development, submission and acceptance process and ensure deadlines and deliverables are met
- Establish and maintain the grant management system, including synopsis of grant opportunities, tracking of grant applications and proposals submitted, grant databases and boilerplate maintenance, grant tracking and reporting systems and recognition systems
- Oversee adherence to District policies regarding grant solicitation and other matters related to the grant process
- Set and monitor grant-related timelines including draft dates, timeline for approval process and submission dates; upload and/or send grant applications and reports
- Communicate with representatives of grantors to understand grant guidelines and requirements for submission and/or reporting; establish and maintain relationships with current grantors including regular written update reports on grant project activities, funder status and events
- Arrange meetings, presentations and site visits for grant pre- and post-award phases
- Oversee and ensure grant projects comply with funder requirements, policies, regulations and procedures, and advise project/program managers and supervisors on grant compliance issues as necessary to protect District interests
- Provide advanced administrative and project management support to the Financial Services Manager
- Perform related duties as assigned

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Grants Coordinator (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices and methods of grant budget development/management and grant tracking and monitoring.
- Principles, practices, methods and techniques of project management.
- Grant-writing and editing principles, techniques and practices for a public health organization.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Research methods and analysis techniques.
- Modern office practices, procedures and equipment; advanced techniques and operation of a computer.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of sound business communication including correct English usage, spelling, grammar and punctuation.
- Safety policies and safe work practices applicable to the work.
- Recordkeeping, filing and basic purchasing practices and procedures.

**Ability to:**

- Meet grants funding goals.
- Build strong and mutually beneficial relationships between District management, staff and external audiences.
- Read, understand, interpret, apply and explain rules, regulations, policies and procedures including grantor policies and guidelines.
- Explain, interpret and apply District and division policies, laws, rules and regulations.
- Compose correspondence independently; communicate information in person or by telephone where judgment, common knowledge and interpretation of policies and regulations are necessary.
- Maintain complex electronic and physical filing systems.
- Analyze situations accurately and adopt effective courses of action.
- Operate a computer and use standard business software.
- Prepare clear and accurate reports, documents, data entries and files.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with all those encountered in the course of work.

**TRAINING AND EXPERIENCE GUIDELINES:**

**Training:**

- Bachelor's degree from an accredited four-year college or university with a major in English, journalism, education, public administration, business administration or a related field

**Experience:**

- Four years of direct professional experience in grant administration or related field, or an equivalent combination of training and experience.

**License or Certificate**

- A valid Nevada driver's license and the ability to maintain insurability under the District's vehicle insurance program.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Grants Coordinator (Continued)**

**CONDITIONS:**

**Environmental Conditions:** The employee works in an office environment where the noise level is usually quiet.

**Physical Conditions:** The physical conditions described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods, and repetitively use a computer keyboard. The employee must possess visual acuity.

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Eligible  
FLSA Exempt  
Schedule 23  
Approved by the Chief Health Officer on 06/19/2018

**HUMAN RESOURCES/PAYROLL SPECIALIST**

**DEFINITION**

To provide technical and analytical support to a variety of human resources and payroll activities and functions.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direct supervision from Human Resources Supervisor
- Receives general supervision from higher level staff

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

Performs a variety of Human Resources and payroll duties related to one or more functional areas within a centralized human resources system. Duties may vary depending on area or areas to which assigned.

**Payroll:**

- Leads, oversees and processes payroll.
- Prepares bi-weekly payroll reports and payment authorizations for approval by professional accountant
- Download timecard into the HRIS System, reviews time records submitted by all departments to ensure conformance with appropriate union contracts, administrative policies and regulations, and federal and state laws
- Coordinates and performs testing of the payroll system
- Identifies and resolves discrepancies in employees' pay by researching data, identifying errors, and correcting entries in the payroll system and general ledger
- Reconciles reports, bills, and invoices to payroll report and makes any needed adjustments
- Performs fiscal and calendar year end processes and prepares appropriate reports; including quarterly and annual federal tax reports
- Responds to employee questions, division time keepers and outside agencies concerning payroll questions; provide instruction to payroll staff, division timekeepers and others related to payroll functions
- Verifies final pay for terminating employees
- Prepares payment authorizations for miscellaneous deductions such as union dues and fees, employee association fees, garnishments, and deferred compensation
- Computes and produces hand calculated paychecks for allowances, terminations, and corrections
- Compiles and generates reports for department heads, vendors, and employees
- May perform special projects and assignments for accountants and management of the Finance Department
- Provides classification, compensation and benefits information to employees and/or other organizations

**Reports and Analysis:**

- Creates and monitors all HR and payroll analytics
- Prepares EEO reports and associated documents.
- Prepares demographics report
- Prepares Position control documents and provides analysis
- May conduct surveys regarding compensation and benefits or other human resource issues
- May assist in reporting and analyzing data related to employee surveys or other HR related data

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Human Resources/Payroll Specialist (*Continued*)**

**Recruitment and Orientation:**

- Initiates the recruitment process in NEOGOV
- Conducts basic recruitments
- May assists with preparation of recruitment and selection materials; and arranges for the notification of candidates
- May assists with proctoring and administering various written and oral exams, and assessments
- Conducts On-boarding and orientation activities
- Prepares Board of Health Memo for Classification Specification updates

**Benefits:**

- Assists the HR Analyst with FMLA/ADA and other absences processing and tracking
- Conducts portions of the benefits orientation for new hires as the back-up for the HR analyst
- Performs basic compensation and benefits duties
- May assist with re-enrollment or annual benefit presentations
- May assist with processing benefit enrollments and changes
- May assist with PERS administration including enrollment, changes and retirement processing
- May assist with Deferred Compensation

**Training:**

- Assist with planning and conducting training
- Assist with the development of classroom materials for various training programs
- Provide training on District procedures, policies and employee development

**Employee Relations:**

- May answer initial employee inquiries concerning policy or rule application
- May provide advice to employees on where and how information can be found
- May assist with investigations into complaints filed with the Human Resources Office or with the Equal Opportunity Division
- Assist with the designs and implementation of programs such as employee recognition
- May complete employee exit interview documentation

Other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Basic payroll and HR record keeping, activities, procedures, and reporting
- Basic principles and procedures of human resources administration
- Applicable federal, state and local laws and regulations
- Research methods and data analysis techniques
- Communication principles and practices
- Principles of business letter writing and basic report preparation
- Correct English usage, spelling, grammar and punctuation
- Modern office procedures, methods and computer equipment
- Computer applications related to the work



**CLARK COUNTY HEALTH DISTRICT**  
**Human Resources/Payroll Specialist (Continued)**

**Ability to:**

- Review data to verify accuracy and completeness of payroll records and reports; identify and resolve errors and discrepancies
- Respond to requests and inquiries from the general public in person and over the telephone
- Interpret, apply and explain applicable rules and regulations
- Maintain confidentiality of work records
- Prepare clear and concise reports, correspondence and other written materials
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities
- Learn and follow operating procedures
- Operate office machines and type at a speed necessary for successful job performance
- Learn computer software programs; enter and maintain accurate data and statistical information
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations

**Training and Experience Guidelines**

**Training:**

- High school diploma or GED required
- Bachelor's degree in business, human resources, or a related field preferred

**Experience:**

- Two years of experience in Human Resources and/or Payroll
- Public agency Human Resources and/or Payroll experience preferred

**License or Certificate:**

- Possession of, or ability to obtain and maintain an appropriate, valid Nevada driver's license as a condition of employment

**CONDITIONS:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Ineligible (Confidential Employee)

FLSA Exempt

Schedule 21

Approved by the Chief Health Officer on 06/15/2018

**FACILITIES SERVICES MANAGER**

**DEFINITION**

To supervise, plan and coordinate various physical plant and related operational activities for the Health District

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the Director of Administration
- Exercises direct supervision over maintenance, security, warehouse, janitorial and clerical staff

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES**—*This class specification lists the major duties and requirements of the job and is not all -inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Coordinate the organization, staffing, and operational activities and assignments for various maintenance and physical plant related services, including, maintenance, custodial, fleet maintenance and security
- Select, train, motivate and evaluate all Facilities Services employees; provide or coordinate staff training; work with employees to correct deficiencies, implement discipline procedures if necessary
- Supervise the print shop operation, the mailroom functions, including acquisition and disbursement of supplies
- Supervise landscape, parking lot, warehouse maintenance and upkeep functions
- Coordinate and direct the purchasing of normal maintenance, custodial and grounds maintenance supplies and equipment; review and approve all related purchase requisitions for completeness and accuracy; administer or implement approvals; prepare formal bids for mechanical, maintenance or other related supplies, equipment, furniture and work
- Coordinate and supervise major remodeling and refurbishing projects at the Main Health Center and/or other District service locations
- Coordinate the purchase and maintenance of District vehicles; coordinate accident damage repair; organize the disposition of surplus vehicles
- Coordinate security alarm and video surveillance systems installations, upgrades, and changes
- Coordinate permanent computer cabling acquisition, installation and certification.
- Coordinate relocation of heavy equipment, and office equipment and supplies
- Coordinate work order priorities with the Director of Administration
- Coordinate modular and standard furniture design, acquisition and installation
- Interface with the fire department and public utility representatives on matters relating to the physical plant
- Maintain permanent and semi-permanent audio and video systems, other than the computer equipment
- Coordinate contractors on all physical plant designs, remodels and construction
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements and conduct quality review follow up periodically or as needed
- Participate in the development and administration of physical plant planning, budgets; forecast staffing needs, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments or improvements as necessary or required

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Facilities Services Manager (Continued)**

- Respond to and resolve difficult and sensitive citizen inquiries and complaints regarding and all aspects of District physical plant equipment, structures or facilities
- Coordinate and interact with Division Directors and program managers regarding health and safety issues in their respective areas. Notify management staff regarding any violation of safety laws, regulations and codes.
- Maintains all required safety and OSHA records by the Records Management guidelines
- Reports all required injuries to the appropriate governmental agencies
- Maintains all required governmental reporting as it relates to safety and OSHA
- Responsible for the proper and timely submission of all governmental reports as it relates to safety
- Leads the safety committee
- Identifies areas of unsafe conditions and makes recommendations for improvement
- Manages all risk cases related to facilities and/or safety
- Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services and activities of various facilities services and programs
- Principles and methods of supervision, training and performance evaluation
- Basic principles of budget preparation and controls
- Pertinent Federal, State, and local laws, codes and regulations as they relate to physical facilities, vehicles, equipment and related structures
- Coordinate relocation of heavy equipment, and office equipment and supplies
- Coordinate work order priorities with the Director of Administration
- Principles and practices of fleet vehicle maintenance, repair and expense tracking
- Principles and practices of complex maintenance and security equipment, and purchases of related materials or supplies

**Ability to:**

- Manage and coordinate the work of maintenance, custodial, technical and clerical staff
- Select, supervise, train and evaluate staff
- Interpret and explain physical plant policies and procedures
- Coordinate major remodeling and refurbishing projects
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

**Training and Experience Guidelines**

**Training:**

- Equivalent to the completion of the twelfth grade
- Journeyman level skills in one or more of the building trades

**Experience:**

- Five years of full time work experience in the administration of various physical plant services programs such as purchasing, maintenance, security, fleet vehicle maintenance, including at least two years of supervisory experience

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Facilities Services Manager (Continued)**

**License or Certificate**

- Possession of, or ability to obtain, an appropriate Nevada Contractor's License in one of the building fields is highly desirable
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Ineligible

FLSA - Exempt

Schedule 29

Approved by the Board of Health on 4/26/01

Revisions approved by the Board on 11/14/02

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Chief Health Officer on 06/15/2018

## **HUMAN RESOURCES SUPERVISOR**

### **DEFINITION**

To supervise, plan and coordinate the payroll, human resources, labor relations, safety, benefits, recruitment, employee health, worker's compensation, training, compensation and other operations of the Human Resources Office; to coordinate assigned activities with other divisions; and to complete other assigned special projects of the Human Resources Office.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the Human Resources Administrator
- Exercises supervision over Human Resources professionals, technical and clerical staff

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES**-*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Coordinate the recruitment, classification and payroll functions for the District
- Develop and implement policies and procedures with staff and the concurrence of the Human Resources Administrator
- Select, train, motivate and evaluate assigned staff; work with staff to correct deficiencies; implement discipline and termination procedures
- Direct, coordinate and review the work plan for assigned staff; resolve workplace problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures
- Ensure compliance with all federal and state statutes regarding Human Resources functions
- Conduct special studies and investigations as assigned
- Provide highly responsible and complex staff assistance to the Human Resources Administrator and serve in the capacity of Acting Administrator in the absence of the Administrator
- Prepare and review technical data and reports
- Prepare class and compensation studies and participate in labor negotiations.
- Manage the class and compensation policies for the District.
- Respond to and resolve difficult and sensitive inquiries and complaints
- Perform related duties and responsibilities as required

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles of supervision, training and performance evaluation
- Principles and practices of job analysis, recruitment, selection, classification and affirmative action
- Principles and practices of modern personnel management and administration
- Applicable federal, state, local laws, District codes and regulations
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- Principles and practices of a payroll system
- Computer software programs applicable to Human Resources recruitment and payroll operations
- Effective office procedures

SOUTHERN NEVADA HEALTH DISTRICT  
Human Resources Supervisor (*Continued*)

**Ability to:**

- Supervise, organize and review the work of professional, technical and clerical personnel
- Establish and implement new policies and procedures
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals
- Maintain confidentiality
- Enforce federal and state laws as well as District regulations
- Prepare clear and concise communications and reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Use computer software with proficiency
- Make effective oral presentations to large and small groups

**TRAINING AND EXPERIENCE GUIDELINES:**

**Training:**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in business, human resources, management, public administration or a related field

**Experience:**

- Four years of professional personnel or human resources experience which has included recruitment and selection, classification, and payroll, with two years of direct supervision of staff or four years at the District's HR Analyst level including two years of direct supervision of staff

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

FLSA Exempt

Bargaining group ineligible

Schedule 26

Approved by the Board of Health on 3/23/06

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Director of Administration on 6/4/13

Revisions approved by the Chief Health Officer on 06/13/2018