

Position Reclassification Request

Fund #	Dept #	Department Name	Employee Name
		Homeland Security	Jacob Bathman

Current Position Title	Current Grade
Medical Reserve Corps Planner	538

Requested Position Title	Requested Grade
Medical Reserve Corps Coordinator	536

Reason for Reclassification

Description of Changes in Work Being Performed (Be Specific)

-- Needs to be a full-time position (instead of part-time).
 -- Duties and responsibilities do not require an active Registered Nurse (RN) license; this requirement should be dropped. A medical license, or at least some medical training, is still preferred.
 -- Revised minimum qualifications for healthcare management experience, adding emergency management, public health, and volunteer management or coordination. These are more in line with the essential duties of the MRC Coordinator, who is in charge of managing over 1,400 volunteers for a wide range of public health emergencies.

Reason for Change

The number of MRC volunteers we manage is continually growing. This position is, first and foremost, responsible for recruiting and fully managing these volunteers. This includes planning and providing training classes on a regular bases, as well as assisting in the planning of functional and full-scale exercises to test the county's response plans for a major public health emergency. With all of these duties, the position's current part-time status, and the existing requirement for a nursing license, it's extremely difficult to recruit qualified candidates that are willing to take on such a task for part-time pay. The revision of this job description better matches the duties needed to be performed, and brings it more in line with similar positions around the DFW area.

For HR Use Only

Recommend
 Not Recommend

New Title	New Grade/Step

New Rate / Annual Salary	Date Completed

Medical Reserve Corps Coordinator

General Information

The Collin County Medical Reserve Corps (MRC) is composed of medical and non-medical volunteers coordinated through the Collin County Department of Homeland Security to assist with public health preparedness and response activities, such as mass prophylaxis, for disasters and emergencies.

Job Duties and Responsibilities

- Manage and coordinate all 1400+ volunteers in the MRC
- Generate systems for volunteer recruitment, training, placement, supervision, and evaluation
- Develop and manage volunteer policies, procedures, and standards for service
- Design and present training classes and curriculum; coordinate and schedule all outside vendor training and activities
- Assign volunteer teams to conduct mass prophylaxis operations using a public point of dispensing (POD) model; conduct training and/or exercises at least once per month, on average
- Track volunteer activity, maintain accurate records, and provide timely statistical and activity reports on volunteer participation to Collin County and National MRC
- Design and implement public outreach and education campaigns for preparedness
- Assist with the coordination of annual public health emergency response drills and exercises for volunteers and staff
- Serve as liaison to State, Regional, and National MRC
- Travel to local, regional, or national conferences and meetings associated with the MRC or mass prophylaxis (2-4 trips per year, on average)
- Create and disseminate quarterly volunteer newsletter and/or training schedule
- Organize and participate in volunteer recognition programs and special events
- Participate in public health emergency planning, coordination and promotion
- Develop and maintain cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, and other stakeholders throughout Collin County
- Research relevant organizations, such as Faith-Based Organizations, non-profit organizations, surrounding county MRC chapters, and colleges and build relationships for integration of MRC volunteers into routine and disaster activities
- Perform other duties as required

Qualifications

- Registered Nurse (RN), BSN license preferred; BSN preferred
- Required minimum two years' experience in healthcare, public health, or emergency management planning and/or operations.
- Experience with volunteer management or coordination is strongly preferred.
- Strong interpersonal, communication, and presentation skills, and the ability to empower volunteers is essential
- Previous training, teaching, or curriculum development experience a plus
- Ability to analyze health policies, legislation, health resources, infrastructure and services to determine the impact of public health emergency activities and response required
- Ability to work nights and weekends to meet volunteer training and outreach needs (2-4 nights and/or weekends per month, on average)

Schedule

M-F, 40 hours per week; nights or weekends for training/exercises as needed

Position Type and Salary

Grant-funded, full-time position with benefits.

Starting annual salary is \$39,125

Rebecca Adames

From: Jacob Bathman
Sent: Monday, November 12, 2012 1:46 PM
To: Rebecca Adames
Subject: MRC Coordinator position

Hey Rebecca,

I wanted to follow up with you on reclassifying this position.

Our grant (Cities Readiness Initiative) includes funding for this position at a part-time level. I've spoken with my contract manager at the State and received approval to convert this position full-time. It will require no additional grant funding; instead, I'll shift money between budget categories within the grant to cover the increased budgeted costs in Personnel. As long as this transferred amount is under 25% of the total grant allotment (which it is), our Contract does not require a formal revision.

I've also cleared the revised job description with my contract manager at the state, and he's asked for a courtesy copy on my revised budget when it's completed. These are the only requirements from his perspective.

If there's anything else you need from me, let me know. Once the position is formally reclassified I can finalize the budget revisions and complete this process.

Thanks,

Jake Bathman
Public Health Emergency Management Coordinator
Collin County Homeland Security
jbathman@co.collin.tx.us
W: (972) 548-5535
C: (214) 592-7912
Call Sign: KF5IIC

Rebecca Adames

From: Diana Overhauser
Sent: Friday, November 09, 2012 3:24 PM
To: Rebecca Adames
Subject: FW: MRC Coordinator position change

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Collin County Human Resources... Creating New Standards, Building Relationships, Achieving Exceptional Results

From: Jacob Bathman
Sent: Wednesday, August 29, 2012 10:36 AM
To: Diana Overhauser
Cc: Lacie Reitmeyer; Ashleigh Foy
Subject: MRC Coordinator position change

Hey Diana,

Thanks for helping clear up some things about the MRC Coordinator position changes I requested.

Our FY13 grant budget, which starts on Sept. 1st, can easily accommodate a full-time MRC Coordinator on staff (versus the current part-time). I believe this will require a grant amendment with the state, and we'll prepare to file that after FY13 starts.

Our current requirement that the MRC Coordinator be a Registered Nurse (RN) is outdated, and quite frankly I'm not sure where it came from. This person would serve as a volunteer coordinator for our Medical Reserve Corps; despite its name, a majority of volunteers aren't medical. There is no requirement in the CRI grant that this position is filled with an RN or any other licensed medical professional, nor is it a typical requirement for this post.

In other jurisdictions in our area, this position is called the Assistant Bioterrorism Coordinator, with MRC coordination as a main duty (Denton). It's also called, in Dallas County, the Emergency Volunteer Program Coordinator. Tarrant County titles theirs MRC Coordinator as well.

The current position has been posted online for over two months, and no qualified person has yet to apply. From our discussions with others in public health and MRC around DFW, it will be very difficult to attract someone with an RN to a part-time position (where the work, truly, requires a full-time volunteer coordinator).

Let me know if you need any additional information, and I'd be happy to provide it.

Thanks,

Jake Bathman
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