

**RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR PUBLIC HEALTH
ADMINISTRATIVE SERVICES OFFICER RANGE 3200, REGISTERED
DENTAL ASSISTANT I RANGE 1931, REGISTERED DENTAL ASSISTANT II
RANGE 2027 AND AMEND FISCAL YEAR 2016-2017 POSITION
ALLOCATION FOR PUBLIC HEALTH DEPARTMENT**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the Public Health's Department; and

WHEREAS, the Human Resources Director has added new job classifications for the Public Health Administrative Services Officer wage range 3200, Registered Dental Assistant I wage range 1931, and Registered Dental Assistant II wage range 2027; and

WHEREAS, this correction was brought to the attention of the Director of Human Resources who is now requesting approval of this resolution to amend the 2016-2017 Position Allocation for funds #70560 and #70559; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. Approve the new job classifications for Public Health Administrative Services Officer wage rang 3200, Registered Dental Assistant I wage range 1931, and Registered Dental Assistant II wage range 2027.
2. Approve the amendments to the Fiscal Year 2016/2017 Position Allocation for the following positions effective April 1, 2017:

<u>Public Health #70560</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
Public Health Administrative Services Officer	0.00	1.00
Registered Dental Assistant I, or Registered Dental Assistant II	0.00	1.00
Heath Education Coordinator, or Health Education Specialist, or		
Community Outreach Coordinator	10.25	9.75
Department Fiscal Officer, or Management Analyst, or		
Grant compliance Officer	4.03	3.90
PH Nurse, RN, LVN	7.40	7.03
Program Chief	0.55	0.58

Public Health #70559

Program Chief

Current FTE

0.45

Proposed FTE

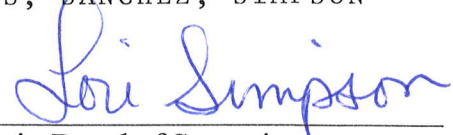
0.42

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 11th day of April, 2017 by the following vote:

AYES: Supervisors: ENGEL, THRALL, GOSS, SANCHEZ, SIMPSON

NOES: Supervisors: NONE

ABSENT: Supervisors: NONE



Chair, Board of Supervisors



Clerk, Board of Supervisors

Exhibit A

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Under general direction, plans, develops and manages multiple administrative and fiscal responsibilities within as the Public Health Agency. Performs complex administrative, budgetary, systems, statistical and other management analyses in support of projects, activities and functions for specified departments. This position works closely with the Department Head in policy and procedure development and implementation; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single management level classification that has considerable latitude in exercising independent judgment and decision making in administrative, financial and program management support. Duties may vary, however the range of responsibilities are centered upon planning, management and evaluation of multiple programs, projects and/or activities. The position is specific to the Public Health Agency, which is funded by a multitude of complex funding streams including State Realignment, direct federal funding from agencies such as HRSA, SAMSHA, CDC, etc., a wide variety of California State categorical funding, local funding, and client based fee for service programs.

REPORTS TO

Public Health Director or Assistant Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Department Fiscal Officer I/II, Fiscal and Technical Services Assistant I/II/II, and/or Administrative Assistant.. In addition this position may supervise subordinate supervisory and support personnel in other divisions of the department as directed by the Public Health Director.

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER – 2

EXAMPLES OF DUTIES

- Plans, develops, coordinates, conducts and implements or directs implementation of a variety of fiscal and administrative programs, projects and/or activities within the Department, including directing and evaluating a wide variety of federal, state, and local funding streams.
- Plans, develops, coordinates, and provides administrative oversight to patient billing and collection revenue streams.
- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Assists with the staffing, and selection process of personnel.
- Conducts employee performance evaluations, counsels employees and participates in recommendation of corrective or disciplinary actions as appropriate.
- Directs purchasing, collection and/or external claim reimbursement activities.
- Assesses program/project scope and need, determines funding, staffing and other resource requirements.
- Assists with developing and administering departmental budgets and program/project budgets.
- Represents the Department at financial audits for state and federal awarded funds and others as applicable.
- Oversees the preparation or prepares purchasing documents/contracts facilitating purchasing procedures for the Department.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for the Department.
- Coordinates activities and serves as liaison with other County departments and/or other agencies.
- Participates in developing and administers program/project budgets.
- Performs program/project recordkeeping.
- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations which may require tact and judgment.
- Performs specialized department management, administrative support, fiscal administrator and staff support assignments.
- Confers with representatives of other governmental agencies, boards and commissions, vendors, public and others.

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of various office equipment.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment. Occasionally works outside; some exposure to variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Departmental functions, activities, operations, rules, policies and procedures.
- Pertinent State and Federal regulations and procedures of Accounting Standards.
- Policies and Procedures for County health services related Departments.
- Supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- Accounting principles and practices.
- Budget development and control.
- Grant development and administration.
- Computer applications, particularly as related to statistical analysis and recordkeeping.
- Applicable laws and regulations related to specified publicly funded health services programs and activities.

Ability to:

- Plan, organize, develop, and implement a variety of programs, projects and/or activities related to County health services departments.
- Developing, implement and administering complex County administrative and financial programs and meeting critical deadlines.
- Evaluate the effectiveness of programs and services, and make necessary changes and improvements.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Assign, schedule supervise, and evaluate staff; including review of work assigned to subordinate supervisory professional and support staff and training staff in work procedures.

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER – 4

Ability to - continued:

- Interpret, explain and apply regulations and policies related to various County programs and activities.
- Effectively represent the County and the Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintain accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Use of computer and appropriate software for fiscal and administrative functions.
- Procure, develop and administer grant funding programs. Prepare and maintain grant funding records and reports.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Four (4) years of experience as the Department Fiscal Officer II in a health services related department such as Public Health or Behavioral Health,

OR

Equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university; a minimum of two (2) years experience in a position equivalent to Plumas County Department Fiscal Officer II; and one (1) year in a supervisory position.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case basis.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

PROPOSED:10-19-16

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Under general direction, plans, develops and manages multiple administrative and fiscal responsibilities within as the Public Health Agency. Performs complex administrative, budgetary, systems, statistical and other management analyses in support of projects, activities and functions for specified departments. This position works closely with the Department Head in policy and procedure development and implementation; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single management level classification that has considerable latitude in exercising independent judgment and decision making in administrative, financial and program management support. Duties may vary, however the range of responsibilities are centered upon planning, management and evaluation of multiple programs, projects and/or activities. The position is specific to the Public Health Agency, which is funded by a multitude of complex funding streams including State Realignment, direct federal funding from agencies such as HRSA, SAMSHA, CDC, etc., a wide variety of California State categorical funding, local funding, and client based fee for service programs.

REPORTS TO

Public Health Director or Assistant Director.

Deleted: Behavioral

Deleted: Deputy

CLASSIFICATIONS DIRECTLY SUPERVISED

Department Fiscal Officer I/II, Fiscal and Technical Services Assistant I/II/III, and/or Administrative Assistant. In addition this position may supervise subordinate supervisory and support personnel in other divisions of the department as directed by the Public Health Director.

Deleted: Behavioral Health

Deleted: Support Services Tech

Deleted: Behavioral Health Site Coordinators

Deleted: Behavioral

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER – 2

Deleted: 11

Deleted: BEHAVIORAL

EXAMPLES OF DUTIES

- Plans, develops, coordinates, conducts and implements or directs implementation of a variety of fiscal and administrative programs, projects and/or activities within the Department, including directing and evaluating a wide variety of federal, state, and local funding streams.
- Plans, develops, coordinates, and provides administrative oversight to patient billing and collection revenue streams.
- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Assists with the staffing, and selection process of personnel.
- Conducts employee performance evaluations, counsels employees and participates in recommendation of corrective or disciplinary actions as appropriate.
- Directs purchasing, collection and/or external claim reimbursement activities.
- Assesses program/project scope and need, determines funding, staffing and other resource requirements.
- Assists with developing and administering departmental budgets and program/project budgets.
- Represents the Department at financial audits for state and federal awarded funds and others as applicable.
- Oversees the preparation or prepares purchasing documents/contracts facilitating purchasing procedures for the Department.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for the Department.
- Coordinates activities and serves as liaison with other County departments and/or other agencies.
- Participates in developing and administers program/project budgets.
- Performs program/project recordkeeping.
- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations which may require tact and judgment.
- Performs specialized department management, administrative support, fiscal administrator and staff support assignments.
- Confers with representatives of other governmental agencies, boards and commissions, vendors, public and others.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of various office equipment.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment. Occasionally works outside; some exposure to variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Departmental functions, activities, operations, rules, policies and procedures.
- Pertinent State and Federal regulations and procedures of Accounting Standards.
- Policies and Procedures for County health services related Departments.
- Supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- Accounting principles and practices.
- Budget development and control.
- Grant development and administration.
- Computer applications, particularly as related to statistical analysis and recordkeeping.
- Applicable laws and regulations related to specified publicly funded health services programs and activities.

Ability to:

- Plan, organize, develop, and implement a variety of programs, projects and/or activities related to County health services departments.
- Developing, implement and administering complex County administrative and financial programs and meeting critical deadlines.
- Evaluate the effectiveness of programs and services, and make necessary changes and improvements.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Assign, schedule supervise, and evaluate staff; including review of work assigned to subordinate supervisory professional and support staff and training staff in work procedures.

PUBLIC HEALTH ADMINISTRATIVE SERVICES OFFICER – 4

Deleted: BEHAVIORAL

Ability to - continued:

- Interpret, explain and apply regulations and policies related to various County programs and activities.
- Effectively represent the County and the Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintain accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Use of computer and appropriate software for fiscal and administrative functions.
- Procure, develop and administer grant funding programs. Prepare and maintain grant funding records and reports.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Four (4) years of experience as the Department Fiscal Officer II in a health services related department such as Public Health or Behavioral Health,

OR

Equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university; a minimum of two (2) years experience in a position equivalent to Plumas County Department Fiscal Officer II; and one (1) year in a supervisory position.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case basis.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

REGISTERED DENTAL ASSISTANT I / II

DEFINITION

Under general supervision, provide health/oral health services, consultation and outreach to underserved children, families, and individuals in a variety of settings throughout the County. Collaborate with other Health Care and Dental Providers, Health and Human Services, Child Care Centers, School Districts and community agencies to reduce health status disparities, increase oral health care access and implement other goals and objectives of the Public Health Agency.

DISTINGUISHING CHARACTERISTICS

The Registered Dental Assistant I is the entry level to the Registered Dental Assistant/Hygienist class series. Incumbents in the Registered Dental Assistant II classification perform many activities on a relatively independent basis. They work under less direction and supervision than a Registered Dental Assistant I Classification.

REPORTS TO

Director of Nursing or Public Health Nurse I/II or III

CLASSIFICATIONS DIRECTLY SUPERVISED

None

REGISTERED DENTAL ASSISTANT I / II - 2

EXAMPLES OF DUTIES

- Identify Medi-Cal/low income children and families who may have oral health needs that require early intervention services.
- Discuss and develop action plans to address the specific oral health concerns of child care providers, parents/caregivers, and individual children and link them to Medi-Cal and low income providers. Provide advice regarding management of urgent oral health problems in child care.
- Assure that each family has a dental home and has access to Medi-Cal/low income health insurance benefit and eligibility information.
- Schedule and provide oral health screenings for children in child care sites and in schools and the home. Coordinate referral to follow-up for problems identified during screening.
- Apply sealants in the field (with proper course certification).
- Identify and develop oral health-training resources and provide training on oral health issues to staff, clients and community agencies.
- Encourage linkages between early childhood programs and other Medi-Cal oral health professionals, community resources, and services to improve access to oral health services for children.
- Partner with programs to provide one on one oral health case management and assist with referrals and linkage to care as needed.
- Participate in planning for oral health care programs in the child care environment including the coordination and implementation of preschool education, tooth brushing programs and fluoride varnish protocols.
- Participate in program planning, data tracking and policy development activities e.g. attend meetings on program changes, development of annual scope of work and annual reports.
- Ensures compliance with applicable federal and state oral health standards and guidelines for programs within the Health Department.
- May represent Health Department at local, State and/or National meetings on oral health care in the childcare environment.
- Mentors students, interns, volunteers and community members as requested.
- Reviews literature to stay current on practices and issues related to target population.
- Performs other related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

REGISTERED DENTAL ASSISTANT I / II - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, home or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods and procedures of general RDA competencies
- Causes and means of tooth decay and oral diseases
- Processes and mechanisms to prevent and control oral health issues

Ability to:

- Communicate effectively orally and in writing
- Follow oral and written instructions
- Counsel clients and make referrals to community resources
- Work responsibly with other members of Public Health Staff
- Effectively represent the Public Health Department in contacts with the public, community organizations and other government agencies.
- Establish and maintain cooperative working relationships with clients and others.
- Work in community settings

Training and Experience:

Qualifications required for this position:

Registered Dental Assistant I

- Completion of a dental course certified by the Commission on Dental Accreditation.
- At least 2 years of practical experience working in the field.
- Experience in Public Health is desirable.
- Possession of a valid license as a Registered Dental Assistant issued by the Dental Board of California.

Registered Dental Assistant II

- Completion of a dental course certified by the Commission on Dental Accreditation.
- At least 4 years of practical experience working in the field.

REGISTERED DENTAL ASSISTANT I / II - 4

Registered Dental Assistant II – continued:

- At least 2 years of experience working in community health, public health, or oral health programs.
- Possession of a valid license as a Registered Dental Assistant issued by the Dental Board of California.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Current Licensure for Registered Dental Assistant, issued by the Dental Board of California, must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Exhibit C

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
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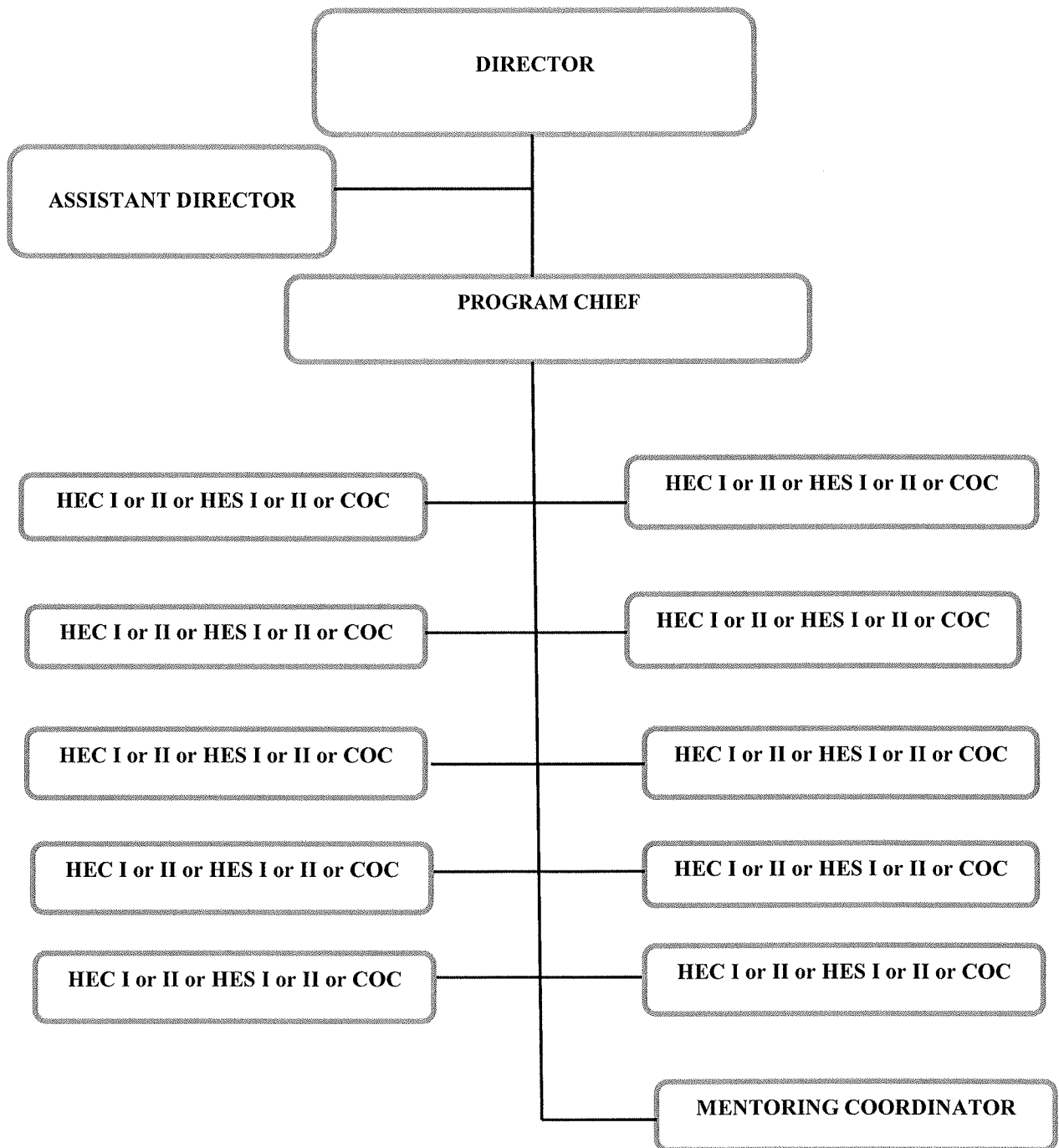
Prepared on March 30, 2017

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
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Prepared on March 30, 2017

**PLUMAS COUNTY PUBLIC HEALTH AGENCY
HEALTH EDUCATION AND PREVENTION DIVISION**

2



PLUMAS COUNTY PUBLIC HEALTH AGENCY CLINIC & NURSING SERVICES DIVISION

3

