

**DEPARTMENT:** PUBLIC HEALTH

**BY:** C. B. MOSHER, MD, MPH, H.O.

**PHONE:** 966-3689

*Res. No. 09-73*

**RECOMMENDED ACTION AND JUSTIFICATION:**

*(\$8,738)*

Authorize the addition of two new Extra-Help Hourly-Specialized Classifications, a Registered Environmental Health Specialist (REHS)/State and Public Health Nurse (PHN)/State, with an hourly rate of \$33.00 for the REHS/State and \$41.00 for the PHN /State and approve the class specifications for both. Authorize the budget actions transferring funding.

The Governor has ordered all State employees on "furlough" (unpaid leave) two days a month. This affects three professionals in the Health Department. These are critical positions.

By utilizing savings from the County's contract with the State for these services, the Health Department can fund two days a month via the Extra Help mechanism, paying the three employees hourly without full benefits. This will preserve services to the public at no impact to the General Fund.

The State will continue to provide full benefits, but the County will save money by not paying the State's overhead (indirect) for those two days per month. These Extra Help classifications will not be subject to future negotiated increases or COLA.

The furlough took effect as of February 1, 2009 after a court hearing, and we have no idea how long it will continue. It is requested that this action be retroactive to ~~February 1, 2009~~ and ~~it is~~ budgeted through the end of the Fiscal Year.

*per  
Rick  
Benson*

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has previously approved new classifications for Extra-Help Hourly-Specialized Classifications schedule.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

County services will be impaired in such areas as disease investigation, immunization, animal bite management, septic, well, restaurant, air pollution, solid waste, hazardous materials management, and others.

Financial Impact? ( X ) Yes ( ) No Current FY Cost: \$ 8,738

Annual Recurring Cost: \$ 0

Budgeted In Current FY? ( ) Yes ( X ) No ( ) Partially Funded

Amount in Budget: \$ 8,738

List Attachments, number pages consecutively

Additional Funding Needed: \$ 0

Budget Action Form

Source:

CAO Memo

Internal Transfer X

Class Specs.

Unanticipated Revenue \_\_\_\_\_ 4/5's vote

Transfer Between Funds \_\_\_\_\_ 4/5's vote

Contingency \_\_\_\_\_ 4/5's vote

( ) General ( ) Other

**CLERK'S USE ONLY:**

Res. No.: 09-73 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended

No Opinion

Comments:

This action is recommended contingent upon the understanding that in the event that the county implements furloughs and/or layoffs of county employees, these extra help employees would be immediately terminated from county employment.

CAO: [Signature]

# MARIPOSA COUNTY

Richard J. Benson  
County Administrative Officer



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1-800-736-1252  
FAX 209-966-5147  
rbenson@mariposacounty.org

February 12, 2009

TO: Board of Supervisors  
FROM: Rick Benson, County Administrative Officer  
SUBJECT: Request for extra help in Public Health

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Due to the state budget crisis, contracted state employees working for the Public Health Department will be furloughed for 16 hours per month. Before you is a request from Public Health which will allow the County to pay these employees directly during the time they are furloughed.

It is important to note that this request is being recommended because it will not increase County costs. It may, in fact, result in a slight cost savings. It is not my intention to recommend to your Board that Mariposa County expend County dollars to back fill state responsibilities. Therefore, it should be clear that this action does not set a precedent for accepting state responsibilities in the future.

Although this action will not increase direct costs, placing these individuals into extra help positions does increase the County's liability exposure. While working as extra help the County will be assuming workers' compensation exposure. While working as extra help these employees will be driving County vehicles which also increases our liability exposure.

It is recommended that your Board approve this action with a clear direction that if Mariposa County faces any reduction in workforce in the form of furloughs or layoffs that the County will immediately cease using the services of these extra help employees. Clear direction should also be given from your Board that when these employees are working for the County they may only drive County owned vehicles. The County does not assume liability for use of a state vehicle.

The actions taken by the state will undoubtedly continue to have an effect on Mariposa County. During these unusual circumstances, we will continue to review and recommend actions to minimize the effect on Mariposa County citizens.





# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BRAD ABORN, CHAIR  
JANET BIBBY, VICE CHAIR  
LYLE TURPIN  
KEVIN CANN  
JIM ALLEN

DISTRICT I  
DISTRICT III  
DISTRICT II  
DISTRICT IV  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: DR. MOSHER, Health Officer

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Authorize the Addition of Two New Extra-Help Hourly-Specialized Classifications, a Registered Environmental Health Specialist (REHS)/State and Public Health Nurse (PNN)/State, with an Hourly Rate of \$33.00 for the REHS/State and \$41.00 for the PHN/State and Approve the Class Specifications for Both and Approve Budget Actions Transferring Funds within the Health Department to Cover Extra-Help (\$8,738)

RESOLUTION 09-73

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 17, 2009

#### ACTION AND VOTE:

Authorize the Addition of Two New Extra-Help Hourly-Specialized Classifications, a Registered Environmental Health Specialist (REHS)/State and Public Health Nurse (PNN)/State, with an Hourly Rate of \$33.00 for the REHS/State and \$41.00 for the PHN/State and Approve the Class Specifications for Both and Approve Budget Actions Transferring Funds within the Health Department to Cover Extra-Help (\$8,738) (Health Officer)

**BOARD ACTION:** Discussion was held with Rick Benson. Supervisor Bibby clarified that this action is only for the balance of this fiscal year, and she asked that the employees be made aware of the conditions for approval of this request. Rick Benson advised that the matter will be brought back if the State is still in a furlough situation next fiscal year. (M)Turpin, (S)Cann, Res. 09-73 was adopted approving the recommended action/Ayes: Unanimous.

Cc: Sandi Laird, Personnel  
Chris Ebie, Auditor  
Mary Hodson, Deputy CAO  
File

**PUBLIC HEALTH NURSE - STATE**

**DEFINITION**

To plan and direct a specific public health program; to provide public health nursing services to individual clients and the community at large through the provision of clinical services and counseling and through the promotion of community health and welfare; to supervise and evaluate the work of subordinate staff as assigned; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Health Officer.

Exercises direct supervision over professional staff and lead direction of clerical staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Provides public health nursing services to individual clients and the community at large, including clinical care and counseling and public health instruction and education.

Develops, maintains and participates in various programs and clinic services.

Develops program goals, objectives, policies, procedures and protocols.

Administers provider / inter-agency agreements and contracts.

Prepares targeted case management assessment and develops service plans for clients; consults with colleagues, providers, other case managers or supervisors concerning cases; conducts home visitation as required; reviews and/or completes charting of client progress in medical records and all other documentation as required; monitors cases to ensure quality care is provided to all clients.

Makes referrals to other agencies and/or providers as appropriate; assists clients in accessing health and community services as needed.

Assists with the prevention and control of communicable disease through epidemiological investigations and in the care of patients and application of procedures designed to prevent the spread of communicable disease in the community.

Prepares written educational materials for distribution to the community; locates, evaluates and distributes existing educational materials as appropriate.

Works with physicians and community groups to keep, establish, and carry on work in the promotion of maternal and child health.

May promote and administer a grant program to provide community groups with funding for special public health projects and programs.

Participates in conferences, task forces and meetings, and confers with public health administrators and others on community public health problems.

Attends civic and other community meetings and events to explain and promote the activities and functions of the program and to establish favorable public relations; gives public speaking presentations as requested; prepares publicity materials for distribution; oversees and/or participates in community events as appropriate.

Coordinates and/or participates in special programs and projects as assigned.

Supervises and evaluates the work of professional staff and provides direction of clerical staff as assigned; provides or coordinates staff training; offers advice and assistance as needed; implements disciplinary measures as appropriate.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Supervises and participates in the preparation and maintenance of accurate and up-to-date program records; prepares and submits various technical, administrative and financial reports as required by the County and other agencies.

Responds to and resolves citizen, client or community requests for assistance, complaints or inquiries.

Coordinates assigned activities and programs with those of other departments, divisions and agencies as appropriate.

Performs general administrative and clerical work as required, including preparing reports and correspondence, conducting and attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Accepted Public Health Nursing standards.

Principles, procedures and techniques used in planning, evaluating and administering public health programs.

Recent developments, current literature and sources of information related to public health administration.

Principles, methods and procedures of nursing as applied in public health practice, and of preventive medicine.

Principles, practices and current issues in health education, including mental health, substance abuse, maternal and child health, and general public health.

Basic causes and types of treatment for substance abuse, mental health disorders and public health issues.

Sociological, cultural, environmental and economic factors affecting individual and public health.

Causes, means of transmission, and methods of controlling communicable diseases.

Interviewing and counseling practices and techniques.

Principles, techniques and materials used in public education.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Plan, organize, evaluate and provide leadership in community health programs and public health nursing activities.

Plan, organize, supervise and evaluate the work of subordinate staff.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.



Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

Work effectively with clients and family members and assist them in the satisfactory solution of health problems.

Research and prepare effective public education and information materials.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and clinic environment. Incumbent drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and clinic environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office and/or clinical duties; operate motor vehicles; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and medical equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform clinical duties.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of experience as a Public Health Nurse with increasing assumption of administrative responsibilities, or two years of experience as a Public Health Nurse in a generalized public health nursing program.

**Education:**

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in nursing, or graduation from an accredited program of registered nursing and graduation from an accredited program of study for public health nursing.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of a valid, current Registered Nurse license issued by the State of California.

Possession of a valid, current Public Health Nurse certificate issued by the State of California.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

**REGISTERED ENVIRONMENTAL HEALTH SPECIALIST - STATE**

**DEFINITION**

To plan, coordinate and implement Environmental Health Division programs designed to preserve and protect the health and safety of County residents and others; to conduct inspections and enforce state and local regulations related to retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, vector control, air quality and land use; to prepare and maintain related records and reports; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Health Officer and may receive direction from the lead Registered Environmental Health Specialist as appropriate.

May exercise lead direction over the Environmental Health Aide.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs inspections and investigations of environmental health conditions associated with retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, vector control, housing, air quality and land use.

Advises of and enforces public compliance with environmental health practices and regulations.

Reviews plans, performs preliminary site evaluations, and issues or rejects permits for the construction of wells, sewage disposal systems, swimming pools and spas, food service facilities, facilities which handle reportable quantities of hazardous materials, underground storage tanks, solid waste facilities, and other facilities which may impact public health; inspects installations for compliance with regulations and approved designs; conducts routine and non-routine inspections of operating facilities.

Collects samples of water, beverages, food, air, soil and other materials for laboratory tests; interprets test results and takes appropriate action.

Investigates public complaints of unsanitary conditions and alleged violations of codes and regulations.

Issues violation notices and/or compliance orders; recommends legal action against recalcitrant violators of local and state health regulations; prepares and presents court testimony as required.

Inspects permanent and temporary food facilities for compliance with health regulations and standards; responds to complaints and investigates alleged food-borne illnesses.

Provides air quality control services by monitoring air pollutants, issuing permits and performing field inspections of pollutant sources; reviews and approves or rejects plans for proposed controlled burns.

Investigates sites of hazardous waste spills, including leaking underground fuel tanks, and makes recommendations based on the impact to human health and environmental resources.

Performs inspections and reviews emergency response plans for California Accidental Release Program facilities.

Reviews land use documents and provides comments regarding the impact on environmental health; collaborates with Planning Department personnel on land use projects and issues.

Plans and implements a program of public education to increase the awareness of and the ability to comply with public / environmental health regulations and standards.

Provides information to the public in matters of vector control and rodent control.

Provides on-site compliance training of food service, swimming pool / spa, and other personnel dealing with public / environmental health standards, as needed.

Prepares and maintains complete and accurate records; prepares and submits reports required by the County and other agencies.

Coordinates and/or participates in special programs and projects as assigned.

Responds to public requests for assistance, complaints or inquiries in areas of responsibility.

Coordinates assigned activities and programs with those of other departments, divisions and agencies as appropriate.

Provides training and leadership of Environmental Health Aide as assigned.

Performs general administrative and clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Principles, procedures and techniques used in planning, implementing and evaluating public health programs.

Recent developments, current literature and sources of information related to environmental health.

Principles, techniques and materials used in public health education.

Basic principles of environmental sanitation and sanitary science.

Methods of inspection and investigation.

Basic principles, practices and trends in the field of environmental health and quality, specifically those relating to the food industry, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, housing, vector control, air quality and land use.

Basic biological and physical sciences, including chemistry, organic chemistry, physics, microbiology, biology and mathematics.

Communicable diseases and their prevention.

Basic principles of training and leadership.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Understand and follow oral and written instructions.

Recognize environmental health problems and take effective action.

Conduct routine inspections and investigations.

Collect and analyze field data and other information, and draw valid conclusions.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research and prepare effective public education and information materials.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative and technical reports.

Perform mathematical computations with accuracy.

Provide effective training and leadership as assigned.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives both off road and on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature and noise extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants, unusual heights, air contaminants, fumes/dust, solvents, grease/oil.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, squat, twist and reach while performing office and/or field inspection duties; traverse uneven terrain; operate motor vehicles; lift and/or handle weights of up to 25 pounds; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

#### **MINIMUM QUALIFICATIONS**

##### **Experience:**

None required.

##### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in environmental health, biological science, chemistry, or a closely related science.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Registration as an Environmental Health Specialist under the applicable provisions of California law.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**