

# Summary of Proposed Changes to Job Descriptions and Pay Plan of the Metro Public Health Department

## 1. Upgrade salary grade of Administrative Specialist – Health

**Actions Requested:** Upgrade Salary Grade of Administrative Specialist – Health from ST10 to ST11.

**Justification:** The corresponding position in Metro’s pay plan has the position at salary grade ST11 and this move would make the Health Department’s pay plan consistent with Metro’s.

**Impact:** One current MPHD employee is in the Administrative Specialist – Health classification and they will be placed in the new salary grade at the step closest to their current salary without going lower.

## 2. Change names and collapse current Animal Care and Control Kennel Assistant series

**Action Requested:** Delete Animal Care and Control Kennel Assistant 1, 2, and 3 positions from the Pay Plan and add [Animal Care Assistant](#) and [Animal Care Assistant Senior](#) positions to the Pay Plan at salary grades ST06 and ST08 respectively.

**Justification:** The Mayor’s proposed budget requests all full time Metro employees make at least \$18 per hour and upgrading the Animal Care Assistant to salary grade ST06 will allow new employees to start lower in this range as opposed to higher in the previous range and will be eligible for step increases more quickly in the new range. Also removes the words control and kennel from the titles.

**Impact:** Current Kennel 1 employees will be placed in the new pay range at either Step 2 or whichever step is closest to their current salary, whichever one is higher.

## 3. Change name and minimum qualifications for current [Animal Care and Control Kennel Supervisor](#) position.

**Actions Requested:** Delete Animal Care and Control Kennel Supervisor position and add Animal Care Supervisor to the Pay Plan at salary grade ST10.

**Justification:** Remove the word kennel from the title and change the education and experience levels for the position to attract a wider candidate pool of applicants.

**Impact:** No financial impact.

## 4. Upgrade salary grade of Courier

**Actions Requested:** Change Salary Grade of Courier from ST06 to ST07.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** Two current MPHD employees in the Courier classification will be placed in the new salary range at the step closest to their current salaries without going lower.

5. Change title of Custodian and upgrade salary grade

**Actions Requested:** Delete Custodian from Pay Plan and add Custodian – Health to the Pay Plan at Salary Grade ST07.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded. The separate classification is needed since Metro uses the Trades and Labor pay table for Custodian and Health does not use this pay table, so a unique class number is needed. The new pay grade in the ST range is the closest to the Trades and Labor pay table.

**Impact:** Five current MPHD employees in the Custodian classification will be placed in the new classification and placed in the step nearest to their current salary without going lower as part of the reclassification.

6. Upgrade the salary grades for Engineer in Training – Health, Engineer 1 – Health, Engineer 2 – Health, and Engineer 3 – Health.

**Actions Requested:** Change the salary grades for Engineer in Training – Health, Engineer 1 – Health, Engineer 2 – Health, and Engineer 3 – Health from OR04, OR06, OR07, and OR09 to OR06, OR07, OR08, and OR10 respectively.

**Justification:** To mirror the pay grades of similar engineering positions in Metro's pay plan.

**Impact:** The Department currently has three employees in the Engineer in Training – Health classification and one in the Engineer 1 – Health classification. As part of the reclassification, employees whose salaries are currently below the base salary of their new pay grade will have their salaries elevated to the base of the new pay grade.

7. Collapse the Environmental Health Specialist series from three classifications to two.

**Actions Requested:** Delete Environmental Health Specialist 1, 2, and 3 positions and create positions of [Environmental Health Specialist](#) and [Environmental Health Specialist Senior](#) at Pay Grades OR03 and OR04 respectively.

**Justification:** A Metro HR study of peer cities identified the salary range for the Environmental Health Specialist 1 classification was significantly below that of those peer cities. The reclassification of these positions will position the department to better attract candidates and retain staff in these positions.

**Impact:** As part of the reclassification, employees in the Environmental Health Specialist 1 and 2 classifications whose salaries are currently below the base salary of the new pay grade will have their salaries elevated to the base of the new pay grade.

8. Upgrade salary grade of Facilities Maintenance Leader

**Actions Requested:** Change Salary Grade of Facilities Maintenance Leader from ST07 to ST09.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There are no current MPHD employees in this classification

9. Upgrade salary grade of Facilities Maintenance Specialist

**Actions Requested:** Change Salary Grade of Facilities Maintenance Specialist from ST09 to ST11.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There is one current MPHD employee in this classification and they will be placed in the new salary grade at the step closest to their current salary without going lower.

10. Upgrade salary grade of Facilities Maintenance Technician

**Actions Requested:** Change Salary Grade of Facilities Maintenance Specialist from ST06 to ST08.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There is one current MPHD employee in this classification and they will be placed in the new salary grade at the step closest to their current salary without going lower.

11. Upgrade salary grade of Facilities Services Manager – Health

**Actions Requested:** Change Salary Grade of Facilities Services Manager – Health from OR05 to OR06.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There is one current MPHD employees in this classification.

12. Create Finance Administrator position

**Actions Requested:** Create Finance Administrator position at salary grade OR08.

**Justification:** This position exists in Metro's pay plan at this salary grade and it is not currently in MPHD's pay plan. Adding this position to MPHD's pay plan will enable the department to utilize this position when needed.

**Impact:** There is no current impact as the position does not yet exist in MPHD's pay plan.

13. Upgrade salary grade of Finance Manager

**Actions Requested:** Change Salary Grade of Finance Manager to OR10.

**Justification:** Metro is upgrading the Finance Manager classification from OR09 to OR10, and this will mirror that change.

**Impact:** There is one current MPHD employee in this classification.

14. Collapse the Finance Officer series from three classifications to two.

**Actions Requested:** Delete Finance Officer 1, 2, and 3 positions and create positions of [Finance Officer](#) and [Finance Officer Senior](#) at Pay Grades OR04 and OR06 respectively.

**Justification:** Metro is collapsing their Finance Officer series from three positions to two and this would mirror their action.

**Impact:** As part of the reclassification, employees in the Finance Officer classifications whose salaries are currently below the base salary of the new pay grade will have their salaries elevated to the base of the new pay grade.

15. Change salary grade of Finance Specialist

**Actions Requested:** Change Salary Grade of Finance Specialist from OR04 to OR05.

**Justification:** Metro is upgrading Finance positions, and this will mirror that change.

**Impact:** There are no current MPHD employees in this classification

16. Upgrade salary grade of Human Resources Administrator

**Actions Requested:** Change Salary Grade of Human Resources Administrator from OR07 to OR08.

**Justification:** Metro is upgrading Human Resources positions, and this will mirror that change.

**Impact:** There are no current MPHD employees in this classification

17. Collapse the Human Resources Analyst series from three classifications to two.

**Actions Requested:** Delete Human Resources Analyst 1, 2, and 3 positions and create positions of [Human Resources Analyst](#) and [Human Resources Analyst Senior](#) at Pay Grades OR04 and OR06 respectively.

**Justification:** Metro is collapsing their Human Resources Analyst series from three positions to two and this would mirror their action.

**Impact:** As part of the reclassification, MPHD currently has no employees in the Human Resources Analyst 1 or 2 classifications and three in the Human Resources Analyst 3 positions. Those three employees will all have their salaries elevated to the base salary of the new classification.

18. Delete the Human Resources Assistant series

**Actions Requested:** Delete Human Resources Assistant 1 and 2 positions.

**Justification:** Metro is deleting these classifications from its pay plan, and this mirrors that change.

**Impact:** There are no MPHD employees in either of these classifications currently and the department does not anticipate using these classifications in the future.

19. Upgrade the salary grades for the Information Systems Advisor series.

**Actions Requested:** Change Salary Grades of Information Systems Advisor 1 and 2 from OR07 and OR09 to OR08 and OR10 respectively.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are two current MPHD employees in the Information Systems Advisor 1 classification and if their salary is below the base of the new range will have their salary adjusted to the base as part of the reclassification. There are no current employees in the Information Systems Advisor 2 classification.

20. Upgrade the salary grades for the Information Systems Applications Analyst series.

**Actions Requested:** Change Salary Grades of Information Systems Applications Analyst 1, 2, and 3 from OR03, OR04, and OR05 to OR04, OR05, and OR06 respectively.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees in the Information Systems Applications Analyst 1 and 2 classifications. There are two current employees in the Information Systems Applications Analyst 3 classification, and they will have their salaries raised to the base of the new classification as part of the reclassification.

21. Upgrade the salary grades for the Information Systems Applications Technician series.

**Actions Requested:** Change Salary Grades of Information Systems Applications Technician 1 and 2 from OR01 and OR02 to OR02 and OR03 respectively.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees either classification currently.

22. Upgrade the salary grade for the Information Systems Division Manager

**Actions Requested:** Change Salary Grade of Information Systems Division Manager from OR10 to OR11.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees in this classification currently.

23. Upgrade the salary grade for the Information Systems Manager

**Actions Requested:** Change Salary Grade of Information Systems Manager from OR09 to OR10.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees in this classification currently.

24. Upgrade salary grade of Inventory Control Supervisor

**Actions Requested:** Upgrade the salary grade of Inventory Control Supervisor from ST10 to ST11.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There are no current MPHD employees in this classification.

25. Upgrade salary grade of Outreach Worker

**Actions Requested:** Change Salary Grade of Outreach Worker from ST05 to ST06.

**Justification:** The Mayor's proposed budget requests all full time Metro employees make at least \$18 per hour and upgrading this to salary grade ST06 will allow new employees to start lower in this range as opposed to higher in the previous range and will be eligible for step increases more quickly in the new range.

**Impact:** There are eight current MPHD employees in this classification

26. Upgrade salary grade of Printing Equipment Operator – Health

**Actions Requested:** Change Salary Grade of Printing Equipment Operator – Health from ST07 to ST09.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There are no current MPHD employees in this classification

27. Change Salary Grade of Program Coordinator classification.

**Actions Requested:** Change Salary Grade of Program Coordinator from ST09 to OR02.

**Justification:** Metro is changing this classification from the ST series to the OR series as part of their desire to have all positions that require bachelor's degrees in the OR series.

**Impact:** MPHD currently has seven employees in this classification. The salary ranges are the same. Any employees in this classification due a step in FY23 will be given their step effective July 1.

28. Collapse the Program Specialist series from three classifications to two.

**Actions Requested:** Delete Program Specialist 1 position and change the Pay Grades of Program Specialist 2 and 3 to OR01 and OR03 respectively.

**Justification:** Metro is collapsing their Program Specialist series from three positions to two and moving these positions to the OR pay grades. This would mirror their action.

**Impact:** MPHD currently has four employees in the Program Specialist 1 classification. Their salaries will be adjusted to the base of the new classification if they do not fall within the new range. MPHD currently has 29 employees in the [Program Specialist 2](#) classification and five in the Program Specialist 3 classification. Any employees in any of these classifications due a step in FY23 will be given their step effective July 1.

29. Change Salary Grade of Program Supervisor classification

**Actions Requested:** Change Salary Grade of Program Supervisor from ST10 to OR03.

**Justification:** Metro is changing this classification from the ST series to the OR series as part of their desire to have all positions that require bachelor's degrees in the OR series.

**Impact:** MPHD does not have any employees in this classification currently.

30. Upgrade salary grade of Public Health LPN

**Actions Requested:** Change Salary Grade of Public Health LPN from ST07 to ST09.

**Justification:** Metro did a survey of the local market for LPNs and found MPHD's salaries to be low in comparison. This will assist with recruiting and retention of LPNs.

**Impact:** There is one MPHD employees in this classification. That salary will be elevated to the base of the new pay grade.

31. Upgrade the Salary Grades of the Public Health Nursing series

**Actions Requested:** Change Salary Grade of Public Health Nurse 1, 2, 3, and 4 and Nurse Practitioner one salary grade each to OR.05, OR06, OR07, OR10, and OR10 respectively.

**Justification:** Deloitte did a survey of the local market for Nurses and found MPHD's salaries to be low in comparison. These increases will assist with recruiting and retention of public health nurses.

**Impact:** There are over 100 PHN1s, 12 PHN2s, 5 PHN3s, 1PHN4, and 10 Nurse Practitioners. As part of the reclassification, employees whose salaries are below that of the base of their new range will have their salaries increased to that salary.

32. Upgrade salary grade of Security Guard – Health

**Actions Requested:** Change Salary Grade of Security Guard – Health from ST08 to ST09.

**Justification:** Metro did a survey of trades and labor positions and identified several needed to be upgraded.

**Impact:** There are three current MPHD employees in this classification. As part of the reclassification, their salaries will be adjusted to the nearest step in the new pay range without going lower.

33. Delete Vehicle Inspection Manager classification

**Actions Requested:** Delete Vehicle Inspection Manager classification from the pay plan.

**Justification:** With the ending of the Vehicle Inspection program, the department is unlikely to need this position in the future.

**Impact:** MPHD does not have any employees in this classification currently.

34. Delete Vehicle Inspector classification

**Actions Requested:** Delete Vehicle Inspector classification from the pay plan.

**Justification:** With the ending of the Vehicle Inspection program, the department is unlikely to need this position in the future.

**Impact:** MPHD does not have any employees in this classification currently.



Removing/deleting from Pay Plan
Adding to Pay Plan
Increasing Salary Grade
Changing from ST to OR Pay Range

Line Item	Current Title	Proposed Title	Pay Grade		Number of Currently Budgeted Employees	Notes
			Current	Proposed		
1	Administrative Specialist - Health		ST10	ST11	1	Consistency with Metro's Pay Plan
2	Animal Care & Control Kennel Asst 1	Animal Care Assistant	ST05		9	Collapses series into two classifications. Lowest level will be ST06 based on Mayor's recommended \$18/hour salary for employees
	Animal Care & Control Kennel Asst 2	Animal Care Assistant	ST06	ST06	4	
	Animal Care & Control Kennel Asst 3	Animal Care Assistant Senior	ST08	ST08	1	
3	Animal Care & Control Kennel Supervisor	Animal Care Supervisor	ST10	ST10	1	Removes word Kennel and changes minimum qualifications
4	Courier		ST06	ST07	1	Recommendation of Metro for trades and labor positions
5	Custodian	Custodian - Health	ST05	ST07	5	Recommendation of Metro for trades and labor. Needs unique class number.
6	Engineer in Training - Health		OR04	OR06	3	Consistency with Metro's Pay Plan
	Engineer 1 - Health		OR06	OR07	1	
	Engineer 2 - Health		OR07	OR08	0	
	Engineer 3 - Health		OR09	OR10	0	
7	Environmental Health Specialist 1	Environmental Health Specialist	OR01		21	Salary study done by Metro HR determined salary for EHS1 was well below that of other peer cities. This collapses series into two classifications.
	Environmental Health Specialist 2	Environmental Health Specialist	OR02	OR03	4	
	Environmental Health Specialist 3	Environmental Health Specialist Senior	OR04		4	
8	Facilities Maintenance Leader		ST07	ST09	0	Recommendation of Metro for trades and labor positions
9	Facilities Maintenance Specialist		ST09	ST11	1	Recommendation of Metro for trades and labor positions
10	Facilities Maintenance Technician		ST06	ST08	1	Recommendation of Metro for trades and labor positions
11	Facilities Services Manager - Health		OR05	OR06	1	Recommendation of Metro for trades and labor positions
12		Finance Administrator		OR08	0	Position exists in Metro's pay plan, this would add to Health's Pay Plan
13	Finance Manager		OR09	OR10	1	Upgrade consistent with Metro's upgrading of this classification
14	Finance Officer 1	Finance Officer	OR01		3	Consolidation and upgrading consistent with Metro's upgrading of these classifications.
	Finance Officer 2	Finance Officer	OR03	OR04	4	
	Finance Officer 3	Finance Officer Senior	OR05	OR06	4	

15	Finance Specialist		OR04	OR05	0	Upgrade consistent with Metro's upgrading of this classification
16	Human Resources Administrator		OR07	OR08	0	Upgrade consistent with Metro's upgrading of this classification
17	Human Resources Analyst 1	Human Resources Analyst	OR01		0	Consolidation and upgrading consistent with Metro's upgrading of these classifications.
	Human Resources Analyst 2	Human Resources Analyst	OR03	OR04	0	
	Human Resources Analyst 3	Human Resources Analyst Senior	OR05	OR06	3	
18	Human Resources Assistant 1		ST06		0	Metro is deleting these classifications from its pay plan
	Human Resources Assistant 2		ST07		0	
19	Information Systems Advisor 1		OR07	OR08	2	Upgrade consistent with Metro's upgrading of these classifications
	Information Systems Advisor 2		OR09	OR10	0	
20	Information Systems Applications Analyst 1		OR03	OR04	0	Upgrade consistent with Metro's upgrading of these classifications
	Information Systems Applications Analyst 2		OR04	OR05	0	
	Information Systems Applications Analyst 3		OR05	OR06	2	
21	Information Systems Applications Technician 1		OR01	OR02	0	Upgrade consistent with Metro's upgrading of these classifications
	Information Systems Applications Technician 2		OR02	OR03	0	
22	Information Systems Division Manager		OR10	OR11	0	Upgrade consistent with Metro's upgrading of these classifications
23	Information Systems Manager		OR09	OR10	0	Upgrade consistent with Metro's upgrading of these classifications
24	Inventory Control Supervisor		ST10	ST11	0	Recommendation of Metro for trades and labor positions
25	Outreach Worker		ST05	ST06	8	Upgrading based on Mayor's recommended \$18/hour salary for employees
26	Printing Equipment Operator - Health		ST07	ST09	0	Recommendation of Metro for trades and labor positions
27	Program Coordinator		ST09	OR02	7	Consistent with Metro switching these pay grades. Salary range is the same.
28	Program Specialist 1		ST06		4	Deletion consistent with Metro's deletion of this classification Consistent with Metro switching these positions from ST to OR in its pay plan
	Program Specialist 2		ST08	OR01	29	
	Program Specialist 3		ST10	OR03	5	
29	Program Supervisor		ST10	OR03	0	Consistent with Metro switching this position from ST to OR in its pay plan
30	Public Health LPN		ST07	ST09	2	Adjustment due to Metro's market survey of LPN salaries
31	Public Health Nurse 1		OR04	OR05	136	Adjustment due to Deloitte's market survey of nursing salaries

	Public Health Nurse 2	OR05	OR06	12	
	Public Health Nurse 3	OR06	OR07	5	
	Public Health Nurse 4	OR09	OR10	1	
	Public Health Nurse Practitioner	OR09	OR10	10	
32	Security Guard - Health	ST08	ST09	3	Recommendation of Metro for trades and labor positions
33	Vehicle Inspection Manager	OR05		0	Vehicle inspection program ended and is unlikely to return
34	Vehicle Inspector	ST09		0	Vehicle inspection program ended and is unlikely to return



# Metro Public Health Dept

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

<p>Series Title: Animal Care Assistant</p> <p><b>Animal Care Assistant</b></p>	<p>Fair Labor Standards Act (FLSA): Non-Exempt</p>
<p>Salary Grades: Kennel Assistant 1—SR05 Kennel Assistant 2—SR06 Kennel Assistant 3—SR08</p> <p><b>Animal Care Assistant - ST06</b> <b>Animal Care Assistant Senior - ST08</b></p>	<p>Effective Date: 01/08/2015 Revision Date: 5/12/2022</p>

**Series Objective:**

Care for and monitor the animals in shelter custody. Assist shelter patrons.

**Major Responsibilities:**

- Perform animal care and related duties, such as feeding, cleaning, exercising, and monitoring the behavior and health of animals in shelter custody.
- Responsible for the daily care of animals, including providing appropriate food and water, as well as basic grooming and bathing; cleans animal cages, runs and performs general housekeeping of shelter.
- Assists shelter patrons, animal control officers and outreach staff with animal handling, to include transferring and relocating animals from vehicles, cages and housing units.
- Monitor animals and immediately reports health, behavior or temperament issues to supervisor.
- Assist with animal intake, evaluation and medical treatments as directed, including disease prevention and reduction efforts.
- Maintain animal care reports and documentation.
- Maintain daily log sheets and inventories, completes intake and care reports, and prepares related reports or record keeping as required.
- Responds to patron inquiries related to animal health education and related programs; provides humane education pamphlets or materials.
- Must have and be able to demonstrate knowledge of:
  - --basic animal **welfare** standards, including safe animal handling procedures for domestic and wild animals.
  - --proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment.

- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- **Work cooperatively with all staff, volunteers, and supervisors to foster a spirit of teamwork**
- Support and participate in departmental response to disaster and emergency events.
- Demonstrates MPHD's core values of Professionalism, Respect, Integrity, Dedication, and Equity (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.
- Supports and participates in departmental response to disaster/emergency events.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

Classification	Distinguishing Characteristics (Responsibilities and Competencies are Cumulative)
<b>Animal Care Assistant</b>	<p>Reports to Animal Care Supervisor. Non-supervisory.</p> <p><b>Education and Experience:</b> <b>Minimum Qualifications:</b> High school diploma or its equivalent and a minimum of 6 months of paid or unpaid Animal Welfare experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Must be a Certified Animal Euthanasia Technician (CAET), or obtain that certification within six months of hire.</p> <p>Competencies:</p> <p>Communicating with Coworkers: Communicating information using either face-to-face, written, or via telephone or computer</p> <p>Task-Relevant Knowledge: Knowledge of standard practices and procedures necessary to accomplish tasks.</p> <p>Creative Problem Solving: Using novel ideas to solve problems as a leader.</p> <p>Sensitivity to Situations: Assessing situational forces that are promoting and inhibiting an idea for change.</p> <p>Multi-Tasking: Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.</p> <p>Organization Skills: Organizing one's responsibilities and performing them in an efficient manner.</p>

	<p>Stress Tolerance: Remaining effective even when situations become stressful.</p>
<p><b>Animal Care Assistant Senior</b></p>	<p>In addition to the previous responsibilities and competencies:</p> <p>Reports to the Animal Care Supervisor. Lead Animal Care Assistant.</p> <p>Major Responsibilities: Training, coaching, and scheduling Animal Care Assistants. Identifies problems and responds to the more difficult situations with shelter patrons, animal control officers and outreach staff related to animal handling, health, behavior or temperament issues, and provides timely information to supervisor. Initiates tasks or projects to improve the efficiency of daily organizational flow.</p> <p><b>Education and Experience:</b> <b>Minimum Qualifications</b> High school diploma or its equivalent required. Requires minimum of 2 years of paid animal welfare experience, or an equivalent combination of relevant education and experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Some lead or supervisory experience preferred. Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.</p> <p>Competencies:</p> <p>The Competencies required for Animal Care Assistant, as well as:</p> <p>Analytic Thinking: Using existing information to logically evaluate situations and solve problems. Utilizing inductive and deductive logic to make inferences.</p> <p>Coaching, Developing, Instructing: Coaching, teaching, and advising others to help them develop their knowledge and skills. Creating individual development plans. Selecting appropriate training courses to address developmental needs.</p>

**Minimum Qualifications:**

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- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Ability to establish and maintain effective working relationships

#### **Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- Must receive pre-exposure rabies vaccinations.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification series. Employee may perform other related duties as needed to meet the ongoing needs of the department.



Position Title: <b>Animal Care Supervisor</b>	Fair Labor Standards Act (FLSA): Non-Exempt
Salary Grade: SR10	Effective Date: 01/08/2015 Revision Date: 5/12/2022

**Position Objective:**

Supervise the care of animals in shelter custody, ensuring compliance with applicable laws, regulations and policies.

**Major Responsibilities:**

- Manage daily animal care operations for the shelter, including feeding, watering, exercising, and grooming and hygiene of the animals consistent with state, local, MPHD, and MACC policies, procedures, guidelines, and the reasonable instructions of supervisors.
- Responsible for the effective supervision and administration of Animal Care Assistants and Animal Care Assistant Seniors including coaching, training, performance evaluations, employee relations, and prioritizing and assigning work.
- Provide work direction for assigned volunteers.
- Maintain facility sanitation and cleanliness standards, oversee the safety and general maintenance of the shelter facility, regularly conduct inspections for necessary repairs, coordinate maintenance work with Metropolitan Government staff, and recommend improvements to Shelter Manager.
- Coordinate veterinary care, spaying and neutering, euthanasia, and disposals with staff and agencies, and in accordance with applicable state and local laws and regulations.
- Oversee proper observation and documentation of animals in quarantine.
- Compile daily and weekly facility reports, including animal count, facility inventory and euthanasia reports. Uses data to practice quality improvement, data analysis, and program planning and evaluation.
- Prepare regular progress reports. Communicate with internal and external stakeholders as needed for visibility and success of the program. Take initiative to identify and solve problems.
- Complete and maintain appropriate logs and incident reports.
- Work with Shelter Manager, Animal Control Officers, and other shelter staff to support adoption and outreach efforts, and address intake issues and concerns.
- Assist Shelter Manager with developing policies and procedures and recommending internal organization.
- Assist with implementing systems to effectively meet operating goals and objectives.
- Establish and implement departmental policies, goals, objectives, and procedures in a fair and impartial manner.
- Use high verbal and written communication skills and strong problem-solving abilities.



- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- Support and participate in departmental response to disaster and emergency events.
- Demonstrates MPHD's core values of Professionalism, Respect, Integrity, Dedication, and Equity (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.
- Supports and participates in departmental response to disaster/emergency events.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

### Supervision Exercised/Supervision Received

Supervise Animal Care Assistants and Animal Care Assistant Senior.  
Receives limited supervision from Shelter Manager.

### COMPETENCIES

The following competencies are required for this position:

Competency	Definition
<b><i>Communicating with Coworkers</i></b>	Communicating information using either face-to-face, written, or via telephone or computer.
<b><i>Organization Skills</i></b>	Organizing one's responsibilities and performing them in an efficient manner
<b><i>Resolving Conflicts/Negotiating</i></b>	Dealing with complaints, resolving conflicts and grievances of others. Encouraging others to come together and reconcile differences.
<b><i>Taking Charge</i></b>	A willingness to initiate the activities of groups and lead others toward common goals.
<b><i>Multi-Tasking</i></b>	Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.
<b><i>Stress Tolerance</i></b>	Remaining effective even when situations become stressful.
<b><i>Task-Relevant Knowledge</i></b>	Knowledge of standard practices and procedures necessary to accomplish tasks
<b><i>Seeking Improvement</i></b>	Constantly looking for ways that one can improve one's organization.
<b><i>Designing Work Systems</i></b>	Designating the responsibilities of individual jobs and structuring the work of groups in organizations.

<b>Initiative</b>	Initiating tasks and taking on new challenges.
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**Minimum Qualifications:**

**EDUCATION AND EXPERIENCE**

Associate’s Degree in Animal Science, Biology, or a related field is required; Bachelor’s degree is preferred.

Have 3 – 5 years of experience in an animal hospital, shelter, or related animal facility, and 1-2 years of lead or supervisory experience, or an equivalent combination of relevant education and experience.

Must have and be able to demonstrate knowledge of:

- basic animal care standards, including safe animal handling procedures for domestic and wild animals
- proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment

**LICENSURE**

- Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must receive pre-exposure rabies vaccinations.

**Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. Employee may perform other related duties as needed to meet the ongoing needs of the department.



# Metro Public Health Dept

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

<b>Series Title:</b> Environmental Health Specialist	<b>Fair Labor Standards Act (FLSA):</b> Non-Exempt
<b>Salary Grades:</b> Environmental Health Specialist – OR03 Environmental Health Specialist Senior – OR04	<b>Approval Date:</b> 04/12/2022 <b>Effective Date:</b> 07/01/2022

### Series Objective:

Performs inspections and investigations in an environmental public health program aimed at improving the quality of the environment; secures compliance with laws and regulations governing sanitary conditions; and performs related duties as required.

### Major Responsibilities:

- Performs environmental public health inspections of industrial facilities, air monitoring equipment, food establishments, public facilities, sewage disposal systems, houses and other dwelling units, public schools, hotels, and swimming pools to secure compliance with laws and regulations governing sanitary conditions.
- Interprets regulations and educates owners and operators of businesses and the general public in matters of environmental public health.
- Conducts surveys to determine presence, number, and types of rodents or vectors in a given area.
- Investigates violations and complaints.
- Conducts environmental and public health consultation and training services for facility operators, local and state officials, organizations, and the general public.
- Collects samples of food, water, sewage, and other materials for laboratory analyses.
- Engages in epidemiological studies of outbreaks of food poisoning.
- Prepares reports and correspondence.
- Regular, reliable, and predictable attendance.

Classification	Distinguishing Characteristics (Responsibilities and Competencies are Cumulative)
<b>Environmental Health Specialist</b>	Responsible for professional environmental health program work of routine difficulty; and performs related work as required.  This is a non-supervisory classification.

	<p><b><u>Education and Experience:</u></b>  Graduation from an accredited four (4) year college or university with a bachelor's degree in environmental health, public health, or the physical and life sciences, including at least 36 hours in Biology, Chemistry or Environmental Science.</p> <p>This is the entry level classification in the Environmental Health Specialist series. An employee in this class is assigned to learn a variety of environmental compliance inspection processes, maintenance of environmental monitoring equipment, problem identification, and enforcement duties in an environmental health division.</p> <p>Must be skilled in written and oral communication and possess knowledge of the principles and practices of environmental health.</p> <p><b><u>Competencies:</u></b>  <b><i>Communicating with Coworkers:</i></b> Communicating information in person, in writing, by telephone or e-mail.</p> <p><b><i>Task-Relevant Knowledge:</i></b> Knowledge of standard practices and procedures necessary to accomplish tasks.</p> <p><b><i>Creative Problem Solving:</i></b> Using novel ideas to solve problems.</p> <p><b><i>Sensitivity to Situations:</i></b> Assessing situational forces that are promoting and inhibiting an idea for change.</p> <p><b><i>Multi-Tasking:</i></b> Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.</p> <p><b><i>Organization Skills:</i></b> Organizing one's responsibilities and performing them in an efficient manner.</p> <p><b><i>Stress Tolerance:</i></b> Remaining effective even when situations become stressful.</p>
<p><b>Environmental Health Specialist Senior</b></p>	<p>In addition to the previous responsibilities and competencies:</p> <p>Oversees, coordinates, and participates in quality assurance activities of a group of Environmental Health Specialists.</p> <p>Performs as a lead Environmental Health Specialist.</p>

**Major Responsibilities:**

Trains, coaches, and oversees the schedules of Environmental Health Specialists.

Organizes and leads the work of Environmental Specialists.

Engages in quality assurance activities by conducting unannounced inspections immediately following an inspection by Environmental Health Specialists.

Leads and oversees environmental investigations of foodborne outbreaks and other environmental complaints.

Monitors follow-up inspections.

Identifies problems and responds to the more difficult situations with citizens, businesses, other governmental agencies, and public health staff; and provides timely information to supervisor.

Initiates tasks or projects to improve the efficiency of daily workflow.

**Education and Experience:**

Graduation from an accredited four (4) year college or university with a bachelor's degree in environmental health, public health, or the physical and life sciences, including at least 36 hours in Biology, Chemistry or Environmental Science.

Requires at least seven (7) years full-time experience in the practice of environmental public health. A postgraduate degree in Public Health, Environmental Health, or a related field may be substituted for one (1) year of experience. Other comparable combinations of education, training, and experience may be considered.

Must possess an Environmental Health Certification: Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) or Certified Professional in Food Safety (CP-FS).

Demonstrated ability to organize and lead the work of other Environmental Health Specialists.

Ability to lead and train employees.

Ability to oversee investigations of foodborne outbreaks and environmental complaints.

	<p>Ability to conduct quality assurance activities.</p> <p><b>Competencies:</b></p> <p><b>Analytic Thinking:</b> Using existing information to logically evaluate situations and solve problems. Utilizing inductive and deductive logic to make inferences.</p> <p><b>Coaching, Developing, Instructing:</b> Coaching, teaching, and advising others to help them develop their knowledge and skills. Creating individual development plans. Selecting appropriate training courses to address developmental needs.</p>
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**Licensure**

- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Tennessee Department of Agriculture applicator certification in categories 7 and 8 within six months of employment may be required for Pest Management positions.

**Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Use protective clothing or gear.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and other diseases.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification series. Employee may perform other related duties as needed to meet the ongoing needs of the department.

**Class Title:** Finance Administrator

**Class Code:** 10108

**FLSA:** Exempt

**Salary Grade:** OR08

**Job Objective:**

Performs professional and administrative duties involved in supervising and participating in planning, organizing, and budgeting activities of a department or division. Performs related duties as required.

**Job Description:**

MAJOR JOB RESPONSIBILITIES

Performs various supervisory duties.

Makes staff assignments.

Evaluates employee performance.

Approves leave requests.

Counsels with and corrects employees as needed.

Trains employees as needed.

Performs administrative duties.

Assists with planning, organizing and overseeing a financial program for Department of Finance or an operating agency within Metropolitan Government.

May oversee and participate in monitoring and analyzing all complex procurements issued in operating departments.

May assist departments or divisions with more difficult technical and procedural aspects of procuring goods and services of a highly complex nature.

Assists with development, ongoing modifications, and implementation of the division's strategic plan.

Evaluates departmental operating procedures and makes recommendations for improvement.

Enforces rules and regulations for administration of the budget.

Ensures compliance with all regulations, policies, and procedures.

Prepares various narrative, statistical, and financial reports.

Assists with or carries out special projects as needed.

May prepare justifications for proposed budgets and makes or assists with appropriate presentations for budget requests.

May correspond with banks concerning accounts, investments, and maturities of securities.

May account for fixed assets of the division and maintains appropriate records.

Attends official meetings and workshops.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises the work of clerical and professional employees.

Reports directly to the Director of a department, or designee, who outlines overall goals and objectives for administrative services area and assists with any complex or unusual problems as needed.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

### **Employment Standards:**

#### EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in Accounting, Finance, or a related field from an accredited college or university and thorough experience in professional finance including considerable experience as a supervisor.

More specific education, experience, or certification requirements may be included in the position announcement as vacancies occur.

#### PERFORMANCE STANDARDS

Thorough knowledge of the methods, regulations, practices, and procedures of the government.

Knowledge of local government budgeting and/or accounting.

Thorough knowledge of documents and forms used in the process.

Knowledge of the organizational structure of Metropolitan Government.

Knowledge of the structure and function of Metro departments.

Knowledge of various types of funds used by the Metropolitan Government.

Knowledge of the Metropolitan Charter.

Knowledge of the principles and practices of supervision.

Skill dealing courteously with the public.

Skill performing various types of financial analysis.

Skill performing research.

Ability to monitor activities.

Ability to evaluate situations effectively.

Ability to communicate effectively, both orally and in writing.

Ability to interpret statistical and financial information.

Ability to keep accurate records.

Ability to develop and modify methods and procedures.

Ability to direct and evaluate employee performance.

Ability to establish and maintain effective working relationships.

#### LICENSES REQUIRED

None



## **FINANCE OFFICER**

**CLASS NUMBER:** 11177  
**EEO CATEGORY:** Professionals

**GRADE:** OR04  
**FLSA:** Varies by Position

### **JOB OBJECTIVE**

Performs moderately complex professional and analytical work involved in finance and administration. Participates in and handles various aspects of operations and performance involved in a finance-related field of Metropolitan Government. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Performs various complex professional finance functions.

May perform accounting, auditing, compliance, budgeting, purchasing, investing, and other professional finance functions as assigned.

Participates in and handles various financial compliance-related tasks.

Performs administrative and/or supervisory duties.

Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.

Studies and verifies accurate financial information.

Handles routine complaints and questions regarding professional finance-related issues.

Researches and resolves financial-related problems.

Provides analytical services to clients, departments, or members of the public.

Makes assignments when needed.

Oversees and trains employees.

Carries out special projects as needed.

Analyzes and evaluates organizational issues, procedures, and practices when needed.

Evaluates public policy issues and plans when needed.

Attends meetings as required.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May serve in a lead capacity.

Receives limited supervision and reports to a designated supervisor who makes staff assignments and provides assistance with complex or difficult problems.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelors' Degree in a financial related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of governmental financial and administrative practices and procedures.

Knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration.

General knowledge of budgeting, purchasing, and payroll systems.

Working knowledge of Civil Service and departmental policies and procedures.

Skill performing research.

Skill working with the public.

Ability to plan and direct the work of employees.

Ability to analyze information and draw accurate conclusions.

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records and write detailed reports.

Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved: 06/05/01**

**Date Effective: 07/01/01**

**Date Revised: 07/01/22**

## **FINANCE OFFICER SENIOR**

**CLASS NUMBER:** 10152  
**EEO CATEGORY:** Professionals

**GRADE:** OR06  
**FLSA:** Varies by Position

### **JOB OBJECTIVE**

Performs the more complex professional and analytical work involved in the field of finance and administration. Participates in and oversees various aspects of the operations and performance involved in a finance-related field of Metropolitan Government. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Supervises employees.

Assigns duties to employees.

- Ensures employees perform work in a correct and efficient manner.

- Evaluates employee performance.

- Counsels with and corrects employees as needed.

- Trains employees.

Performs administrative duties.

- Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.

- Studies and verifies accurate financial information.

- Handles routine complaints and questions regarding professional finance-related issues.

- Researches and resolves finance-related problems.

Performs and oversees the more complex professional finance functions.

- May perform accounting, auditing, compliance, budgeting, purchasing, investing, and other professional finance functions as assigned.

Participates, coordinates and/or supervises various financial compliance-related tasks.

Carries out special projects as needed.

Analyzes and evaluates organizational issues, procedures, and practices when needed.

Evaluates public policy issues and plans when needed.

Attends meetings as required.

Serves on committees, advisory groups, and panels as required.

May act on behalf of department head at management discretion.

May advise Finance Director and/or Finance Management about finance issues/concerns of Metropolitan Government.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May supervise other professional employees as well as clerical personnel.

Receives general supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

**EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelors' Degree in a financial related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

**PERFORMANCE STANDARDS**

- Knowledge of governmental financial and administrative practices and procedures.
- Knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration.
- General knowledge of budgeting, purchasing, and payroll systems.
- Working knowledge of Civil Service and departmental policies and procedures.
- Skill performing research.
- Skill working with the public.
- Ability to plan and direct the work of employees.
- Ability to analyze information and draw accurate conclusions.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain accurate records and write detailed reports.
- Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved: 06/05/01**  
**Date Effective: 07/01/01**  
**Date Revised: 07/01/22**

## HUMAN RESOURCES ANALYST

**CLASS NUMBER:** 11180  
**EEO CATEGORY:** Professionals

**GRADE:** OR 04  
**FLSA:** Non-Exempt

### JOB OBJECTIVE

Performs moderately complex professional, technical, and analytical HR duties in support of a central or departmental HR program, overseeing one or more of the following areas: benefits administration, compensation, employee relations, selection, or training. Performs related duties as required.

### JOB DESCRIPTION

#### **MAJOR JOB RESPONSIBILITIES**

Provides insurance information to employees and retirees; processes enrollments, changes, and termination of employee coverage in plans; verifies employee eligibility for benefits; reconciles employee information against the employee benefit program; administers COBRA, FMLA, IOD, STD compliance processes; analyzes and processes invoices for health claims and cafeteria plans; conducts open enrollment for the employee benefit program; monitors and coordinates the processing of basic life, accidental death, and dependent life claims; participates in the health program review process; assists with the development of Benefit Board agendas and reports.

Analyzes job classes and positions using information obtained in written and/or verbal form; interviews employees and supervisory staff to collect information in order to determine job duties, and establish minimum qualifications, knowledge, skills, and abilities; writes and revises job descriptions; gathers and analyzes salary data and makes salary recommendations for new or existing classifications; gathers and analyzes information on salary, benefits, and HR practices; conducts special studies relating to compensation management activities.

Interprets and explains Civil Service rules, policies and procedures; confers with departmental staff and counsels employees and managers on HR practices; conducts investigations and writes reports on EEO, Title VII, sexual harassment, employee grievances, or other employee complaints; ensures compliance with employee performance management and disciplinary action processes; assists with labor union negotiations and development of memorandum of understanding (MOU); assists with the development of Civil Service Commission agendas and reports.

Plans and conducts recruitments for a wide variety of positions; writes job announcements, advertisements, and correspondence; reviews and evaluates employment applications; confers with departmental staff to develop exam components and interview questions; generates and maintains recruitment lists and registers.

Serves as instructor for various training programs; administers and coordinates training and enrollment of in-service programs; evaluates effectiveness of training program and instructors; formulates training procedures and schedules and identifies training needs; designs and develops training programs, meetings and workshops; consults with department regarding training needs; develops surveys regarding training; compiles training activity records.

Keeps abreast of legislative, procedural, or other changes related to HR.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory position; however, some positions may lead and train other employees.

Receives general supervision and reports to a designated supervisor, who reviews assignments and is consulted on particularly unusual or complex matters.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work. Some local travel is required to make field observations and audits of positions throughout the government.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

#### **PERFORMANCE STANDARDS**

Knowledge of Civil Service and/or Benefit Board rules and procedures.

Knowledge of federal, state, and local laws governing HR and/or employee benefits.

Knowledge of the methods and techniques of research, statistical analysis, and report presentation.

Skill in using computers and various software programs.

Skill in investigating, compiling, and summarizing a variety of informational and statistical data.

Skill in oral and written communication.

Skill at analyzing data and drawing meaningful conclusions.

Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.

Ability to maintain confidential and sensitive information.

Ability to use judgment in interpreting and applying procedures and precedents to specific cases.

Ability to communicate effectively, both orally and in writing.

Ability to write clear and accurate reports.

Ability to analyze complex data using a computer and generate reports from HR databases.

Ability to make sound recommendations based on factual information.

Ability to monitor and evaluate the work of others.

Ability to apply rules and policies to all but the most unusual situations.

Ability to establish and maintain effective working relationships.

#### **LICENSE REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved:** 06/24/1980  
**Date Effective:** 05/01/2022  
**Date Revised:** 07/01/2022

## HUMAN RESOURCES ANALYST SENIOR

**CLASS NUMBER:** 11181  
**EEO CATEGORY:** Professionals

**GRADE:** OR 06  
**FLSA:** Exempt

### JOB OBJECTIVE

Performs complex professional, technical, and analytical HR duties in support of a central or departmental HR program by serving as an authority on a variety of complex HR duties in areas such as benefits administration, compensation, employee relations, recruitment, and training. Some positions may supervise or lead professional or clerical positions. Performs related duties as required.

### JOB DESCRIPTION

#### **MAJOR JOB RESPONSIBILITIES**

This classification is distinguished from the Human Resources Analyst by the degree of difficulty of the assignments given, the latitude of judgment exercised, and the degree of independence to determine the methods and means of performing assignments. This classification may act in a leadership role in an assigned area or on large-scale or long-term projects.

Provides insurance information to employees and retirees; processes enrollments, changes, and termination of employee coverage in plans; verifies employee eligibility for benefits; reconciles employee information against the employee benefit program; administers COBRA, FMLA, IOD, STD compliance processes; analyzes and processes invoices for health claims and cafeteria plans; conducts open enrollment for the employee benefit program; monitors and coordinates the processing of basic life, accidental death, and dependent life claims; participates in the health program review process; assists with the development of Benefit Board agendas and reports.

Analyzes job classes and positions using information obtained in written and/or verbal form; interviews employees and supervisory staff to collect information in order to determine job duties, and establish minimum qualifications, knowledge, skills, and abilities; writes and revises job descriptions; gathers and analyzes salary data and makes salary recommendations for new or existing classifications; gathers and analyzes information on salary, benefits, and HR practices; conducts special studies relating to compensation management activities.

Interprets and explains Civil Service rules, policies and procedures; confers with departmental staff and counsels employees and managers on HR practices; conducts investigations and writes reports on EEO, Title VII, sexual harassment, employee grievances, or other employee complaints; ensures compliance with employee performance management and disciplinary action process; assists with labor union negotiations and development of memorandum of understanding (MOU); assists with the development of Civil Service Commission agendas and reports.

Plans and conducts recruitments for a wide variety of positions; writes job announcements, advertisements, and correspondence; reviews and evaluates employment applications; confers with departmental staff to develop exam components and interview questions; generates and maintains recruitment lists and registers.

Serves as instructor for various training programs; administers and coordinates training and enrollment of in-service programs; evaluates effectiveness of training program and instructors; formulates training procedures and schedules and identifies training needs; designs and develops training program, meetings and workshops; consults with department regarding training needs; develops surveys regarding training; compiles training activity records.



Develops new or revised policies and procedures as appropriate, and ensures that staff is informed of changes; analyzes new legislation, case law, and related materials to determine impact on operations or other changes related to HR.

**SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May supervise or lead work of professional, para-professional, and/or clerical employees.

Receives direction and reports to a management-level supervisor, who provides general direction and guidance, and approves general operational procedures. Exercises discretion on all matters involving operation of assigned programs.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work. Driving frequently may be required to travel between job sites.

**EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university and three (3) years of professional HR experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

**PERFORMANCE STANDARDS**

Thorough knowledge of Civil Service and/or Benefit Board rules and procedures.

Thorough knowledge of federal, state, and local laws governing HR and/or employee benefits.

Knowledge of the methods and techniques of research, statistical analysis, and report presentation.

Skill in using computers and various software programs.

Skill in investigating, compiling, and summarizing a variety of data into narrative or statistical reports.

Skill in oral and written communication.

Skill at analyzing data and drawing meaningful conclusions.

Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.

Ability to maintain confidential and sensitive information.

Ability to use judgment in interpreting and applying procedures and precedents to specific cases.

Ability to communicate effectively, both orally and in writing.

Ability to write clear and accurate reports.

Ability to analyze complex data using a computer and generate reports from HR databases.

Ability to make sound recommendations based on factual information.

Ability to monitor and evaluate the work of others.

Ability to apply rules and policies to all but the most unusual situations.

Ability to deal courteously with the public.

**Page 3 - HUMAN RESOURCES ANALYST SENIOR**

Ability to coordinate the work of others.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved: 05/05/87**

**Date Effective: 07/01/ 87**

**Date Revised: 07/01/22**

## **PROGRAM SPECIALIST 2**

**CLASS NUMBER:** 07379  
**EEO CATEGORY:** Professionals

**GRADE:** OR01  
**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

Performs responsible professional, technical, and analytical work involved in the development, evaluation, and promotion of service programs. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Participates in the development and promotion of service program(s).

Assists with development and design of program objectives and content.

Researches and recommends alternative methods of program management to identify possible alternative approaches or to evaluate current techniques.

May review instructional materials, methods, and media for possible use in programs.

May participate in the dissemination of program information through designing pamphlets, attending conferences, seminars, meetings, etc., to promote, publicize and gain support for the program(s).

Participates in the delivery, evaluation and analysis of programs and services.

Performs analysis of data to identify aspects of successful program operations.

May prepare analytical and interpretative reports for management.

May consult with field experts to ascertain program related information.

May perform needs analysis studies to identify specific needs for programs.

Assists senior staff with special assignments as needed.

Keeps abreast of current developments and trends.

Performs specialized services.

May coordinate community resources.

May recommend placement of clients in specialized programs as needed.

Performs general administrative duties.

Keeps accurate records.

Writes narrative and statistical reports and letters.

May aid with budget preparation for the program(s).

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

Receives limited supervision and guidance and reports to a designated supervisor, who reviews completed assignments and is consulted on unusual or complex matters.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work conditions vary with assignments and department. The work may require some walking, bending, carrying of light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of the principles, methods, and techniques of one or more behavioral, social or related sciences.

Skill in working with the public.

Ability to communicate effectively both orally and in writing.

Ability to write clear and accurate reports.

Ability to conduct interviews, assess needs, and develop appropriate course of action.

Ability to research and analyze complex data using a personal computer.

Ability to establish and maintain effective working relationships.

### **LICENSE REQUIRED**

A valid Driver License may be required for some positions in this classification.

**Date Approved: 05/25/93**

**Date Effective: 07/01/2022**

**Date Revised: 05/10/2022**

FISCAL YEAR 2022 HEALTH STANDARD RANGE PAY TABLE

EFFECTIVE 7/1/2021

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	Use for calculation purposes only		
											Steps	11th	12th
ST01	22,772.95	23,532.01	24,291.09	25,050.18	25,809.26	26,568.34	27,327.40	28,086.48	28,845.56	29,604.63	759.06	30,363.69	31,122.75
ST02	24,834.17	25,661.96	26,489.74	27,317.54	28,145.33	28,973.09	29,800.87	30,628.66	31,456.43	32,284.23	827.78	33,112.01	33,939.79
ST03	27,081.99	27,984.69	28,887.39	29,790.12	30,692.82	31,595.52	32,498.23	33,400.94	34,303.65	35,206.36	902.69	36,109.05	37,011.74
ST04	29,533.25	30,517.66	31,502.07	32,486.50	33,470.91	34,455.31	35,439.72	36,424.15	37,408.56	38,392.98	984.41	39,377.39	40,361.80
ST05	32,206.37	33,279.88	34,353.41	35,426.94	36,500.45	37,573.95	38,647.46	39,720.99	40,794.50	41,868.03	1,073.51	42,941.54	44,015.05
ST06	35,121.46	36,292.13	37,462.82	38,633.52	39,804.19	40,974.86	42,145.55	43,316.25	44,486.92	45,657.60	1,170.67	46,828.27	47,998.94
ST07	38,300.38	39,577.03	40,853.67	42,130.32	43,406.97	44,683.60	45,960.26	47,236.91	48,513.55	49,790.19	1,276.64	51,066.83	52,343.47
ST08	41,767.04	43,159.26	44,551.44	45,943.65	47,335.84	48,728.03	50,120.24	51,512.43	52,904.64	54,296.82	1,392.21	55,689.03	57,081.24
ST09	45,547.49	47,065.70	48,583.92	50,102.11	51,620.33	53,138.53	54,656.74	56,174.95	57,693.16	59,211.38	1,518.21	60,729.59	62,247.80
ST10	50,310.64	51,987.38	53,664.12	55,340.85	57,017.60	58,694.33	60,371.07	62,047.79	63,724.54	65,401.28	1,676.74	67,078.02	68,754.76
ST11	55,401.82	57,248.06	59,094.31	60,940.54	62,786.78	64,633.01	66,479.25	68,325.51	70,171.74	72,017.99	1,846.24	73,864.23	75,710.47
	Move to next step after 1 year	Move to next step after 1 year	Move to next step after 1 year	Move to next step after 1 year	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years			

\* Note: Steps may vary slightly due to rounding

**FISCAL YEAR 2022 HEALTH DEPARTMENT PAY TABLES**

**EFFECTIVE 7/1/2021**

**HEALTH OPEN RANGE PAY TABLE**

<b>GRADE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
OR01	41,767.04	48,031.94	54,296.82
OR02	45,547.49	52,379.43	59,211.39
OR03	50,310.64	57,855.97	65,401.28
OR04	55,401.82	63,709.90	72,017.99
OR05	60,869.82	70,001.63	79,133.45
OR06	66,911.55	78,621.07	90,330.60
OR07	72,953.30	87,694.56	102,435.83
OR08	79,019.36	96,798.71	114,578.08
OR09	85,085.43	106,356.78	127,628.13
OR10	92,815.12	118,339.28	143,863.45
OR11	100,544.84	130,708.30	160,871.75
OR12	109,404.77	144,961.31	180,517.86
OR13	118,264.70	159,657.32	201,049.96

**HEALTH HD PAY TABLE**

<b>GRADE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
HD01	128,908.52	170,803.78	212,699.04
HD02	135,353.93	179,343.97	223,334.00
HD03	140,510.27	186,176.12	231,841.96
HD04	147,535.80	195,484.93	243,434.05
Open Range			