

## Joann Gilbride

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**From:** Joann Gilbride  
**Sent:** Monday, December 31, 2018 10:44 PM  
**To:** Miller,Lauren (DSHS)  
**Cc:** Kelley,Lucia (DSHS); 'Mosqueda,Sara (DSHS)'; Eileen Prentice; Samuel Grader; Taylor Burton; Candy Blair; Janna Benson-Caponera  
**Subject:** RE: FY20 HAZARDS Renewal Request - Collin County  
**Attachments:** FY2020 PHEP Hazards CCHCS Budget and Docs 12 31 2018.pdf; FY20 HAZARDS Budget Templates with Match CCHCS 12 31 2018.xls

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Miller,

Please see our county's FY2020 PHEP/Hazards budget and supporting documentation for the contract renewal as requested. Feel free to contact me if you have any questions or wish to discuss.

Thank you,

Joann L. Gilbride  
Healthcare Coordinator  
Collin County Health Care Services  
825 N. McDonald #130  
McKinney, TX 75069  
P: 972-548-5503  
F: 972-548-4441

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**From:** Mosqueda,Sara (DSHS) [<mailto:Sara.Mosqueda@dshs.texas.gov>]  
**Sent:** Friday, December 21, 2018 11:23 AM  
**To:** Keith Self Judge; Eileen Prentice; Lynnette Hudson; Samuel Grader; Joann Gilbride; Amy L. Davis; Taylor Burton; Candy Blair; Janna Benson-Caponera  
**Cc:** Kelley,Lucia (DSHS); Miller,Lauren (DSHS)  
**Subject:** FY20 HAZARDS Renewal Request - Collin County

Dear FY20 CPS/HAZARDS (Public Health Emergency Preparedness) Partner,

For FY 20 contracts, the Department of State Health Services (DSHS) in collaboration with the Health and Human Services Commission (HHSC) is requiring all contracts and contract amendments to be ***executed*** before the Contract Start Date. The FY20 CPS/HAZARDS (Amend to Extend) Contract has an effective date of July 1, 2019. **Please read the following carefully.**

Attached with this correspondence you will find a blank FY 20 Budget Template for your completion as well as a blank FY 20 Contract Renewal Checklist. Both documents should be completed and returned to Lauren Miller, by **Tuesday, January 15, 2019.**

In order to ensure the contract amendment is executed before July 1, 2019, we request you complete the FY 20 budget template **using level funding** for FY 20. At this time, DSHS has not received the Federal Funding Opportunity Announcement (FOA) which includes the state's Public Health Emergency Preparedness funding. Please note the language below which will also be included in your amendment document.

Funding for this Contract is dependent on State Appropriations and Federal Grant funds. No work may begin and no charges may be incurred until the System Agency issues a written notice to proceed to Grantee. This Notice to Proceed may include an Amended or Ratified Budget which will be incorporated into this Contract by a subsequent Amendment, as necessary.

**Level funding**, your FY20 allocation dollar amount is **(\$545,327)** for Program ID: CPS/HAZARDS.

- The FY20 Hazards contract will be in effect from July 1, 2019 through June 30, 2020.
- Attached are the Budget Templates, including the Face Page, Contact Page, and Renewal Checklist.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY20 contractors are required to provide matching funds of 10% of the allocation amount.
- As a reminder, the budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the new budget templates labeled FY 2020 (Face Page).
- Dollar amounts must be in whole numbers. Budgets with dollar amounts not represented as whole numbers or inadequate justifications will be returned for revision.
- Please limit FTEs to two decimal places.
- Please do not use cents or formulas in the Excel cells.

Please complete the Budget Templates and Checklist and email the completed documents to **Lauren Miller** at [Lauren.Miller@dshs.texas.gov](mailto:Lauren.Miller@dshs.texas.gov) by Tuesday, January 15, 2019.

Please contact me regarding any questions.

Thank you,

*Lauren*

**Lauren Miller, CTCM**

Contract Manager

Contract Management Section (CMS)

Department of State Health Services

Phone: 512-776-3574

[Lauren.Miller@dshs.texas.gov](mailto:Lauren.Miller@dshs.texas.gov)



## FY20 CONTRACT RENEWAL CHECKLIST

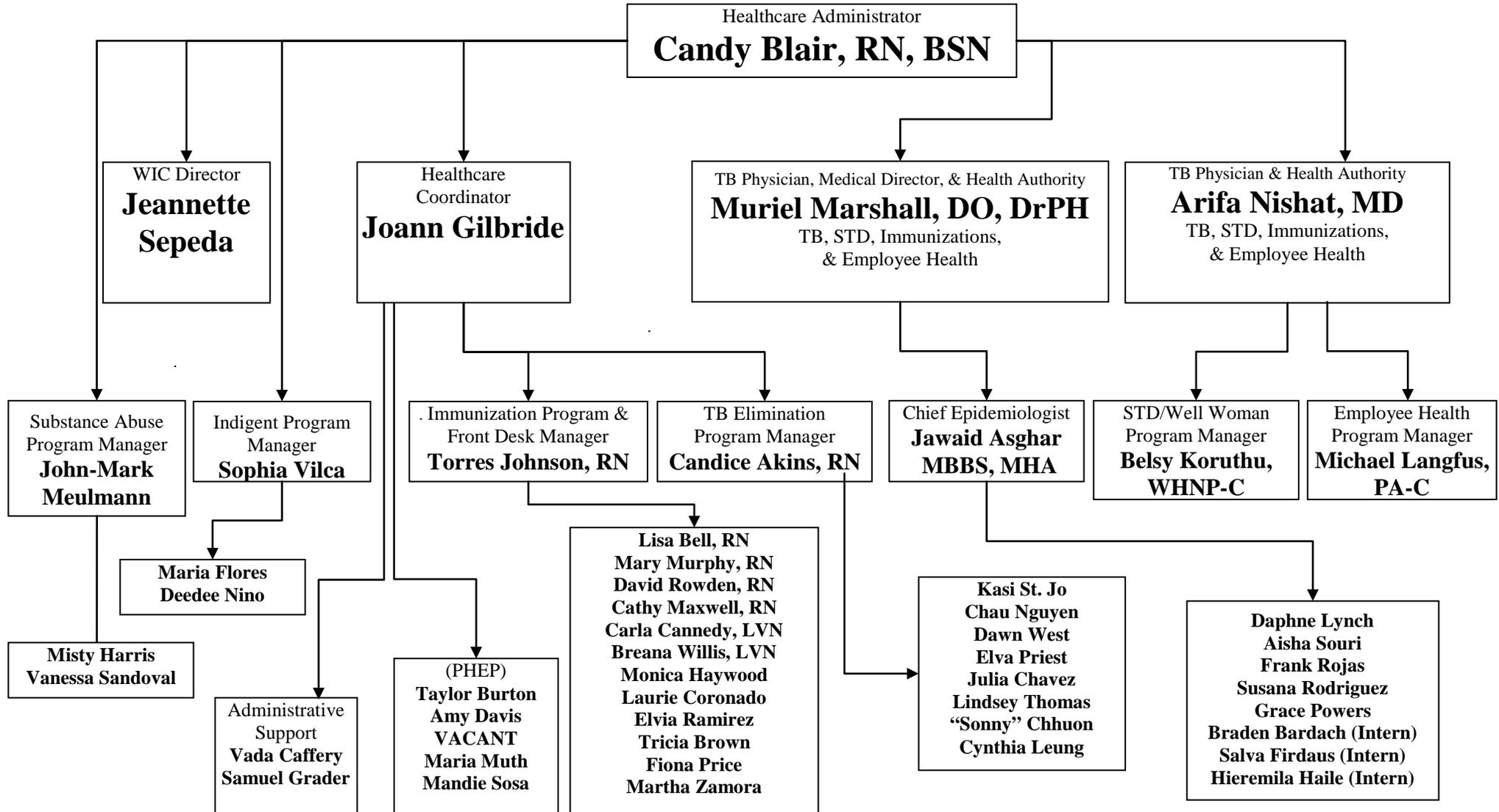
**Include checklist with renewal submission. Renewals not including checklist and ALL required documents on checklist will not be processed and will be returned for completion.**

<b>CONTRACTOR NAME:</b> Collin County (FY2020 PHEP/Hazards)
<b>COMPLETED BY:</b> Joann Gilbride, Healthcare Coordinator

FORM	DESCRIPTION	X
1	Completed Checklist	X
2	Organizational Chart	X
3	Job Descriptions with salary ranges	X
4	Volunteer Job Descriptions, if applicable	N/A
5	Budget Templates	X
6	Quotes and/or Technical Specifications for items listed on the Equipment page, if \$5,000 or above.	N/A
7	Travel Policy that includes maximum limits for meal reimbursement, lodging, and mileage.	X
8	Indirect Rate Letter or Cost Allocation Plan, if applicable.	N/A



# COLLIN COUNTY HEALTH CARE SERVICES ORGANIZATIONAL CHART



January 11, 2011

**Job Title: Administrative Secretary—Epidemiology**

**Department:** Health Care Services **Job Grade #:** 534  
**Immediate Supervisor:** Health Care Administrative Manager  
 Physician (Health Authority/Medical Director)

**BRIEF DESCRIPTION OF THE JOB:**

Provides administrative support to the Health Care Administrative Manager and Health Authority. Performs related duties as required. All CCHCS employees are expected to cross-train in different areas within the department. CCHCS employees are required to follow all County and department policies and procedures, and abide by the CCHCS Code of Ethics.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 L	Provides administrative support by composing and preparing correspondence, reports, presentations, slides, spreadsheets, etc as needed by the Health Care Administrative Manager and Health Authority.
2 L	Provides assistance to stakeholders and personnel by answering and directing calls for clinic services and answers general questions about the department.
3 L	Assists in explaining the confidential disease reporting process to hospital staff, school district employees, private physicians’ office personnel, and others on a day-to-day basis. Routes disease reports to epidemiology team and, as assigned, processes reports of public health-related concerns and laboratory reports from hospitals, providers, physicians, nurses, school nurses, and the public by accessing/researching current information on communicable diseases, obtaining concise histories from clients, networking with other medical providers regarding questions and issues, and accessing and evaluating client’s records.
4 L	As assigned, investigates disease reports following the TX Department of State Health Services (DSHS) guidelines, obtains medical histories, records, consent forms and other required information, sends notifications/certified letters to affected patients, provides education, screens and notifies cases and their close contacts of the disease reporting requirements as well as the possible need for prophylaxis, immunizations, or follow up care. Able to record some health data and exercise considerable discretion and confidentiality in handling medical files and information.
5 L	Maintains electronic back up of filing of the Epidemiology disease reports, records, and cases. Promptly notifies appropriate jurisdiction or facility of a notifiable condition reported to CCHCS but belonging to their jurisdiction. Assists with monitoring incidence on influenza. Maintains data from infectious disease reports in appropriate spreadsheet documentation.

January 11, 2011

Physical Strength Code	ESSENTIAL FUNCTIONS	
6 L	Performs crucial communication connectivity through Blast Faxing, PHIN/HAN alerts, Phone, web-based interactions, and mailing of epidemiology information to infection control staff. Assists with writing and distributing epidemiology newsletters, faxes, and emails as per the Chief Epidemiologist and/or Health Authority based on the need to share information with stakeholders. Updates contact database and surveillance databases as appropriate. All alerts must be authorized by Health Authority and Health Care Administrative Manager.	
7 L	Assists with planning and coordinating epidemiological services in health emergencies or bioterrorism outbreak as needed to ensure and maintain community/public health. Supports training and surge initiatives as requested.	
8 L	Requires ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials, community groups, and the general public, as necessary.	
9 L	Assists the Physician/Health Authority with correspondence and other paperwork related to Health Authority Orders. Duties may include contacting physician's offices, coordinating conference calls with state and/or other officials, creating documents, and scanning/saving records into an electronic format. Tasks are extremely time sensitive and require attention to detail and confidentiality.	
10 L	Assists the Physician/Health Authority with all clerical aspects of reports of Bloodborne Pathogen Exposures to Public Safety Workers. Tasks may include: contacting the exposed officer and/or source, documenting discussions, scanning/filing incident documentation, creating correspondence, and coordinating conference calls with state and/or other officials. Tasks are extremely time sensitive and require attention to detail and confidentiality.	
11 L	Responsible for processing requests for supplies, travel expenditures, mileage, and other functions related to the grant budget for the Epidemiology staff. Tasks may include: entering requisitions, requesting invoices from vendors, tracking requisitions/purchase orders, keeping inventory on supplies, ordering office supplies, etc.	
12 L	Performs essential functions that will ensure compliance with internal and external audits.	
13 L	Appropriately allocates and documents their work hours spent in accomplishing grant deliverables.	
14 L	Performs other duties as required by the Department of State Health Services.	
15 L	May be activated to perform other duties as needed in a disaster or emergency situation.	

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	High school diploma or GED certificate. Work requires a knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical, or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of one-year experience with data entry preferred. Over two years up to and including four years, previous public health or medical administrative experience preferred.
Certifications and Other Requirements	Valid Texas Operator’s Driver’s License , CPR and Shipping of Dangerous Goods certification (must be obtained within 30 days of employment or class availability). Bilingual preferred. Employee must maintain valid any license/certificate held for the duration of employment with the department.
Reading	Work requires the ability to read technical data/information, journals, manuals, and analyze charts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and algebra.
Writing	Work requires the ability to write reports, and documentation in patient charts.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with stakeholders.

January 11, 2011

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Speaking with patient/family
Sitting	F	Deskwork, meetings, driving
Walking	F	Inter-department, clinic
Lifting	F	Boxes, medical supplies, ice chest
Carrying	O	Files, boxes, medical supplies, ice chest containing vaccines or IG
Pushing/Pulling	O	Supply cart, equipment
Reaching	O	For supplies, stock supplies
Handling	F	Paperwork, patients
Fine Dexterity	F	Computer keyboard
Kneeling	O	Filing, stock supplies, retrieve supplies
Crouching	F	For supplies
Crawling	R	To retrieve serial numbers of desks and hardware for inventory
Bending	F	For supplies
Twisting	F	For supplies
Climbing	O	Stairs, into van
Balancing	R	Climbing stairs with supplies, into van
Vision	C	Reading, computer monitor, patients, teaching/training
Hearing	C	Communicating with personnel and general public, telephone, patients
Talking	C	Communicating with personnel and general public, telephone, patients
Foot Controls	R	Driving
Other (specify)	R	Disaster/Emergent situations
Personal Protective Equipment (PPE)	R up to C	Wear N95 mask, gloves, PPE as indicated; care for contagious patients

January 11, 2011

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, cart, adding machine/calculator, typewriter, receipt books, shot cards, telephone, computer and related software, printer, copier, scanner, shredder

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Extreme Temperatures	S	Office Environment	X
Chemical Hazards	N	Noise and Vibration	D	Warehouse	
Electrical Hazards	N	Wetness/Humidity	S	Shop	
Fire Hazards	N	Respiratory Hazards	S	Vehicle	X
Explosives	N	Physical Hazards	N	Outdoors	
Communicable Diseases	D			Rec/Nghbrhd Center	
Physical Danger or Abuse	S			Other (see 2 below)	X
Other (see 1 below)	S				

- (1) Disaster/Emergent Event
- (2) Community Settings

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, N-95 mask, CPR shields, personal protective equipment as indicated

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

(3)

January 11, 2011

**SIGNATURES—REVIEW AND COMMENT:**

I understand that all CCHCS employees are expected to cross-train in different areas within the department. I also understand that CCHCS employees are required to follow all County and department policies and procedures, and are expected to abide by the CCHCS Code of Ethics. I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

**Job Title: Chief Epidemiologist**

**Department:** Health Care Services Job Grade #: 514  
**Immediate Supervisor:** Health Care Administrative Manager  
 Physician (Health Authority/Medical Director)

**BRIEF DESCRIPTION OF THE JOB:**

Performs advanced level professional and administrative work and functions as a highly skilled, technical expert in the field of epidemiology or public health under the general administrative supervision of a higher level health professional. Performs related duties as required. All CCHCS employees are expected to cross-train in different areas within the department. CCHCS employees are required to follow all County and department policies and procedures, and abide by the CCHCS Code of Ethics.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code	ESSENTIAL FUNCTIONS	
1	S	Coordinates epidemiology services and disease intervention, provides epidemiologic consultation, develops plans for and monitors disease detection, bioterrorism, prevention and control.
2	S	Reviews health policy, legislation, health resources, health and demographic data, infrastructure and services to determine impact of disease prevention, control, and response.
3	S	Analyzes available data on disease and health in Collin County and prepares epidemiological and statistical reports and summaries.
4	S	Provides quality assurance review of the NEDSS data and in-house databases. Arranges for the HAN/PHIN/Epi X communications, emails and alerts to responders, providers, and other epidemiologists at the state, regional, and local levels to educate, inform, and notify them of outbreak(s), emergent situations, and case levels as appropriate. Provides support for writing of infectious disease response/preparedness plan(s).
5	S	Provides training to county and local officials, educates the public, analyzes and develops protocols.
6	S	Evaluates and implements emergency planning, communication and monitoring programs. Provides availability and access for emergent and surge conditions.
7	S	Provides administrative support and oversight of the epidemiology program.
8	S	Reviews contact investigations for quality assurance purposes and for expansion of the contact investigation if critical to protect the public's health. Reviews medical histories and records, consent forms, and other required information, and sends required information to the TX Department of State Health Services, as needed.

Physical Strength Code		ESSENTIAL FUNCTIONS
9	S	Provides quality assurance (QA) review of the epidemiology and disease specific databases. Establishes, monitors, and reviews a QA process to support quality administration and execution of patient files, infectious disease processes, and audit reviews. Supports and reviews the data entry quality for quarterly program meetings.
10	S	Receives reports of cases or labs related to notifiable conditions reported by physicians, hospitals, and other healthcare providers. Completes and forwards the appropriate forms for the Texas Department of State Health Services, investigates cases and outbreaks as necessary, arranges for prophylaxis as necessary to protect the public, collaborates with the medical examiner, community physicians, infectious control preventionists, and other community partners on cases and/or projects, networks with families and close contacts according to the nature of the outbreak, networks with other providers, and reports findings to the Texas Department of State Health Services.
11	S	Educates and informs the public, providers, and other health departments and emergency management in emergent conditions under the guidance of the Health Authority.
12	L	Performs essential functions that will ensure compliance with internal and external audits.
13	L	Appropriately allocates and documents their work hours spent in accomplishing grant deliverables.
14	L	Performs other duties as required by the Department of State Health Services
15	L	May be activated to perform other duties as needed in a disaster or emergency situation.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a general professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study in epidemiology, public health, or closely related field from an accredited college or university. Bachelor’s degree in public health related field from an accredited college or university with related training certifications in epidemiology or related public health field.
Experience	With Masters’ degree, at least two years experience in epidemiology or a closely related field are preferred. With Bachelor’s degree, at least three years experience in epidemiology or a closely related field are preferred.
Certifications and Other Requirements	Valid Texas Operator’s Driver’s License , CPR and Shipping of Dangerous Goods certification, (must be obtained within 30 days of employment or class availability). Employee must maintain valid any license\certificate held for the duration of employment with the department.
Reading	Work requires the ability to read current principles, practices, methods, literature and new developments in the field of community disease control.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and the ability to develop, maintain, manipulate and analyze databases of statistical information.
Writing	Work requires the ability to compile and analyze epidemiologic data and prepare reports, and make complex medical information understandable to the general public.
Managerial	Planning responsibilities include time management, overseeing staff activities, creating assignments, defining job functions, assessing of capacity, and creating long-range program goals.
Budget Responsibility	Work requires the ability to work within and monitor status of grant-funded program.
Supervisory / Organizational Control	Supervision of administrative personnel and project consultants.
Complexity	Work is of the broadest scope, dealing with highly complex concepts and issues of great importance to the County. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Work requires the ability to maintain effective working relationships with staff, other health districts/departments, colleagues, public and private officials and community groups, and the general public. Work requires the ability to communicate effectively with large groups and general public.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, faxing
Sitting	F	Deskwork, meetings, driving
Walking	F	Inter-department
Lifting	F	Files, charts, office supplies, books, boxes
Carrying	O	Files, boxes, ice chest containing vaccines
Pushing/Pulling	O	Supply cart, equipment
Reaching	O	For supplies, stock supplies, files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, writing
Kneeling	O	Filing, stock supplies, retrieve supplies, retrieve items from lower shelves
Crouching	F	Filing, stock supplies, retrieve supplies, retrieve items from lower shelves
Crawling	R	
Bending	O	For supplies, filing in lower drawers
Twisting	O	For supplies
Climbing	O	Stairs, into van
Balancing	R	Climbing stairs with supplies, into van
Vision	C	Reading, computer monitor, teaching/training
Hearing	C	Communicating with personnel and general public, telephone
Talking	C	Communicating with personnel and general public, telephone
Foot Controls	N	
Other (specify)	R	Disaster/Emergent situations
Personal Protective Equipment (PPE)	R up to C	Wear N95 mask, gloves, PPE as indicated; care for contagious patients

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, cart, adding machine/calculator, typewriter, receipt books, shot cards, telephone, computer and related software, printer, copier, scanner, shredder

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Extreme Temperatures	S	Office Environment	X
Chemical Hazards	N	Noise and Vibration	D	Warehouse	
Electrical Hazards	N	Wetness/Humidity	S	Shop	
Fire Hazards	N	Respiratory Hazards	S	Vehicle	
Explosives	N	Physical Hazards	N	Outdoors	
Communicable Diseases	D			Rec/Nghbrhd Center	
Physical Danger or Abuse	S			Other (see 2 below)	X
Other (see 1 below)	S				

- (1) Disaster/Emergency Event
- (2) Community Settings

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, N-95 mask, CPR shields, personal protective equipment as indicated

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

(3)

**SIGNATURES—REVIEW AND COMMENT:**

I understand that all CCHCS employees are expected to cross-train in different areas within the department. I also understand that CCHCS employees are required to follow all County and department policies and procedures, and are expected to abide by the CCHCS Code of Ethics. I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

January 11, 2011

**Job Title: Health Care Analyst—Epidemiology**

**Department:** Health Care Services **Job Grade #:** 536  
**Immediate Supervisor:** Chief Epidemiologist  
 Health Care Administrative Manager  
 Physician (Health Authority/Medical Director)

**BRIEF DESCRIPTION OF THE JOB:**

Assists Epidemiologist in taking accurate and thorough verbal, written, and web based infectious disease reports, gathering appropriate data pertaining to disease investigations, conducting disease investigations, and entering data into department databases and other disease surveillance systems. Performs related duties as required. All CCHCS employees are expected to cross-train in different areas within the department. CCHCS employees are required to follow all County and department policies and procedures, and abide by the CCHCS Code of Ethics.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 L	Addresses reports of public health-related concerns and laboratory reports from hospitals, providers, physicians, nurses, school nurses, and the public by accessing/researching current information on communicable diseases, obtaining concise histories from clients, networking with other medical providers regarding questions and issues, and accessing and evaluating client’s records.
2 L	Investigates disease reports following the TX Department of State Health Services (DSHS) guidelines, obtains medical histories, records, consent forms and other required information, sends notifications/certified letters to affected patients, provides education, screens and notifies cases and their close contacts of the disease reporting requirements as well as the possible need for prophylaxis, immunizations, or follow up care. Able to record some health data and exercise considerable discretion and confidentiality in handling medical files and information.
3 L	Coordinates provision immunizations and administration of prophylactic medications. Provides rabies post-exposure prophylaxis and manages rabies HRIG and vaccine inventory in cooperation with DSHS zoonotic staff.
4 L	Coordinates and collects specimens and shipping for epidemiological investigations.
5 L	Maintains appropriate records/documents, and filing for case and grant documentation per instructions of Chief Epidemiologist.

January 11, 2011

Physical Strength Code	ESSENTIAL FUNCTIONS	
6 L	Maintains filing of the Epidemiology disease reports, records, and cases. Promptly notifies appropriate jurisdiction or facility of a notifiable condition reported to CCHCS but belonging to their jurisdiction. Monitor incidence on influenza. Maintain data from infectious disease reports in appropriate spreadsheet documentation.	
7 L	Assists with writing and distributing epidemiology newsletters, faxes, PHIN/HAN alerts and emails as per the Chief Epidemiologist and/or Health Authority based on the need to share information with stakeholders. Updates contact database and surveillance databases as appropriate. All alerts must be authorized and approved by Health Authority and Health Care Administrative Manager.	
8 L	Assists with planning and coordinating epidemiological services in health emergencies or bioterrorism outbreak as needed to ensure and maintain community/public health. Participates in CCHCS surge training with capacity to provide DOT surge and any other backup as needed. Supports training and surge initiatives as requested.	
9 L	Provides Epidemiological surveillance (HIV/AIDS/STDs/TB/mortality/ME review) backup as needed to support report generation and data requests.	
10 L	Assists nursing staff, Health Care Authority, Environmental Health and Epidemiologist, as necessary, in field investigations consisting of home/hospital visits, routine monitoring and disease surveillance issues.	
11 L	Assists with 'on call' Epidemiology duties such as: Epidemiology consultations, accepting after hour calls related to disease/bloodborne pathogen reporting, rabies dispensing, etc...	
12 L	Performs essential functions that will ensure compliance with internal and external audits.	
13 L	Appropriately allocates and documents their work hours spent in accomplishing grant deliverables.	
14 L	Performs other duties as required by the Department of State Health Services.	
15 L	May be activated to perform other duties as needed in a disaster or emergency situation.	

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific technical nature, which may be obtained with a two year associate's degree, diploma or equivalent from a college, university, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Graduation with a health- or public health-related degree(s) preferred; however experience may substitute for education.
Experience	Two or more years experience in epidemiology, immunizations, public health or other related public health field preferred.
Certifications and Other Requirements	Certification or degree in epidemiology or public health-related degree program preferred. Valid Texas Operator's Driver's License , CPR and Shipping of Dangerous Goods certification (must be obtained within 30 days of employment or class availability). Bilingual preferred. Employee must maintain valid any license\certificate held for the duration of employment with the department.
Reading	Work requires the ability to read technical data/information, journals, manuals, and analyze charts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and algebra.
Writing	Work requires the ability to write reports, and documentation in patient charts.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with stakeholders.

January 11, 2011

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Patient care, administering immunizations, speaking with patient/family
Sitting	C	Deskwork, meetings, driving
Walking	F	Inter-department, clinic
Lifting	F	Children, boxes, medical supplies, ice chest
Carrying	O	Files, boxes, medical supplies, ice chest containing vaccines or immunoglobulin.
Pushing/Pulling	O	Supply cart, equipment
Reaching	O	For supplies, stock supplies
Handling	F	Paperwork, patients
Fine Dexterity	F	Computer keyboard, immunizations
Kneeling	O	Filing, stock supplies, retrieve supplies
Crouching	F	For supplies
Crawling	R	Locating and reading identification numbers/serial numbers on County inventory/equipment
Bending	F	For supplies
Twisting	F	For supplies
Climbing	O	Stairs, into van
Balancing	R	Climbing stairs with supplies, into van
Vision	C	Reading, computer monitor, teaching/training
Hearing	C	Communicating with personnel and general public, telephone, patients
Talking	C	Communicating with personnel and general public, telephone, patients
Foot Controls	R	Driving
Other (specify)	R	Disaster/Emergent situations
Personal Protective Equipment (PPE)	R up to C	Wear N95 mask, gloves, PPE as indicated; care for contagious patients

January 11, 2011

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, cart, adding machine/calculator, typewriter, receipt books, shot cards, telephone, computer and related software, printer, copier, scanner, shredder

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Extreme Temperatures	S	Office Environment	X
Chemical Hazards	N	Noise and Vibration	D	Warehouse	
Electrical Hazards	N	Wetness/Humidity	S	Shop	
Fire Hazards	N	Respiratory Hazards	S	Vehicle	X
Explosives	N	Physical Hazards	N	Outdoors	
Communicable Diseases	D			Rec/Nghbrhd Center	
Physical Danger or Abuse	S			Other (see 2 below)	X
Other (see 1 below)	N				

- (1) Disaster/Emergent Event
- (2) Community Setting

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, N-95 mask, CPR shields, personal protective equipment as indicated

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

(3)

January 11, 2011

**SIGNATURES—REVIEW AND COMMENT:**

I understand that all CCHCS employees are expected to cross-train in different areas within the department. I also understand that CCHCS employees are required to follow all County and department policies and procedures, and are expected to abide by the CCHCS Code of Ethics. I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_

\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

## Collin County Job Description Administrative Secretary (PHEP)

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	534
<b>Supervises</b>	n/a	<b>Job Code</b>	

**Summary:** Under general supervision of the Health Care Coordinator, provides administrative support to the Public Health Emergency Preparedness (PHEP) team. Performs related duties as required. All CCHCS employees are expected to cross-train in different areas within the department. CCHCS employees are required to follow all County and department policies and procedures, and abide by the CCHCS Code of Ethics.

Job Functions by Assignment		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Provides administrative support by composing and/or preparing correspondence, reports, presentations, slides, spreadsheets, etc as needed by the PHEP team.	30%	Essential
Supports PHEP team in producing and compiling documentation of program activities to ensure the program passes all financial, contract, and program audits.	10%	Essential
Responsible for processing requests for supplies, travel expenditures, mileage, and other functions related to the grant budget for the PHEP staff. Tasks may include: entering requisitions, requesting invoices from vendors, tracking requisitions/purchase orders, keeping inventory on supplies, ordering office supplies, etc.	40%	Essential
Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Participates in and assists others in coordinating activities associated with public health preparedness including, but not limited to, meetings with stakeholders, drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Appropriately allocates and documents their work hours spent in accomplishing grant deliverables. Responsible for compiling documentation related to grant match activities, such as processing volunteer timesheets.	5%	Essential
Performs other duties as required by the Department of State Health Services. May be activated to perform other duties as needed in a disaster or emergency situation.	<1%	Essential
<b>Other duties as assigned.</b>		

## Collin County Job Description Administrative Secretary (PHEP)

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	534
<b>Supervises</b>	n/a	<b>Job Code</b>	

Job Qualifications	
<b>Education</b>	High school diploma or GED certificate. Work requires a knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical, or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
<b>Licenses/Certifications</b>	Valid Texas Operator's Driver's License , CPR and Shipping of Dangerous Goods certification (must be obtained within 30 days of employment or class availability). Bilingual preferred. Employee must maintain valid any license\certificate held for the duration of employment with the department.
<b>Experience</b>	Minimum of one-year experience with data entry preferred. Over two years up to and including four years, previous public health or medical administrative experience preferred.
<b>Reading</b>	Work requires the ability to read technical data/information, journals, manuals, and analyze charts.
<b>Writing</b>	Work requires the ability to write reports, and documentation in patient charts.
<b>Math</b>	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and algebra.
<b>Analytical Skills</b>	Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
<b>Decision making</b>	Must have sound judgment and be trusted to work with minimal supervision.
<b>Job Complexity/ Judgment</b>	Work consists of routine tasks and may require the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
<b>Interpersonal Skills</b>	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Displays professional conduct towards city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public.
<b>Equipment &amp; Software Skills</b>	Work requires proficiency of using web browsers and beginning to intermediate level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook.
<b>Supervision</b>	Job has no responsibility for the direction or supervision of others.
<b>Budget Responsibilities</b>	n/a
<b>Other</b>	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

## Collin County Job Description Administrative Secretary (PHEP)

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	534
<b>Supervises</b>	n/a	<b>Job Code</b>	

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
<b>Must meet deadlines</b>	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
<b>Make immediate decisions</b>	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
<b>Respond to emergency and/or crisis</b>	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
<b>Frequent shifts of attention</b>	Ability to switch from one task to another, sometimes without notice.
<b>Frequent interruptions</b>	Perform with frequent interruptions or distractions.
<b>Comprehend and follow instructions</b>	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
<b>Prioritization of tasks</b>	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
<b>Must speak in front of a group</b>	n/a
<b>Perform complex and varied tasks</b>	Performs a wide range of tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
<b>Compose original documents</b>	Memos, correspondence, training documents, reports, audit documentation, etc.
<b>Complex work such as research, analysis, etc.</b>	n/a
<b>Handle sensitive and confidential information</b>	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
<b>Problem-solving</b>	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

## Collin County Job Description Administrative Secretary (PHEP)

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	534
<b>Supervises</b>	n/a	<b>Job Code</b>	

Physical Demand Category			
<p><b>During typical work days:</b>  <b>Work:</b> Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p>			
<p><b>During Drills/Exercises/Events (a few times a year):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p>			
<p><b>During Public Health or Other Emergencies (unpredictable):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	
Standing	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

## Collin County Job Description Administrative Secretary (PHEP)

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	534
<b>Supervises</b>	n/a	<b>Job Code</b>	

<b>Bending/twisting neck</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
<b>Bending forwards/sideways at waist</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Squatting</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Climbing</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Kneeling</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Crawling</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Grasping</b>	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
<b>Foot controls</b>	Frequently	Traveling to attend conferences, meetings, or trainings.
<b>Fine hand movements - one hand</b>	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
<b>Fine hand movements - both hands</b>	Frequently	Using keyboard.
<b>Pushing/pulling with one hand</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Pushing/pulling with both hands</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Reaching above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Reaching below shoulder height</b>	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
<b>Lifting items above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Lifting/moving items weighing 0-10 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 11-25 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 26-50 pounds</b>	Frequently	Lifting, carrying, or moving equipment for drills.
<b>Lifting/moving items weighing 51-75 pounds</b>	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing 76-100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

## Collin County Job Description Administrative Secretary (PHEP)

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	534
<b>Supervises</b>	n/a	<b>Job Code</b>	

<b>Lifting/moving items weighing over 100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
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Environmental Factors	
Factor	Explanation
<b>Noise</b>	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold

Equipment Used	
Description	Explanation
<b>Office equipment</b>	Computer, copier, printer, fax machine, scanner, and phone.
<b>Drill/training equipment</b>	Totes with medical and office supplies, radios, CPR manikins.
<b>Vehicle</b>	County vehicle to travel to off-site locations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

**Department Head Name: (Printed)** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name: (Printed)** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name: (Printed)** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Collin County Job Description PHEP Coordinator

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Exempt
<b>Direct Supervisor</b>	Health Care Services Coordinator	<b>Grade</b>	515
<b>Supervises</b>	None or PHEP Planner and/or PHEP Specialist as appropriate	<b>Job Code</b>	100088

**Summary:** Under the general direction of the Health Care Services Department (local health department), employee is responsible for development, strategic planning, implementation, tracking, reporting, coordination and evaluation of Collin County's Public Health Emergency Preparedness (PHEP) Program. Following state and federal guidelines, employee supports and facilitates the activities of the PHEP, Cities Readiness Initiative (CRI) employees as well as Medical Reserve Corps (MRC) volunteers. Supervises department employees as assigned.

<b>Job Functions</b>		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
<b>Function</b>	<b>Percent of Time</b>	<b>Essential / Non-Essential</b>
Directs and coordinates Collin County's Public Health Emergency Preparedness activities, to include pre-emergency planning, emergency response, and post emergency functions related to public health emergencies. Develops, directs, and communicates PHEP plans, manuals, and standard operating procedures within the scope of local, state, and federal guidelines and regulations so as to meet grant contract requirements.	30%	Essential
Implements emergency planning, communication, policies, procedures, monitoring systems, applications, software, techniques, and tools to fulfill PHEP deliverables. . Evaluates programs, identifies gaps in policies, training, documentation, volunteer participation, and develops practical solutions to eliminate deficiencies in program performance. Monitors compliance of activities with grant contract requirements to ensure the program passes all financial, contract, and program audits. Responsible for the overall completeness and accuracy of audit documentation of PHEP and CRI grants.	20%	Essential
Meets with other health departments, city and county officials, school officials, healthcare agencies, community stakeholders, volunteer organizations, and first responders to aid in public health preparedness planning, response and recovery operations. Attends or conducts meetings to discuss, network, and coordinate emergency response protocols. Able to clearly communicate PHEP objectives while representing the county and department in a positive and professional manner. Oversees, directs, develops, and participates in trainings and presentations to the public, schools, community groups, and organizations relevant to public health preparedness, planning, and response. Coordinates plans and conducts emergency preparedness and response training, periodic disaster drills, and exercises with the Medical Reserve Corps, stakeholders, and other partners in accordance with grant contract guidelines.	10%	Essential
As directed, employee may assist or participate in supervisory tasks such as managing team schedules, interviewing, documenting employee performance, and providing training to staff. Other responsibilities may include assigning tasks to team members, coordinating workloads, monitoring the quality and quantity of work, ensuring deadlines are met, and answering questions in harmony with grant guidelines and department policy and procedures.	10%	Essential
Following the direction of their supervisor or designee, employee is expected to compile, and submit complete and accurate applications and/or budgets for PHEP and related grants on behalf of the county in a timely fashion. Proposes and tracks expenditures, processes requisitions and invoices, prepares financial progress reports, and assists staff in preparing grant reports. Works with department and county staff to generate quotes and product specifications from vendors for program equipment and supplies. Collaborates with department staff, as well as the Auditor's and Purchasing offices to maintain an accurate inventory of the program's assets.	30%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
<b>Other duties as assigned.</b>		

## Collin County Job Description PHEP Coordinator

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Exempt
<b>Direct Supervisor</b>	Health Care Services Coordinator	<b>Grade</b>	515
<b>Supervises</b>	None or PHEP Planner and/or PHEP Specialist as appropriate	<b>Job Code</b>	100088

Job Qualifications	
<b>Education</b>	High school diploma required. Bachelor's degree or higher education preferred or equivalent experience in management.
<b>Licenses/Certifications</b>	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
<b>Experience</b>	Must have at least two years of related experience in management and implementing policies and procedures; Public administration or emergency management highly desirable.
<b>Reading</b>	Work requires the ability to read, explain, and apply core program standards based on federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, and safety requirements.
<b>Writing</b>	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision.
<b>Math</b>	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
<b>Analytical Skills</b>	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
<b>Decision making</b>	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
<b>Job Complexity/ Judgment</b>	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
<b>Interpersonal Skills</b>	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
<b>Equipment &amp; Software Skills</b>	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
<b>Supervision</b>	May function as a first-line supervisor with responsibilities such as interviewing, recommending for hire, documenting performance, assessing and completing annual performance reviews, and carrying out progressive discipline actions. Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
<b>Budget Responsibilities</b>	Works in coordination with supervisor or designee to plan, submit, monitor, and manage the program's grant budget(s).
<b>Other</b>	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

## Collin County Job Description PHEP Coordinator

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Exempt
<b>Direct Supervisor</b>	Health Care Services Coordinator	<b>Grade</b>	515
<b>Supervises</b>	None or PHEP Planner and/or PHEP Specialist as appropriate	<b>Job Code</b>	100088

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
<b>Must meet deadlines</b>	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
<b>Make immediate decisions</b>	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
<b>Respond to emergency and/or crisis</b>	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
<b>Frequent shifts of attention</b>	Ability to switch from one task to another, sometimes without notice.
<b>Frequent interruptions</b>	Perform with frequent interruptions or distractions.
<b>Comprehend and follow instructions</b>	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
<b>Prioritization of tasks</b>	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
<b>Must speak in front of a group</b>	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
<b>Perform complex and varied tasks</b>	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
<b>Compose original documents</b>	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
<b>Complex work such as research, analysis, etc.</b>	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
<b>Handle sensitive and confidential information</b>	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
<b>Problem-solving</b>	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

## Collin County Job Description PHEP Coordinator

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Exempt
<b>Direct Supervisor</b>	Health Care Services Coordinator	<b>Grade</b>	515
<b>Supervises</b>	None or PHEP Planner and/or PHEP Specialist as appropriate	<b>Job Code</b>	100088

Physical Demand Category			
<p><b>During typical work days:</b>  <b>Work:</b> Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p>			
<p><b>During Drills/Exercises/Events (a few times a year):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p>			
<p><b>During Public Health or Other Emergencies (unpredictable):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

## Collin County Job Description PHEP Coordinator

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Exempt
<b>Direct Supervisor</b>	Health Care Services Coordinator	<b>Grade</b>	515
<b>Supervises</b>	None or PHEP Planner and/or PHEP Specialist as appropriate	<b>Job Code</b>	100088

<b>Standing</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.
<b>Bending/twisting neck</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
<b>Bending forwards/sideways at waist</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Squatting</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Climbing</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Kneeling</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Crawling</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Grasping</b>	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
<b>Foot controls</b>	Frequently	Traveling to attend conferences, meetings, or trainings.
<b>Fine hand movements - one hand</b>	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
<b>Fine hand movements - both hands</b>	Frequently	Using keyboard.
<b>Pushing/pulling with one hand</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Pushing/pulling with both hands</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Reaching above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Reaching below shoulder height</b>	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
<b>Lifting items above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Lifting/moving items weighing 0-10 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 11-25 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.

## Collin County Job Description PHEP Coordinator

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Exempt
<b>Direct Supervisor</b>	Health Care Services Coordinator	<b>Grade</b>	515
<b>Supervises</b>	None or PHEP Planner and/or PHEP Specialist as appropriate	<b>Job Code</b>	100088

<b>Lifting/moving items weighing 26-50 pounds</b>	Frequently	Lifting, carrying, or moving equipment for drills.
<b>Lifting/moving items weighing 51-75 pounds</b>	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing 76-100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing over 100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold.

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.
Drill/training equipment	Totes with medical and office supplies, radios, CPR manikins
Vehicle	County vehicle to travel to off-site locations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

Department Head Name: (Printed) \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: (Printed) \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: (Printed) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Collin County Job Description PHEP Planner

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	538
<b>Supervises</b>	n/a	<b>Job Code</b>	100141

**Summary:** Under general supervision of the Health Care Coordinator, develops, coordinates, and maintains public health emergency response plans for Collin County. Assists in the training of staff and other response volunteers to maintain readiness.

Job Functions		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Writes and maintains public health emergency response plans for Collin County to address bioterrorism, infectious diseases, and public health emergency response as required by local, state, and federal law. Conducts research on local public health issues, compiles and evaluates findings, and writes and/or revises materials and plans based on the specific findings. Periodically reviews plans and updates as needed so as to meet grant contract requirements. .	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	20%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency and updating department website.	10%	Essential
Identifies deliverables for grant funding and assists in the development of grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
<b>Other duties as assigned.</b>		

## Collin County Job Description PHEP Planner

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	538
<b>Supervises</b>	n/a	<b>Job Code</b>	100141

Job Qualifications	
<b>Education</b>	High school diploma or equivalency required. Bachelor's degree preferred or equivalent experience.
<b>Licenses/Certifications</b>	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
<b>Experience</b>	A minimum of two years' experience in public health, planning, and/or emergency management/preparedness is preferred. HSEEP (Homeland Security Exercise and Evaluation Program) experience a plus.
<b>Reading</b>	Work requires the ability to read federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, blueprints, diagrams, and safety requirements.
<b>Writing</b>	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision. Required to analyze health policies, legislation, health resources, infrastructure and services in order to determine the impact of public health emergency activities and the response required.
<b>Math</b>	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
<b>Analytical Skills</b>	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
<b>Decision making</b>	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
<b>Job Complexity/ Judgment</b>	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
<b>Interpersonal Skills</b>	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
<b>Equipment &amp; Software Skills</b>	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
<b>Supervision</b>	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
<b>Budget Responsibilities</b>	No budget responsibility.
<b>Other</b>	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

## Collin County Job Description PHEP Planner

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	538
<b>Supervises</b>	n/a	<b>Job Code</b>	100141

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
<b>Must meet deadlines</b>	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
<b>Make immediate decisions</b>	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
<b>Respond to emergency and/or crisis</b>	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
<b>Frequent shifts of attention</b>	Ability to switch from one task to another, sometimes without notice.
<b>Frequent interruptions</b>	Perform with frequent interruptions or distractions.
<b>Comprehend and follow instructions</b>	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
<b>Prioritization of tasks</b>	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
<b>Must speak in front of a group</b>	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
<b>Perform complex and varied tasks</b>	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
<b>Compose original documents</b>	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
<b>Complex work such as research, analysis, etc.</b>	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
<b>Handle sensitive and confidential information</b>	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
<b>Problem-solving</b>	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

## Collin County Job Description PHEP Planner

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	538
<b>Supervises</b>	n/a	<b>Job Code</b>	100141

Physical Demand Category			
<p><b>During typical work days:</b>  <b>Work:</b> Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p> <p><b>During Drills/Exercises/Events (a few times a year):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p> <p><b>During Public Health or Other Emergencies (unpredictable):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

## Collin County Job Description PHEP Planner

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	538
<b>Supervises</b>	n/a	<b>Job Code</b>	100141

<b>Standing</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.
<b>Bending/twisting neck</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
<b>Bending forwards/sideways at waist</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Squatting</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Climbing</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Kneeling</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Crawling</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Grasping</b>	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
<b>Foot controls</b>	Frequently	Traveling to attend conferences, meetings, or trainings.
<b>Fine hand movements - one hand</b>	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
<b>Fine hand movements - both hands</b>	Frequently	Using keyboard.
<b>Pushing/pulling with one hand</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Pushing/pulling with both hands</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Reaching above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Reaching below shoulder height</b>	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
<b>Lifting items above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Lifting/moving items weighing 0-10 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 11-25 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 26-50 pounds</b>	Frequently	Lifting, carrying, or moving equipment for drills.

## Collin County Job Description PHEP Planner

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	538
<b>Supervises</b>	n/a	<b>Job Code</b>	100141

<b>Lifting/moving items weighing 51-75 pounds</b>	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing 76-100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing over 100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

Environmental Factors	
Factor	Explanation
<b>Noise</b>	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold.

Equipment Used	
Description	Explanation
<b>Office equipment</b>	Computer, copier, printer, fax machine, scanner, and phone.
<b>Drill/training equipment</b>	Totes with medical and office supplies, radios, CPR manikins
<b>Vehicle</b>	County vehicle to travel to off-site locations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

**Department Head Name: (Printed)** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name: (Printed)** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name: (Printed)** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

**Summary:** Under general supervision of the Health Care Coordinator, participates in project planning and coordination with public and private sector organizations for emergency preparedness, specifically with management of Medical Reserve Corps (MRC) volunteers or performing City Readiness Initiative (CRI) grant activities. Provides logistical support and assistance in PHEP planning, workshops, meetings, trainings, and exercises. Assists in the training of staff and other response volunteers to maintain readiness.

Job Functions by Assignment – City Readiness Initiative		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Plans and coordinates open (public) and private (closed) Points of Dispensing (POD) in preparation for a public emergency. Recruits local businesses, churches, schools, and local governments to become PODs and provides assistance to organization by assisting with plan design, training, and providing volunteers to staff POD in the event of an emergency. Conducts quarterly POD drills and prepares reports identifying issues in emergency plans and areas of needed improvement.	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	25%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Identifies deliverables for grant funding and assists in the development of CRI grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
<b>Other duties as assigned.</b>		

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

Job Functions by Assignment – Medical Reserve Corps		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Manages and coordinates Medical Reserve Corps (MRC) volunteers through recruitment, registration, credential verification, training, deployment and placement. Develops and manages volunteer policies, procedures, and standards for service. Tracks volunteer activity, maintains accurate records, and provides timely statistical and activity reports on volunteer participation to Collin County and National Medical Reserve Corps.	30%	Essential
Develops and prepares for Medical Reserve Corps (MRC) events such as CPR training, public health fairs, and orientation. Responsible for MRC volunteer preparedness training to include coordinating and scheduling outside vendor training and activities, conducting exercises and drills for volunteers and staff, and organizing volunteer staff meetings. Offers skill-building exercises to assure competency of volunteers.	25%	Essential
Collaborates with community organizations and other MRC programs to design, implement, and recruit for volunteer service opportunities. Promotes MRC to the community via flyers, brochures, and other promotional documents. Creates and publishes quarterly volunteer newsletter and training schedule. Organizes and participates in volunteer recognition programs and special events. Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	20%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	10%	Essential
Conducts research on local public health issues, including those related to training, assessment, planning, infrastructure and bioterrorism. Compiles and evaluates findings from research efforts and writes and revises materials based on the specific findings. Assists with writing and updating plans.	5%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	5%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
<b>Other duties as assigned.</b>		

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

Job Qualifications	
<b>Education</b>	High school diploma required. Bachelor's degree or higher education preferred or equivalent experience.
<b>Licenses/Certifications</b>	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
<b>Experience</b>	Must have at least two years of related experience in management and/or implementing policies and procedures; Public administration or emergency management highly desirable.
<b>Reading</b>	Work requires the ability to read, explain, and apply core program standards based on federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, and safety requirements.
<b>Writing</b>	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision.
<b>Math</b>	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
<b>Analytical Skills</b>	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
<b>Decision making</b>	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
<b>Job Complexity/ Judgment</b>	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
<b>Interpersonal Skills</b>	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
<b>Equipment &amp; Software Skills</b>	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
<b>Supervision</b>	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
<b>Budget Responsibilities</b>	Works in coordination with supervisor or designee to plan, submit, monitor, and manage the program's grant budget(s).
<b>Other</b>	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
<b>Must meet deadlines</b>	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
<b>Make immediate decisions</b>	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
<b>Respond to emergency and/or crisis</b>	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
<b>Frequent shifts of attention</b>	Ability to switch from one task to another, sometimes without notice.
<b>Frequent interruptions</b>	Perform with frequent interruptions or distractions.
<b>Comprehend and follow instructions</b>	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
<b>Prioritization of tasks</b>	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
<b>Must speak in front of a group</b>	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
<b>Perform complex and varied tasks</b>	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
<b>Compose original documents</b>	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
<b>Complex work such as research, analysis, etc.</b>	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
<b>Handle sensitive and confidential information</b>	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
<b>Problem-solving</b>	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

Physical Demand Category			
<p><b>During typical work days:</b>  <b>Work:</b> Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p>			
<p><b>During Drills/Exercises/Events (a few times a year):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p>			
<p><b>During Public Health or Other Emergencies (unpredictable):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	
Standing	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
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<b>Bending/twisting neck</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
<b>Bending forwards/sideways at waist</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Squatting</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Climbing</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Kneeling</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Crawling</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Grasping</b>	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
<b>Foot controls</b>	Frequently	Traveling to attend conferences, meetings, or trainings.
<b>Fine hand movements - one hand</b>	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
<b>Fine hand movements - both hands</b>	Frequently	Using keyboard.
<b>Pushing/pulling with one hand</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Pushing/pulling with both hands</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Reaching above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Reaching below shoulder height</b>	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
<b>Lifting items above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Lifting/moving items weighing 0-10 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 11-25 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 26-50 pounds</b>	Frequently	Lifting, carrying, or moving equipment for drills.
<b>Lifting/moving items weighing 51-75 pounds</b>	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing 76-100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

## Collin County Job Description PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

<b>Lifting/moving items weighing over 100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
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Environmental Factors	
Factor	Explanation
<b>Noise</b>	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold

Equipment Used	
Description	Explanation
<b>Office equipment</b>	Computer, copier, printer, fax machine, scanner, and phone.
<b>Drill/training equipment</b>	Totes with medical and office supplies, radios, CPR manikins.
<b>Vehicle</b>	County vehicle to travel to off-site locations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

**Department Head Name: (Printed)** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name: (Printed)** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name: (Printed)** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Collin County Compensation Plan  
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<b>Exempt Positions</b>				
<b>Job Title</b>	<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Court Administrator	518	81,307	105,879	130,451
Development Services Manager	518	81,307	105,879	130,451
IT Security Officer	518	81,307	105,879	130,451
IT Senior Manager	518	81,307	105,879	130,451
Master Architect	518	81,307	105,879	130,451
System Programming Supervisor	518	81,307	105,879	130,451
Application Administrator	517	74,808	97,411	120,014
Chief Deputy Clerk	517	74,808	97,411	120,014
Emergency Manager	517	74,808	97,411	120,014
Nurse Practitioner	517	74,808	97,411	120,014
Physician Assistant	517	74,808	97,411	120,014
Senior Project Manager	517	74,808	97,411	120,014
Database Administrator	516	68,915	89,723	110,531
Equipment Services Manager	516	68,915	89,723	110,531
HR Manager	516	68,915	89,723	110,531
HRIS/Systems Manager	516	68,915	89,723	110,531
Infrastructure Supervisor	516	68,915	89,723	110,531
Network Engineer	516	68,915	89,723	110,531
Parks And Projects Manager	516	68,915	89,723	110,531
Project Manager	516	68,915	89,723	110,531
Risk Manager	516	68,915	89,723	110,531
SQL Database Analyst	516	68,915	89,723	110,531
Senior Network Administrator	516	68,915	89,723	110,531
Senior System Analyst/Programmer	516	68,915	89,723	110,531
Superintendent Facilities	516	68,915	89,723	110,531
Superintendent Road & Bridge	516	68,915	89,723	110,531
Business Analyst	515	63,494	82,674	101,853
GIS Supervisor	515	63,494	82,674	101,853
IT Security Administrator	515	63,494	82,674	101,853
Network/Systems Administrator	515	63,494	82,674	101,853
Operation Supervisor	515	63,494	82,674	101,853
PHEP Coordinator	515	63,494	82,674	101,853
Parks Manager	515	63,494	82,674	101,853
Public Information Officer	515	63,494	82,674	101,853
System Analyst/Programmer	515	63,494	82,674	101,853
Web Development Programmer	515	63,494	82,674	101,853

**Collin County Compensation Plan  
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<b>Exempt Positions</b>				
<b>Job Title</b>	<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Asst Emergency Mgmt Specialist	514	58,552	76,264	93,975
Building Projects Coordinator	514	58,552	76,264	93,975
Deputy Elections Administrator	514	58,552	76,264	93,975
Epidemiologist	514	58,552	76,264	93,975
Financial Analyst II	514	58,552	76,264	93,975
GIS Analyst	514	58,552	76,264	93,975
Program Administrator	514	58,552	76,264	93,975
Senior Administrator	514	58,552	76,264	93,975
Audio/Visual Administrator	513	54,088	70,431	86,773
Law Librarian	513	54,088	70,431	86,773
Records Management Officer	513	54,088	70,431	86,773
Unified Communication Admin	513	54,088	70,431	86,773
WIC Supervisor	513	54,088	70,431	86,773
Administrative Manager (D.A.)	512	49,996	65,100	80,203
Counselor (Substance Abuse)	512	49,996	65,100	80,203
Court Coordinator	512	49,996	65,100	80,203

**Collin County Compensation Plan  
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<b>Non-Exempt Positions</b>				
<b>Job Title</b>	<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Chief Field Agent	539	60,901	72,593	84,286
Financial Operations Supervisor	539	60,901	72,593	84,286
Health Care Coordinator	539	60,901	72,593	84,286
Nurse (RN)	539	60,901	72,593	84,286
Program Coordinator	539	60,901	72,593	84,286
Financial Analyst	538	55,424	66,069	76,714
Functional Analyst	538	55,424	66,069	76,714
PHEP Planner	538	55,424	66,069	76,714
Probate Administrator	538	55,424	66,069	76,714
Senior Benefits Representative	538	55,424	66,069	76,714
Treasury Administrator	538	55,424	66,069	76,714
Assistant WIC Program Supervisor	537	50,539	60,267	69,993
CAD Operator	537	50,539	60,267	69,993
Criminalist	537	50,539	60,267	69,993
Environmental Construction Specialist	537	50,539	60,267	69,993
Facilities Tech Coordinator	537	50,539	60,267	69,993
Field Agent	537	50,539	60,267	69,993
Fleet Analyst	537	50,539	60,267	69,993
Food Service Supervisor	537	50,539	60,267	69,993
Foreman	537	50,539	60,267	69,993
Human Resources Generalist	537	50,539	60,267	69,993
Indigent Eligibility Specialist	537	50,539	60,267	69,993
Office Coordinator	537	50,539	60,267	69,993
Shop Coordinator	537	50,539	60,267	69,993
Veterans Service Officer	537	50,539	60,267	69,993
Animal Control Supervisor	536	46,251	55,140	64,027
Budget Technician	536	46,251	55,140	64,027
Building Maintenance Technician II	536	46,251	55,140	64,027
Election Supply Coordinator	536	46,251	55,140	64,027
Equipment Technician	536	46,251	55,140	64,027
Events Coordinator	536	46,251	55,140	64,027
Farm Museum Coordinator	536	46,251	55,140	64,027
GIS Coordinator	536	46,251	55,140	64,027
Health Care Analyst	536	46,251	55,140	64,027
Inspector	536	46,251	55,140	64,027
JP Court Administrator	536	46,251	55,140	64,027
Network Support Specialist	536	46,251	55,140	64,027
Parts Specialist	536	46,251	55,140	64,027
Parts Warehouse Supervisor	536	46,251	55,140	64,027
Payroll Coordinator	536	46,251	55,140	64,027
PHEP Specialist	536	46,251	55,140	64,027

**Collin County Compensation Plan  
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<b>Non-Exempt Positions</b>				
<b>Job Title</b>	<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Probate Auditor	536	46,251	55,140	64,027
Public Works Representative	536	46,251	55,140	64,027
Right of Way Coordinator	536	46,251	55,140	64,027
Senior Nutritionist	536	46,251	55,140	64,027
Utilities Manager	536	46,251	55,140	64,027
Assistant Law Librarian	535	42,426	50,578	58,730
Auxiliary Court Liaison	535	42,426	50,578	58,730
Benefits Representative	535	42,426	50,578	58,730
Early Voting Coordinator	535	42,426	50,578	58,730
Guardianship Coordinator	535	42,426	50,578	58,730
Help Desk Support Specialist	535	42,426	50,578	58,730
Lead Clerk	535	42,426	50,578	58,730
Lead Operator	535	42,426	50,578	58,730
Nutritionist	535	42,426	50,578	58,730
Office Administrator	535	42,426	50,578	58,730
Property Tax Liaison	535	42,426	50,578	58,730
Teen Court Coordinator	535	42,426	50,578	58,730
Victim Assistance Coordinator	535	42,426	50,578	58,730
Voter Registration Coordinator	535	42,426	50,578	58,730
Administrative Secretary	534	39,042	46,561	54,078
Animal Control Lead	534	39,042	46,561	54,078
Asset Management Technician	534	39,042	46,561	54,078
Building Maintenance Technician I	534	39,042	46,561	54,078
Case Coordinator	534	39,042	46,561	54,078
ERMS Specialist	534	39,042	46,561	54,078
Geocode Tech Coordinator	534	39,042	46,561	54,078
Housekeeping Coordinator	534	39,042	46,561	54,078
Indigent Care Coordinator	534	39,042	46,561	54,078
Legal Secretary II	534	39,042	46,561	54,078
Mail/Supply Supervisor	534	39,042	46,561	54,078
Nurse (LVN)	534	39,042	46,561	54,078
TB Outreach	534	39,042	46,561	54,078
Voter Registration Analyst	534	39,042	46,561	54,078
A.F.I.S. Technician	533	36,020	42,944	49,869
Accounting Tech	533	36,020	42,944	49,869
Assistant Event Coordinator	533	36,020	42,944	49,869
Control Room Operator	533	36,020	42,944	49,869
Deputy County Clerk II	533	36,020	42,944	49,869
Deputy District Clerk II	533	36,020	42,944	49,869
Deputy Tax Clerk II	533	36,020	42,944	49,869
Equipment Operator	533	36,020	42,944	49,869

**Collin County Compensation Plan  
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<b>Non-Exempt Positions</b>				
<b><u>Job Title</u></b>	<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
Food Service Tech	533	36,020	42,944	49,869
Fuel Transport Agent	533	36,020	42,944	49,869
Human Resources Assistant	533	36,020	42,944	49,869
IT Assistant	533	36,020	42,944	49,869
Inventory Control Clerk	533	36,020	42,944	49,869
Legal Secretary I	533	36,020	42,944	49,869
Payroll Specialist	533	36,020	42,944	49,869
Senior Eligibility Clerk	533	36,020	42,944	49,869
Senior Passport Clerk	533	36,020	42,944	49,869
Shop Technician	533	36,020	42,944	49,869
Title Specialist II	533	36,020	42,944	49,869
Traffic Maintenance Tech	533	36,020	42,944	49,869
Account/Office Clerk	532	33,305	39,713	46,120
Animal Control Officer	532	33,305	39,713	46,120
Assistant Veterans Service Officer	532	33,305	39,713	46,120
Autopsy Technician	532	33,305	39,713	46,120
Collections Clerk	532	33,305	39,713	46,120
Criminal Justice Information Specialist	532	33,305	39,713	46,120
Deputy County Clerk I	532	33,305	39,713	46,120
Deputy District Clerk I	532	33,305	39,713	46,120
Grounds Maintenance Tech	532	33,305	39,713	46,120
Lead Worker	532	33,305	39,713	46,120
Legal Clerk II	532	33,305	39,713	46,120
Medical Assistant	532	33,305	39,713	46,120
Public Services Officer	532	33,305	39,713	46,120
Research Specialist	532	33,305	39,713	46,120
Secretary	532	33,305	39,713	46,120
Title Specialist	532	33,305	39,713	46,120
Truck Driver	532	33,305	39,713	46,120
Veterinary Technician	532	33,305	39,713	46,120
Voter Registration/Elections Clerk II	532	33,305	39,713	46,120
Deputy Tax Clerk I	531	30,903	36,860	42,815
Eligibility Clerk	531	30,903	36,860	42,815
Grounds Keeper	531	30,903	36,860	42,815
Information Clerk/Receptionist	531	30,903	36,860	42,815
Lead Security Guard	531	30,903	36,860	42,815
Legal Clerk I	531	30,903	36,860	42,815
Maintenance Specialist	531	30,903	36,860	42,815
Tech II	531	30,903	36,860	42,815
Vehicle Registration Clerk II	531	30,903	36,860	42,815

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<b>Non-Exempt Positions</b>				
<b><u>Job Title</u></b>	<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
Immunization Service Aid	530	28,785	34,288	39,790
Mail Technician	530	28,785	34,288	39,790
Outreach Specialist	530	28,785	34,288	39,790
Passport Clerk	530	28,785	34,288	39,790
Security Guard	530	28,785	34,288	39,790
Tech I	530	28,785	34,288	39,790
Vehicle Registration Clerk	530	28,785	34,288	39,790
Voter Registration/Elections Clerk	530	28,785	34,288	39,790

**Collin County Compensation Plan  
2018**

<b>Legal Positions</b>				
<b><u>Job Title</u></b>	<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
1st Assistant District Attorney	591	136,603	162,819	189,036
2nd Assistant District Attorney	588	112,054	133,568	155,083
Chief Appellate Attorney	588	112,054	133,568	155,083
Chief MHMC Attorney	588	112,054	133,568	155,083
Chief Felony Prosecutor	587	103,045	122,856	142,666
Legal Advisor	587	103,045	122,856	142,666
Felony Appellate Attorney	584	80,716	96,217	111,718
Felony Prosecutor	584	80,716	96,217	111,718
Chief Misdemeanor Prosecutor	583	74,523	88,828	103,132
Misdemeanor Prosecutor	580	58,957	70,317	81,677

**Collin County Compensation Plan  
2018**

**Law Enforcement Exempt Positions**

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Deputy	575	100,923	118,080	135,235
Fusion Center Director	574	93,445	109,336	125,226
Jail Administrator	574	93,445	109,336	125,226
Chief Criminal Investigator (DA)	573	86,509	101,232	115,954
Commander	573	86,509	101,232	115,954
Captain	572	79,743	93,310	106,877
Deputy Chief Investigator (DA)	572	79,743	93,310	106,877
Fire Marshal	572	79,743	93,310	106,877
Chief Deputy Constable	570	68,651	80,337	92,021
Lieutenant	570	68,651	80,337	92,021

**Law Enforcement Non-Exempt Positions**

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Sergeant	558	64,648	75,652	86,655
Criminal Investigator	557	60,574	70,883	81,192
Deputy Fire Marshal	557	60,574	70,883	81,192
Felony Investigator (DA)	557	60,574	70,883	81,192
Inmate Program Coordinator	557	60,574	70,883	81,192
Jail Case Coordinator	557	60,574	70,883	81,192
Public Safety Comm Manager	557	60,574	70,883	81,192
Research Analyst	557	60,574	70,883	81,192
Deputy Constable II	556	56,800	66,450	76,099
Deputy Sheriff	556	56,800	66,450	76,099
Investigator	556	56,800	66,450	76,099
Jail Sergeant	556	56,800	66,450	76,099
Misdemeanor Investigator (DA)	556	56,800	66,450	76,099
Deputy Constable	555	52,999	62,016	71,032
Deputy Sheriff - Recruit	555	52,999	62,016	71,032
Court Officer	554	49,225	57,571	65,918
Courthouse Deputy	554	49,225	57,571	65,918
Assistant Communications Supervisor	553	46,394	54,294	62,192
Community Corrections Officer	553	46,394	54,294	62,192
Crim Justice Info Supervisor	553	46,394	54,294	62,192
Jail Case Officer	553	46,394	54,294	62,192
Transfer Officer	552	43,190	50,530	57,871
Dispatcher	551	40,358	47,227	54,096
Detention Officer	550	37,701	45,377	53,052

**Collin County Compensation Plan  
2018**

<b>Legal Entities Outside Commissioner Court - Exempt Positions</b>				
<b>CSCD, Purchasing, Auditor, Juvenile</b>				

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Assistant Director CSCD	615	63,494	82,674	101,853
Audit Manager	516	68,915	89,723	110,531
Juvenile Detention Superintendent	516	68,915	89,723	110,531
Assistant Detention Superintendent	515	63,494	82,674	101,853
Assistant Purchasing Agent	514	58,552	76,264	93,975
Clinical Services Coordinator	514	58,552	76,264	93,975
Adolescent Counselor	512	49,996	65,100	80,203

**Collin County Compensation Plan  
2018**

<b>Legal Entities Outside Commissioner Court - Non-Exempt Positions CSCD, Purchasing, Auditor, Juvenile</b>
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<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Unit Supervisor (CSCD)	640	67,102	79,996	92,888
Supervisor (CSCD)	639	60,901	72,593	84,286
Functional Analyst (CSCD)	638	55,424	66,069	76,714
Community Supervision Resource Officer (CSCD)	637	50,539	60,267	69,993
Office Coordinator (CSCD)	637	50,539	60,267	69,993
Lead Clerk (CSCD)	635	42,426	50,578	58,730
Administrative Secretary (CSCD)	634	39,042	46,561	54,078
Accounting Tech (CSCD)	633	36,020	42,944	49,869
Caseworker (CSCD)	633	36,020	42,944	49,869
IT Assistant (CSCD)	633	36,020	42,944	49,869
Secretary (CSCD)	632	33,305	39,713	46,120
Clerk (CSCD)	630	28,785	34,288	39,790
Section Leader/Compliance Audit	540	67,102	79,996	92,888
Accountant/Auditor	539	60,901	72,593	84,286
Grant Resource Administrator	539	60,901	72,593	84,286
Accounts Payable Supervisor	538	55,424	66,069	76,714
Functional Analyst	538	55,424	66,069	76,714
Juvenile Alt Educ Prog Coord	538	55,424	66,069	76,714
Juvenile Detention Unit Supervisor	538	55,424	66,069	76,714
Juvenile Probation Unit Supervisor	538	55,424	66,069	76,714
Juvenile Services Compliance Officer	538	55,424	66,069	76,714
Juvenile Court Liaison	537	50,539	60,267	69,993
Juvenile Resource/Special Prog Ofcr	537	50,539	60,267	69,993
Lead Juvenile Probation Officer	537	50,539	60,267	69,993
Senior Buyer	537	50,539	60,267	69,993
Accounting/Audit Specialist	536	46,251	55,140	64,027
Buyer II	536	46,251	55,140	64,027
Buyer I	535	42,426	50,578	58,730
Juvenile Probation Officer	535	42,426	50,578	58,730
Juvenile Supervision Officer	535	42,426	50,578	58,730
Purchasing Administrator	535	42,426	50,578	58,730
Accounts Payable Technician	533	36,020	42,944	49,869
Supervision Officer (CSCD)	435	42,426	51,443	60,457



**FY2020  
HAZARDS**

**Applicant Information**

**Legal Name of Applicant Agency:  
Mailing Address:**

Collin County

Street / PO Box: 825 N. McDonald Street, Suite #130  
City: McKinney  
Zip: 75069

**Payee Name:**

Collin County

**Payee Mailing Address:**

Street / PO Box: 825 N. McDonald Street, Suite #130  
City: McKinney  
Zip: 75069

**State of Texas Comptroller Vendor ID #** (9 digit + 3 digit mail code):

**DUNS #** (9 digits required for subrecipient contractors):

74873449

**Type of Entity (Choose one)**

City:  Click on appropriate box  
County:   
Other Political Subdivision:

**Project Period**

Start Date: 7/1/2019  
End Date: 6/30/2020

**Counties Served**

County(ies) Served:

Collin County

**Amount of Funding Allocated:**

\$545,327.00

**CONTACT PERSON INFORMATION**

Legal Business Name:

*This form provides information about the appropriate contacts in the contractor's organization in addition to those on the FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the Contract Management Unit.*

Health Director/CEO   
Phone:  Ext:   
Fax:   
E-mail:

Mailing Address (street, city, county, state, & zip):

B-13/FSR Rep:   
Phone:  Ext:   
Fax:   
E-mail:

Mailing Address (street, city, county, state, & zip):

PHEP (HAZARDS) Program Leader:   
Phone:  Ext:   
Fax:   
E-mail:

Mailing Address (street, city, county, state, & zip):

SNS (CRI) Coordinator:   
Phone:  Ext:   
Fax:   
E-mail:

Mailing Address (street, city, county, state, & zip):

Authorized Signatory for **DocuSign**   
Phone:  Ext:   
Fax:   
E-mail:

Mailing Address (street, city, county, state, & zip):

**Additional Authorized Signatory for DocuSign only if applicable (FFATA, Certs, etc)**   
Phone:  Ext:   
Fax:   
E-mail:

**DocuSign "CC" Person**   
Phone:  Ext:   
Fax:   
E-mail:

Emergency Contact   
Cell Phone:  Ext:   
Fax:   
E-mail:

Mailing Address (street, city, county, state, & zip):

## BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

Collin County

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding (Match) (5)	Other Funds (6)
A. Personnel	\$402,476	\$357,255			\$45,221	
B. Fringe Benefits	\$166,508	\$157,192			\$9,316	
C. Travel	\$13,125	\$13,125			\$0	
D. Equipment	\$0	\$0			\$0	
E. Supplies	\$6,755	\$6,755			\$0	
F. Contractual	\$0	\$0			\$0	
G. Other	\$11,000	\$11,000			\$0	
H. Total Direct Costs	\$599,864	\$545,327	\$0	\$0	\$54,537	\$0
I. Indirect Costs	\$0	\$0				
J. Total (Sum of H and I)	\$599,864	\$545,327	\$0	\$0	\$54,537	\$0
				Match Percentage	<b>10.00%</b>	

**If the Contractor is using Indirect Costs as Match, then enter the amount in Line 16, Column H.**

PERSONNEL Budget Category Detail Form

Legal Name of Respondent: Collin County

PERSONNEL							
Name + Functional Title	Vacant Y/N	Job Summary	FTEs	Certification or License (Enter NA if not required)	Estimated Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Taylor Burton, PHEP Coordinator	N	Coordinates PHEP grant deliverables & activities	1.00	NA	\$5,611	12	\$67,332
VACANT, PHEP Planner	Y	Performs PHEP activities including special needs, first responder safety, hospital coordination	1.00	NA	\$4,850	12	\$58,200
Mandie Sosa, Administrative Assistant PHEP	N	Provides administrative support for the PHEP team	0.70	NA	\$3,846	12	\$32,306
Maria Muth, MRC Coordinator	N	Coordinates volunteers for SNS and emergency preparedness activities	0.50	NA	\$4,191	12	\$25,146
Jawaid Asghar, Epidemiologist	N	Coordinates epidemiology services and disease investigation	0.70	NA	\$8,188	12	\$68,779
Susana Ramos, Epidemiology Analyst	N	Performs disease & contact investigations, influenza surveillance, PEP distribution	1.00	NA	\$4,729	12	\$56,748
Vada Caffery, Administrative Assistant, Epi	N	Provides administrative support for the Epidemiology team	1.00	NA	\$4,062	12	\$48,744
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>TOTAL FROM PERSONNEL SUPPLEMENTAL SHEETS</b>							\$0
						<b>SalaryWage Total</b>	<b>\$357,255</b>

FRINGE BENEFITS		Itemize the elements of fringe benefits in the space below:	
FRINGE BENEFITS: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1100 for medical/dental/RX and \$4.95 for term life per month), Long Term Disability (salary x 0.0026), Short Term Disability \$3.20/month, Long Term Care \$26.25/month, Retirement (salary x 0.08), Supplement Death Benefit (salary x 0.0025), Unemployment Insurance (salary x 0.001)			
<b>Total Number of FTEs:</b>	<b>5.90</b>		Fringe Benefit Rate %
			44.00%
			<b>Fringe Benefits Total</b>
			<b>\$157,192</b>

## TRAVEL Budget Category Detail Form

Legal Name of Respondent:

**Collin County**

Conference / Workshop Travel Costs						
Description of Conference/Workshop	Justification	Location City/State	Number of:		Travel Costs	
			Days &	Employees		
Quarterly PHEP Contractor Meeting (four meetings)	Required contractor meeting conducted by DSHS	Austin, TX	4 meetings / 2	days / 2 employee	Mileage	\$2,000
					Airfare	
					Meals	\$1,400
					Lodging	\$1,700
					Other Costs	\$100
					<b>Total</b>	<b>\$5,200</b>
Preparedness Coalition Symposium or Texas Emergency Management Conference	Conference for public health and emergency preparedness professionals	TBD	4 days/2	employee	Mileage	\$200
					Airfare	\$700
					Meals	\$400
					Lodging	\$1,200
					Other Costs	\$100
					<b>Total</b>	<b>\$2,600</b>
Additional PHEP Training (Out of County)	Conference for public health and emergency preparedness professionals	TBD	4 days/2	employee	Mileage	\$200
					Airfare	\$700
					Meals	\$400
					Lodging	\$1,200
					Other Costs	\$100
					<b>Total</b>	<b>\$2,600</b>
					Mileage	\$0
					Airfare	\$0
					Meals	\$0
					Lodging	\$0
					Other Costs	\$0
					<b>Total</b>	<b>\$0</b>
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS						<b>\$0</b>

**Total for Conference / Workshop Travel**

**\$10,400**

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Out of office meetings, seminars, exercises, training, including day travel within DFW metroplex. Will be utilized by all BT funded staff.	3000	\$0.545	\$1,635		\$1,635
Short seminars, conferences, meetings within state of Texas. Will be utilized by all BT funded staff.	2000	\$0.545	\$1,090		\$1,090
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

**Total for Other / Local Travel** \$2,725

Other / Local Travel Costs: \$2,725

Conference / Workshop Travel Costs: \$10,400

**Total Travel Costs:** \$13,125

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

## SUPPLIES Budget Category Detail Form

**Legal Name of Respondent:**

**Collin County**

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable**. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.)

Description of Item <small>Provide estimated quantity and cost</small>	Purpose & Justification	Total Cost
Office Supplies	Clipboards, paper, writing utensils, labels, folders, binders, etc...to produce reports, documentation, and support grant functions.	\$1,000
Reflective Safety Vests/Deployment Supplies	<p>Designated reflective safety vests for Medical Reserve Corps members, to be worn at POD sites (drive-thru, outdoor or indoor location), real world events, or exercises and drills. Reflective safety vests will identify roles and specific skillset of volunteers at POD site locations or MRC events, as well as distinguish volunteers from public health emergency preparedness staff. The reflective safety vests will help identify volunteers stationed in various sections at a POD (i.e. Safety, Logistics, Screening, etc.), as well as distinguish our staff and volunteers from other jurisdictions. The reflective safety vests are essential for safety and traffic control at PODs and MRC events. Approximately \$20 each. Specifications: ANSI compliance preferred, breathable material with reflective tape.</p> <p>Deployment supplies are for the MRC members to be prepared for activation to an incident, event or POD site; these supplies include preparedness items and the necessary supplies to sustain activities (i.e., preparedness supplies, "go bag" supplies, blankets, first aid kits, totes, portable chargers, etc....)</p>	\$1,518



## OTHER COSTS Budget Category Detail Form

Legal Name of Respondent:

**Collin County**

Description of Item <small>Include quantity and cost/quantity</small>	Purpose & Justification	Total Cost
ATT Wireless Cell Phone	Cellular phone service (5 users, ~\$70/month, 12 months) for public health staff. This will continue to support staff communication outside of our office and allow staff to be on-call at all times for activation due to a public health or other emergency. Wireless service for mobile hot-spot (2 existing) for data connection during a public health emergency, point of dispensing site (2@ \$50.00, 12 months)	\$5,400
Language Line	On-demand translation services for non-English speaking clients at Points of Dispensing, vaccination clinics, or during epidemiological investigations. Cost is billed as-used.	\$100
Conference/Workshop Registration Fees	Registration fees for; registration for Texas Emergency Management Conference; registration for Preparedness Coalition and other conference/workshop fees relevant to the program	\$500
Online Training	Bloodborne pathogens, HIPPA and Confidentiality online training for PHEP staff and Medical Reserve Corps members. The bloodborne pathogens training is intended to educate about bloodborne diseases and proper PPE which during a large scale disaster or POD activation the MRC may be rendering medical care 100 modules @ \$15.00 = \$1500. HIPPA and confidentiality training to assure compliance with Federal HIPPA regulations, PHEP staff and the MRC will be involved with patient data through screening forms at POD sites and at flu clinics. Modules will be purchased as needed.	\$1,500

Subscriptions/References	Reference and subscription materials regarding public health for news and studies for overall awareness of current trends and issues.	\$1,200
Emergency Prophylaxis	Emergency prophylaxis for outbreaks and events.	\$100
Postage	Postage for Medical Reserve Corps mailings of applications, outreach materials, communication, i.e. Correspondence. PHEP mailings and communications with stakeholders.	\$500
Printing and Communication Materials	Printing for additional grant related activities, events and public education or other outreach brochures, flyers, postcards, coloring books, posters and other materials to educate the public about emergency preparedness, public health, High Consequence Infectious Diseases, food borne illness, core program subjects etc; printing of employee business cards, as needed.	\$1,000
CPR Training Costs	Training for grant employees and MRC members to obtain essential CPR skills. This training will ensure responder safety and health at PODs, alternate dispensing locations, and other locations that may utilize the MRC volunteers. Training will prepare public health agency staff and MRC volunteers responding to an incident.	\$500
Facility Rental Fee	Facility rental fees associated with training classes/events (2 events at \$100 each event as one-time payment	\$200
TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Other:

**\$11,000**  
 Revised: 3/25/2014



# Collin County Travel Policy

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# Collin County Travel Policy

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## 1. Purpose

Commissioners Court recognizes expenditure of public funds for travel is necessary to conduct County business. This policy establishes appropriate requirements, limitations, and guidelines for county employee business travel. The purpose of this policy is to:

- Establish the appropriate use of, and limitations on use of, public funds for travel by employees
- Ensure travel expenses of employees are for legitimate, reasonable business travel
- Provide an expectation to employees to be conscientious in their use of public funds for travel
- Require accountability for the use of public funds by County employees and officials

The County Auditor shall have the discretion to approve departures from this policy if such departure fulfills the purposes set out in this Section.

## 2. Scope

This policy applies to all employees whose travel expenses are paid from public funds controlled by the County or by County Officials. Travel expenses for non-county employees are not covered by this policy and travel parameters should be established before the expense is incurred on a case by case basis.

## 3. Definitions

As used in the policy, travel for **County business** shall pertain to either of the following:

- Business travel for the purpose of conducting official authorized County business.
- Professional/Educational Travel to attend meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the County.

For purposes of this policy, **employee** includes elected officials, appointed officials and paid employees of Collin County. This policy does not cover travel for volunteers, consultants, or other person representing the County on a business trip. Parameters for travel for others not covered by this policy must be established in advance of the travel on a case by case basis.

A **business meal** is a meal expense incurred by an employee for the employee and another person. The other person may be another employee or an outside person. The meal has to be incurred in conjunction with a business purpose related to County business. The business meal is not considered a travel meal under this policy.

A **travel meal** is a meal expense incurred by an employee for travel purposes. There are two types of travel meals:

- Day Travel Meal – a meal expense for any travel that does not include an overnight stay. The cost of day travel meals are normally paid through payroll and require employment taxes and withholdings to be taken from the reimbursement.
- Overnight Travel Meal – a meal expense for any travel that does include an overnight stay.

# Collin County Travel Policy

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## **4. General Policy Provisions**

Qualifying travel expenses will be paid or reimbursed for an employee traveling on County business, provided the employee keeps and submits invoices, receipts, and all other required documentation for those expenses. Meals during travel are paid on a per diem basis (fixed amount per day) and do not require receipts.

All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

The policy covers items normally encountered as business or travel expense.

Travel expenses are not allowed for two or more county employees on the same receipt and travel voucher. Each employee must pay for their individual travel expenses. Exceptions can be made by the County Auditor if necessary.

Duplicate travel expense payments or reimbursements to an employee are prohibited. This includes payment or reimbursement for the trip by both the County and outside party.

If travel expenses of an employee are being paid by another source, the employee may claim reimbursement for travel expenses from the County for any expenses allowed under this policy that are not reimbursed by the other source, with proper documentation.

If travel expenses are paid from grant funds, the grantor may have specific requirements for travel expenses. The employee should check with the County Auditor's Office prior to travel. If the travel expenses allowed by this policy are greater than the expense reimbursement from the grant, the employee may submit the additional expenses separately for reimbursement if funds are available and budgeted in a budget that is available for use by the employee.

Travel outside of the continental United States requires prior approval of the Commissioners Court at least 30 days before the departure date of the trip.

Employees may, on occasion, combine personal and County travel on the same trip provided there is no additional cost to the County; personal travel is not reimbursed. An exception is allowed when a family member is formally representing Collin County and has been expressly invited for that purpose such as when an elected official is receiving an award from another organization or government; the invitation must be submitted to the County Auditor with the travel documentation.

If an employee is combining personal and business travel, the County will only pay for or reimburse expenses for the business travel portion of the trip. There should be no additional cost to the County for the personal travel. The County Auditor shall determine the cut off between personal and business travel. If there is any personal travel involved in a business trip, the employee, before they complete their travel plans, shall seek the opinion of the County Auditor as to the estimated cut off between personal and business expenses.

If a county vehicle is used for transportation, the employee must follow all other applicable County policies and procedures.

# Collin County Travel Policy

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## **5. General Travel Guidelines**

An estimate of the expected travel expenses must be completed in a format approved by the County Auditor and submitted to the Auditor's Office prior to travel. Travel estimates related to inmate transport are not required to be submitted to the Auditor's Office. The County Auditor shall determine if there are sufficient budgeted funds available for the trip; if there is not sufficient funding, the County Auditor will notify the department. Any travel without sufficient budgeted funding may only be reimbursed to the amount of available budget.

If an advance of estimated expenses for the trip is required, the request for an advance must be submitted in sufficient time to permit processing and approval of the advance. Sufficient time is determined by the County Auditor. An advance is dependent upon availability of budgeted funds. The County Auditor has the authority to refuse to issue an advance, in accordance with the Local Government Code.

The County Auditor shall establish deadlines for submitting travel documentation. Employees submitting travel documents after the established deadline risk being held personally liable for the expenses.

Travel should be scheduled well in advance when possible in order to take advantage of lower rates.

All records for travel and training using public funds are open to inspection under the Texas Open Records Act, unless otherwise prohibited by law.

Requisitions/Purchase orders are not required for any travel related expenses including registration.

## **6. County Auditor Responsibility**

The County Auditor shall be responsible for implementation and interpretation of this policy, as well as enforcement of the policy, in accordance with Local Government Code 112.002, 112.006, and 112.007.

The County Auditor shall issue, maintain, and update any accounting procedure, control, and form needed to ensure compliance with this policy.

The County Auditor shall notify the Commissioners Court whenever there is a change in the optional standard mileage rate set by the IRS; the rate will be used to reimburse employees for use of their personal vehicle as of the effective date of the IRS implementation.

## **7. County Official and Department Head Responsibility**

County officials and department heads are responsible for ensuring travel expenditures are valid and appropriate.

County officials and department heads should ensure budgeted travel funds are available before authorizing travel for their employees. If travel is authorized without budgeted funds available, the County official or department head may be held responsible for reimbursing the County for any amount not budgeted.

County officials and department heads are expected to send the fewest number of individuals required to a seminar, conference, or meeting, taking into consideration the objectives or needs of the department.

# Collin County Travel Policy

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If there are any questions regarding this policy, the County official or department head should seek County Auditor opinion prior to travel if unusual circumstances are involved or the policy does not provide clear guidance.

Any exceptions to this Policy must be approved by Commissioners Court prior to expenditure of public funds for travel.

## **8. Employee Responsibility**

Employees should use good judgment and be aware they are spending public funds. An employee on official county business should exercise the same care in incurring expenses and accomplishing official business that a prudent person would exercise if traveling for personal business. Excess costs, indirect routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business are not considered as exercising prudence.

In accordance with this Policy and procedures established by the County Auditor, employees traveling on County business will be paid or reimbursed for reasonable expenses incurred if travel funds have been budgeted.

Employees traveling on official county business must submit all required receipts for audit and reimbursement or risk being held personally liable for their travel expenses.

Employees are personally responsible for any expense not allowed under this policy. If the disallowed expense has been charged on a County procurement card, the employee shall promptly reimburse the County for that charge in accordance with the Procurement Card Policy.

Any employee found to be submitting false travel claims is subject to disciplinary action, up to and including termination and possible prosecution.

When making travel arrangements, the employee must submit appropriate documentation to the County Auditor of any reasonable accommodations needed under the Americans with Disabilities Act. Reasonable accommodation requests should be coordinated with travel, transportation, lodging, meals, and conference officials, as necessary, to comply with the needs of the employee.

If a death, serious injury or grave illness occurs in an employee's immediate family, the employee is authorized to immediately return at county expense. When, during a period of official travel, an employee dies due to illness or injury not induced by personal misconduct, the county will pay all transportation expenses to return the employee. The employees' next of kin may travel at county expense to make necessary arrangements. Expenses will be reimbursed according to this County policy. If injured while traveling, the injury must be reported to the County Risk Manager.

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## **9. Transportation**

### **9.1 Air Fare**

Employees must use discretion to obtain the best airfare deal for the County. Employees may not incur higher airfare to obtain a personal benefit such as frequent flyer miles or other incentives.

Employees are required to travel by economy class or coach class, unless there are documented extenuating circumstances. The documentation must be submitted to the County Auditor with their travel documents.

The County will pay reasonable fees for luggage or other expenses when traveling by air.

### **9.2 Auto Rental**

Rental vehicles may be an authorized expense if determined by the department head or County official as necessary.

Employees are not permitted to purchase insurance in connection to rental car agreements. Collin County insurance policy provides vehicle insurance for all employees on travel status; employees will be held responsible for any purchase of rental car insurance.

Only County employees may be permitted to drive or be listed as drivers on a rental car paid by the County.

The employee should minimize the cost of fuel when renting a vehicle, taking into account the rental car company policy.

Receipts for the auto rental, fuel and other related expenses must be submitted.

### **9.3 Use of Personal Vehicle for Travel or Business Purposes**

The County will pay, when an employee provides their own transportation, the optional standard mileage rate used by the IRS to calculate the costs of operating a vehicle for business purposes, including travel for business purposes.

Miles claimed must be reasonable in relation to the location visited.

No other automobile expense will be paid for use of a personal vehicle other than the current mileage rate established by the IRS for business mileage. County officials and department heads may, only for use of their personal vehicle, choose to be paid less than the IRS optional mileage rate. All other employees must be reimbursed at the IRS optional mileage rate.

Mileage is paid based on IRS rules as detailed in the Travel Expenses and Transportation Expenses in IRS Publication 17. Mileage should be calculated on an exact mileage basis or using Google travel maps. If the employee is receiving an auto allowance no mileage is permitted within Collin County and travel outside the County must begin and end at the Collin County border. Details are summarized below with definitions of each of these locations. If an employee uses a personal vehicle for overnight travel for County business, the rules on the following table apply:

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	From Your Home	From Your Primary Work Location	From A Temporary Work Location
To Your Home		No mileage allowed	Mileage allowed
To Your Primary Work Location	No mileage allowed		Mileage allowed
To A Temporary Work Location	Mileage allowed	Mileage allowed	Mileage allowed to a second temporary location

**Home Location:** The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses and are not reimbursed.

**Primary Work Location:** This is your principal place you work.

**Temporary Work Location:** This is for personal vehicle miles driven going from home or one work location to another in the course of your business day, when your job requires you to work in another location. It could be for business meetings or business luncheons in another location away from your primary work location; training or seminar away from your primary work location; or travel to the airport or parking at the airport for a business trip.

If traveling, incidental miles driven at the destination are submitted for payment with other travel expenses upon return. Incidental miles should be reasonable.

Personal vehicle travel exceeding 350 miles one-way (700 miles total) on official county business will be reimbursed at the lower of 1) the most appropriate airline rate plus the cost of a rental car, or 2) the calculated cost for total business miles driven.

A motor pool vehicle may be available for employees who prefer not to use their personal vehicle. Please refer to the Vehicle Usage and Take Home Vehicle Policy before utilizing a motor pool vehicle.

If two or more employees are traveling in the same private vehicle, only one mileage allowance will be paid or reimbursed.

Tolls from toll roads may be reimbursed if a receipt is provided or a printout of the NTTA statement identifying which tolls were for County business.

## **9.4 Taxi and Other Transportation**

Taxi, shuttle, or other transportation may be an authorized expense when necessary as determined by the department head or elected official.

Receipts for taxi, shuttle, or other transportation are required.

Tips for transportation are not part of the per diem and are reimbursable.

## **10. Lodging**

The actual cost of lodging, including hotel taxes, will be paid or reimbursed for a traveling employee on official county business.

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Accommodations should be the most reasonable available at the time of the stay.

The employee should always seek any discounts available.

The traveler must submit an itemized, detailed statement/receipt for lodging.

An employee may stay at the home of a friend or family, but there will be no payment or reimbursement for lodging.

The County will only pay or reimburse the single person cost of the lodging for the employee if there is only one employee staying in the room. If there are two or more employees staying in the room, the cost of the room should be paid by one employee and not allocated. If the expenses need to be allocated, the County Auditor will perform the allocation. If there is a cost for a non-employee lodger staying in the room with an employee, the County will only reimburse or pay the single room rate.

The County will not pay or reimburse the employee for additional lodging not considered a part of the business trip (i.e., personal trip or vacation).

If an employee has an emergency requiring a change in the length of the stay, resulting in additional charges, the additional charges, within reason, are allowable for payment or reimbursement.

## **11. Travel Meals and Incidentals**

Travel meals and incidentals will be paid or reimbursed based on per diem bases for overnight travel and an actual basis for day travel.

Travel meals may be paid or reimbursed for each day the employee is on travel status.

Travel meals purchased within Collin County borders for day travel meals (non-overnight) will not be paid or reimbursed except as needed for inmate transport.

The County will pay or reimburse travel meals for the employee only with the exception of Inmate Transport. A meal may be provided to an employee if the inmate requires a meal while being transported, even if the employee is in Collin County. The inmate transport employee's meal will not be subject to payroll taxation. Both meals will be reimbursed or paid.

A travel meal purchased by the employee for friends, family, other employees, or county officials will not be paid or reimbursed.

Meals provided by a third party may not be paid or reimbursed.

Meals for business meetings are not considered travel expenses and are not covered by this policy.

**Overnight Travel:** Employees will be paid or reimbursements on a per diem basis for meals and incidentals related to overnight travel. Incidentals include all taxes and tips related to travel. The per diem rate is **80%** of the rate established by the Governmental Services Administration (GSA) with the federal government and will vary by city or county and state. Per diem meals will not be paid or reimbursed to employees when meals are provided by a third party or conference. Meal payments for the first and last day of travel will be reduced to 75% of a full day meal reimbursement in accordance

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with GSA standards. Per diem will not be paid for the first day of a trip when an employee departs after 7:00pm. The County Auditor shall publish the GSA per diem allowable rate each year by January 1 on the intranet website.

Under very limited circumstances the County Auditor may reimburse an employee for amounts in excess of the meal and incidental amount if the employee provides written justification and detailed receipts to the County Auditor.

**Day Travel Meals:** An itemized receipt must be submitted to be reimbursed for a day travel meal. Incidentals should be itemized and submitted to the Auditor. Only one employee per receipt can be submitted. Per IRS regulations, the cost for meals incurred while attending an event not requiring an overnight stay is considered taxable income. Employees will be reimbursed through payroll for the exact cost of their meal in gross pay before payroll taxes and withholdings are deducted. Tips will generally be paid or reimbursed at 15%, with a maximum of 20% allowable; tips at fast food establishments are not reimbursed.

## **12. Travel Advances**

The County may provide advances for travel based on the estimated cost of the travel as provided by the department or employee.

An affidavit requesting a travel advance must be completed for each advance of funds and must be approved by the elected official or department head, or designee. The affidavit must be submitted according to the deadlines established by the County Auditor.

Travel advance limitations:

- Advances will not be provided for estimated expenditures less than \$100.
- Advances will not be provided for non-overnight travel expenses.
- Advances will not be provided after the travel is completed.
- Advances will not be disbursed when a traveler has a travel reimbursement request that is more than 30 days past due.
- Only one advance of funds shall be authorized for each scheduled travel.
- Advance must be returned within 10 business days if trip is cancelled.
- The employee is personally responsible for funds advanced. Any loss must be repaid.
- An advance may only be used for employee travel and not for travel of another person.

## **13. Miscellaneous**

Reimbursable miscellaneous expenses include:

- Internet connectivity charges for County-provided equipment.
- Charges for business-related telephone calls.
- Excess baggage charges will be paid or reimbursed only when transporting County materials.
- Charges for reasonable and actual expenses will be paid or reimbursed for laundry services necessary due to travel that exceeds one week.
- Tolls and parking fees.

Parking expense is permitted and reimbursable with proper documentation. If the parking cost is \$6 or less for the entire trip no receipt is required. If more than \$6 a receipt will be required for

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reimbursement; however, if a receipt is not given such as a parking meter a written explanation as to such must be provided.

### **14. Not Reimbursable**

Miscellaneous expenses while traveling that will not be reimbursed or paid include:

- Alcoholic drinks
- Pet care expenses
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Personal expenses, such as barbers, hairdressers, toiletry items, health club fees, prescriptions, and non-prescription medications
- Hotel pay-per-view video and mini-bar expenses
- Expenses related to lost or stolen items
- ATM fees
- Entertainment expenses, even if provided by the conference unless it involves a meal
- Use of a personal cell phone to make calls
- In general, personal expenses are not reimbursable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of the County
- Between meal snacks, gum, candy bars, etc., will not be paid or reimbursed by the county.