



CLASS SPECIFICATION

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Date Established: 07/2002
Last Reviewed:
Last Revised: 12/2022
Last Title Change:
FLSA: exempt
Probation: 12 months

PUBLIC HEALTH EMERGENCY RESPONSE COORDINATOR

DEFINITION

Under direction, identify public health emergency response strategies, analyze data, develop and educate staff, other healthcare professionals and public safety agency staff in emergency response procedures; and performs other duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, public health, health administration, environmental planning, biological science, chemistry or a closely related field AND two years of full-time experience in emergency management activities; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Positions within the Healthcare Preparedness Program must obtain and maintain a Ham Radio Technician License within one year of appointment.

SUPERVISION EXERCISED

Supervises assigned temp, contracted, and seasonal staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate the development and implementation of cross-divisional Washoe County Health District (WCHD) preparedness and response planning, ensuring plans are integrated with and support the plans of other local agencies.

Facilitate the planning, training, exercising, operational readiness, financial sustainability, evaluation, and ongoing development of the healthcare coalition.

Lead, participate in, or support the response activities of the healthcare coalition.

Develop emergency response plans in coordination with department staff and other public health entities and partner agencies in the community. Develop and carry out exercises with stakeholders and make revisions to the plans as appropriate.

Develop a National Pharmaceutical Stockpile (NPS) plan for the community, which provides for periodic testing and training for entities and individuals that are part of NPS preparedness, to include distribution of antibiotics, chemical/nerve agent antidotes and symptomatic treatment packages to various local/regional jurisdictions.

Provide technical advice to WCHD management and/or Public Health Department Operations Center staff during a response to a public health emergency.

Coordinate the participation of WCHD personnel in response exercises and community disaster training activities.

Assist the Emergency Medical Services Oversight Program in the provision of medical emergency response training and medical emergency planning as it relates to terrorism and other public health emergencies.

Attend community public health emergency planning meetings to keep current on public health related planning issues and concerns in the community, providing technical advice when appropriate.

As assigned, coordinate and facilitate meetings to support community planning, training and exercise activities as they relate to public health emergencies, preparing agendas, minutes, routine correspondence and research in support of such committees.

Assist in the maintenance of department data regarding public health emergencies in the community.

Assist in the development of fact sheets about bioterrorism and other public health emergencies and other relevant technical information for public use.

Monitor development and maintenance of WCHD's 24/7 notification and activation plan.

Monitor program and financial activities and provide written and oral reports as required.

Oversee assigned temp, contract, and seasonal staff; assigning, scheduling and reviewing work, and providing training in proper work methods and procedures.

Respond to man-made or naturally occurring outbreaks or events, such as biological, chemical, infectious and/or communicable diseases.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs and functions of assigned area(s).

Local community resources and networks in the assigned functional area.

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Federal and State regulations pertaining to emergency planning including Post-Katrina Emergency Management Reform Act; Pandemic and All-Hazards Preparedness Reauthorization Act; Joint Commission Standards of Care; The CMS Emergency Preparedness Rule.

Various jurisdictional disaster plans and Health/Medical Emergency Operations Center checklists, District Board of Health Multi-Casualty Incident Plan, and state and federal emergency plans.

Ability to:

Plan, develop, manage, implement, and evaluate emergency response plans.

Collaborate with outside agencies in the provision of emergency response services.

Represent the programs, operations, and functions of the Health Department to the public, community organizations and other agencies.

Coordinate the activities of diverse groups and agencies.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Federal guidelines for bio-terrorism response.

Principles and practices of emergency response planning and activities.

Principles and theories of disaster management and public health response to disasters.

Development and execution of various levels of disaster exercises.

Computer software including Microsoft Office Suite applications and PowerPoint.

Basic statistical methods.

Curricula development and presentation.

Theories and techniques of adult learning.

Program management including principles of program performance, budget monitoring, and expenditure control practices.

Principles of group dynamics, team building processes and conflict resolution practices.

Principles and practices of analysis.

Ability to:

Read, comprehend, compare, and contrast complex documents and prepare recommendations to the department regarding course of action.

Develop and execute effective disaster exercises.

Develop and execute emergency response planning activities.

Effectively develop, prioritize, monitor, and manage the components and timelines of diverse projects.

Analyze program effectiveness and implement changes as needed.

Research and convert technical information into terms appropriate for target audiences.

Communicate effectively both orally and in writing.

Organize, lead and facilitate effective meetings.

Work with diverse, sometimes divergent interest groups, public safety agencies, legislators and local and state (sometimes national) level in a collaborative effort.

Educate, persuade, and provide direction to responders in new methodology in response procedures and protocols for bio-chemical incidents.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. May be exposed to infectious agents, chemicals, biological, nuclear, incendiary, and explosive agents and environments in the case of a bio-terrorism event or all “hazards” event.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.