

W12b  
03-3-12-10

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF ADJUSTING THE  
) SALARY RANGE FOR THE PUBLIC  
) HEALTH MANAGER IN THE DEPARTMENT  
) OF HEALTH AND HUMAN SERVICES

**WHEREAS**, Human Resources has completed a review and point factor of the proposed salary adjustment for the Public Health Manager

**WHEREAS**, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

**WHEREAS**, changes to the classification and compensation plans require board approval; and

**IT IS NOW HEREBY ORDERED** that the adjusted salary range of Public Health Manager be approved as follows:

Public Health Manager      Range 44: \$53,248-\$73,694

**DATED** this \_\_\_\_ day of March, 2003.

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Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 3/4/03 Lane County

  
OFFICE OF LEGAL COUNSEL

**AGENDA MEMORANDUM**

Date: March 12, 2003

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Cindy Tofflemoyer  
Personnel Analyst

TITLE: IN THE MATTER OF ADJUSTING THE SALARY RANGE FOR THE  
PUBLIC HEALTH MANAGER IN THE DEPARTMENT OF HEALTH  
AND HUMAN SERVICES

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**I. PROPOSED MOTION**

**MOVE TO APPROVE ORDER NO. \_\_\_\_\_ / IN THE MATTER OF  
ADJUSTING THE SALARY RANGE FOR THE PUBLIC HEALTH MANAGER  
IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.**

**II. ISSUE**

The department of Health and Human Services brought forward to HR a request to review the classification and salary range for the Public Health Manager (PHM), Health and Human Services. The referenced Department and the incumbent currently in the position raised the issue of classification equity, citing their belief that the breadth, staffing levels, scope and complexity of the position has changed significantly over time, and that the current salary range does not adequately represent the work currently performed.

**III. DISCUSSION**

**A. Background**

A position description questionnaire was received from Karen Gillette, current PHM. Human Resources undertook a review of the written data provided as well as solicited additional information from the employee and the H&HS Director. The PHM's main purpose is to manage, direct, coordinate and facilitate the activities of Lane County Public Health, including clinic and nursing services; to supervise staff; to coordinate public health service delivery activities with other programs, departments and institutional systems.

## B. Analysis

During the last seven years the position of PHM has increased significantly in program size and staff. The PHM's fiscal responsibility was \$1,828,000 in 1995 the Public Health Department now has a budget of \$7,107,000 for FY 2002/03. The position has been charged with greater responsibility for the public health system and the Director of Health and Human Services relies on the position to handle all degrees of public health issues. Some of the responsibilities that have incrementally been added to PHM duties since 1995 are, designation as the Acting Public Health Administrator when the Director is unavailable, performing an active role in disaster planning and coordination for the department; including coordination of planning with other counties and agencies, representing the Director at the Conference of Local Health Officials Executive Committee meetings and the Public Health Administrator meetings.

When the incumbent PHM, Karen Gillette began managing Public Health in 1995 the programs that were provided to the citizen's of Lane County were, Communicable Disease Control, Teen Pregnancy Prevention/Family Planning, Maternal & Child Health Home Visits and Prenatal Services. Since 1995 a wider scope of community public health programs have been assigned to the PHM for oversight and management. In addition to the previously listed programs, since 1995 the PHM has been charged with providing and administering the following public health programs: Women, Infants and Children (WIC), Tobacco Prevention, Breast & Cervical Cancer, Environmental Health Services, Healthy Start and Bio-Terrorism/Preparedness. All of these programs have Oregon Regulatory Statutes and Oregon Administrative Rules that the PHM is required to administer and assure the County's compliance.

Since 1995 the complexity of the issues that the PHM is responsible for have grown along with the programs. In the area of Health and Human Services Emergency Services the PHM proved the Y2K emergency operations plan for the Health and Welfare Services Annex, coordinated the public health emergency on-call system, and was designated the number three person in "chain of command" for the Emergency Operations Center. The PHM is involved in assuring that Public Health is in compliance with Health Insurance Portability and Accountability Act (HIPPA) and works with the Intergovernmental Relations Manager in presenting testimony/information to Legislative Committees as requested and presides as Chair of the Conference of Local Health Officials Executive Committee.

The Public Health Manager has supervisory responsibilities for professional and classified employees who are represented by two bargaining units, AFSCME General and AFSCME Nurses as well as the following non-represented classifications; Public Health Nursing Supervisor, Public Health Engineer, WIC Coordinator and Health Officer. In 1995 the Public Health Manger was responsible for the management of 28 employees, that number has grown to 72 employees who work in job classifications that range in variety from; Public Health Officer (Grade 64), Nursing Supervisor

(Grade 40), Public Health Engineer (Grade 36), WIC Coordinator (Grade 34), Sanitarian 1 and 2 (Grades 25 and 30), Public Health Nurse (Grade 29), Public Health Educator (Grade 28), Medical Lab Technologist (Grade 26), and several classifications of administrative support staff.

Point factoring of the PHM classification to reflect the increased knowledge, skills and abilities that are now required of the position increased the salary grade from Grade 41 (\$49,442-68,411) to Grade 44 (\$53,248-73,694) of the compensation plan. This is comparable to the grade for the Financial Services Manager, Deputy Assessor, Assistant County Counsel 3 and Transportation Planning Engineer. A survey of various counties was done and Jackson County and Douglas County were the comparators with classifications similar to ours for Public Health Manager. Douglas has a salary range of \$52,832-\$69,722 and Jackson's salary range is \$63,856-\$73,923.

The budget impact to Health and Human Services for adjusting the Public Health Manager classification is as follows:

FY 02/03 \$1,951 salary + 469 benefits = \$2,420  
FY 03/04 \$1,951 salary + 627 benefits = \$2,578

C. Alternatives

1. Approve the adjusted salary range for Public Health Manager
2. Reject the adjusted salary range for Public Health Manager

D. Recommendation

It is recommended that the compensation of Public Health Manager be adjusted from Grade 41 \$49,442-\$68,411 to Grade 44 at \$53,248-\$73,694. Modifications to the classification specs are also recommended, and bolded on the attachment

AGENDA DATE: March 12, 2003

(CC) ORDER \_\_\_\_\_ / IN THE MATTER OF ADJUSTING THE  
SALARY RANGE FOR THE PUBLIC  
HEALTH MANAGER IN THE  
DEPARTMENT OF HEALTH AND  
HUMAN SERVICES

## **PUBLIC HEALTH MANAGER**

### **DEFINITION**

To manage, direct, coordinate, and facilitate the activities of the Public Health Program including clinic and nursing services and supervision of staff; to coordinate public health service delivery activities with other divisions, departments and institutional systems; and to perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Health and Human Services Director.

Exercises direct supervision over supervisors, office staff, and professional staff as assigned.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Recommends goals and objectives; assists in the development and implementation of policies and procedures.

Manages, directs and works with staff to organize public health program activities including family planning, communicable disease, and maternal/child health services.

Prepares and administers the program budget; assists in budget implementation including subcontracts; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations.

Directs the collection and compilation of statistics for program evaluation; writes and submits program reports as required.

Oversees the maintenance of client and operational records for compliance with state and federal regulations.

**LANE COUNTY  
Public Health Manager (Continued)**

**EXAMPLES OF DUTIES – Continued**

**Interpret and apply provisions of laws, rules, ordinances and regulations governing the administration and management of program areas; participation in meetings with committees and professional groups.**

**Represent the department through speaking about department services through participation on county, community and state committees.**

**Delegates program responsibility and authority, and coordinates program services to best accomplish departmental goals.**

**Reviews and oversees nursing and other professional standards of practice; assures compliance with professional, county and state standards.**

**Assumes responsibility for the development and maintenance of program standards, policies and procedures.**

**Coordinates public health programs with community agencies and organizations; participates in various community agency committees on public health issues.**

**Serves as liaison between the Department and other County departments on health issues.**

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

**Principles and practices, methods and techniques of public health services, human service delivery systems, and management.**

**Local government organization and resources for public health programs.**

**Public health laws, regulations, rules, and ethics governing public health programs.**

**Governmental budgeting procedures and techniques.**

**Principles and practices of supervision, training and personnel management.**

**LANE COUNTY  
Public Health Manager (Continued)**

**Ability to:**

**Plan, direct, implement and evaluate an effective comprehensive public health program.**

**Apply system analysis to issues and problems.**

**Write reports and make recommendations; assess, interpret and apply computerized client data information.**

**Ability to:**

**Develop and implement health programs for clients with diverse needs and in diverse settings.**

**Facilitate, coordinate, and lead the work of others.**

**Analyze relevant fiscal data and authorize expenditure of public funds; prepare and administer a budget.**

**Plan, organize, supervise, and evaluate the work of others.**

**Establish and maintain effective working relationships with staff, the community, and health providers.**

**Communicate clearly and concisely, both orally and in writing.**

**Function as a member of a team.**

**Experience and Training**

**Training:**

**Master's Degree from an accredited college or university in nursing, public or business administration, public health or a related field.**

**Experience:**

**Four years of increasingly responsible experience in public health nursing or administration, including one two years of program management and supervisory responsibility.**



**LANE COUNTY**  
**Public Health Manager (Continued)**

**An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.**

# Health & Human Services Public Health

