

## Joann Gilbride

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**From:** Joann Gilbride  
**Sent:** Friday, February 14, 2020 4:00 PM  
**To:** 'Boggs,Jennifer (DSHS)'  
**Cc:** DSHS PHEP; Janna Benson-Caponera; Candy Blair; Taylor Burton; Amy L. Davis; Meredith Nurge; Aubrey Saylor; Janice Nicholson; Samuel Grader  
**Subject:** RE: FY21 HAZARDS Renewal Request - Collin County Health Department  
**Attachments:** FY2021 PHEP Checklist and supporting docs CCHCS 2 14 2020.pdf; FY21 HAZARDS Budget Templates with Match CCHCS 2 14 2020.xls

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

Ms. Boggs,

Please see the updated budget templates and supporting documentation as requested and let me know if you have any questions.

Thank you,

Joann L. Gilbride, MBA  
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:** Boggs,Jennifer (DSHS) [mailto:Jennifer.Boggs@dshs.texas.gov]  
**Sent:** Thursday, February 13, 2020 11:12 AM  
**To:** Joann Gilbride <jgillbride@co.collin.tx.us>  
**Cc:** DSHS PHEP <PHEP@dshs.texas.gov>; Janna Benson-Caponera <jbenson-caponera@co.collin.tx.us>; Candy Blair <cblair@co.collin.tx.us>; Taylor Burton <tburton@co.collin.tx.us>; Amy L. Davis <aldavis@co.collin.tx.us>; Meredith Nurge <mnurge@co.collin.tx.us>; Aubrey Saylor <asaylor@co.collin.tx.us>; Janice Nicholson <jnicholson@co.collin.tx.us>; Samuel Grader <sgrader@co.collin.tx.us>  
**Subject:** FW: FY21 HAZARDS Renewal Request - Collin County Health Department

\*\*\*\*\* **WARNING:** External Email. Do not click links or open attachments that are unsafe. \*\*\*\*\*

Dear Partner,

Collin County Health Departments FY21 Hazards budget has been reviewed and following revisions are being requested:

1. Personnel – The Epidemiology Interns need to be individually listed as two separate FTEs. They are currently list on one line with 2 FTEs.

|  |   |   |      |    |
|--|---|---|------|----|
| Epidemiology Interns (# of total interns will vary since each intern can work a max of 1080 hours; department will hire interns as necessary to expend salary funds) | N | Performs disease & contact investigations, influenza surveillance, PEP distribution | 2.00 | NA |
|--|---|---|------|----|

2. Travel – The Preparedness Coalition Symposium and Texas Emergency Management Conference are listed together. You can either choose one or list them both separately, they cannot be combined.

|   |   |     |                   |
|---|---|-----|-------------------|
| Preparedness Coalition Symposium or Texas Emergency Management Conference | Conference for public health and emergency preparedness professionals | TBD | 4 days/2 employee |
|---|---|-----|-------------------|

- I added "Supply items will not exceed \$499.00" to the Supply page. This was part of the budget training.
- The match is .05% over the required 10%. The correct match for this budget should be **\$56,280.00**, please revise.

The revised budget is due back by Tuesday, February 18, 2020.

**From:** Joann Gilbride <[jjillbride@co.collin.tx.us](mailto:jjillbride@co.collin.tx.us)>  
**Sent:** Wednesday, February 5, 2020 8:07 PM  
**To:** Boggs, Jennifer (DSHS) <[Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)>  
**Cc:** DSHS PHEP <[PHEP@dshs.texas.gov](mailto:PHEP@dshs.texas.gov)>; Janna Benson-Caponera <[jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us)>; Candy Blair <[cblair@co.collin.tx.us](mailto:cblair@co.collin.tx.us)>; Taylor Burton <[tburton@co.collin.tx.us](mailto:tburton@co.collin.tx.us)>; Amy Davis <[aldavis@co.collin.tx.us](mailto:aldavis@co.collin.tx.us)>; Meredith Nurge <[mnurge@co.collin.tx.us](mailto:mnurge@co.collin.tx.us)>; Janna Benson-Caponera <[jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us)>; Aubrey Saylor <[asaylor@co.collin.tx.us](mailto:asaylor@co.collin.tx.us)>; Janice Nicholson <[jnicholson@co.collin.tx.us](mailto:jnicholson@co.collin.tx.us)>; Samuel Grader <[sgrader@co.collin.tx.us](mailto:sgrader@co.collin.tx.us)>  
**Subject:** RE: FY21 HAZARDS Renewal Request - Collin County Health Department

**WARNING:** This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Ms. Boggs,

Please see the attached budget templates and related documentation for the FY2021 PHEP Hazards grant contract for Collin County as requested. Feel free to contact me directly if you have any questions.

Thank you,

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

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**From:** Boggs, Jennifer (DSHS) [<mailto:Jennifer.Boggs@dshs.texas.gov>]

**Sent:** Wednesday, January 22, 2020 11:03 AM

**To:** Janna Benson-Caponera <[jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us)>; Candy Blair <[cblair@co.collin.tx.us](mailto:cblair@co.collin.tx.us)>; Taylor Burton <[tburton@co.collin.tx.us](mailto:tburton@co.collin.tx.us)>; Amy L. Davis <[aldavis@co.collin.tx.us](mailto:aldavis@co.collin.tx.us)>; Joann Gilbride <[jgillbride@co.collin.tx.us](mailto:jgillbride@co.collin.tx.us)>; Chris Hill <[chill@co.collin.tx.us](mailto:chill@co.collin.tx.us)>; Meredith Nurge <[mnurge@co.collin.tx.us](mailto:mnurge@co.collin.tx.us)>; Janna Benson-Caponera <[jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us)>; Aubrey Saylor <[asaylor@co.collin.tx.us](mailto:asaylor@co.collin.tx.us)>

**Cc:** DSHS PHEP <[PHEP@dshs.texas.gov](mailto:PHEP@dshs.texas.gov)>

**Subject:** FY21 HAZARDS Renewal Request - Collin County Health Department

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Dear Partner,

For Fiscal Year 2021 (FY21) contracts, the Department of State Health Services (DSHS), in collaboration with the Health and Human Services Commission (HHSC), requires all contracts and contract amendments to be **executed** before the contract start date. The PHEP contract will start July 1, 2020. **Please read the following carefully.**

Please find attached a blank FY21 Budget Template and an FY21 Contract Renewal Checklist for your completion. Both documents should be completed and returned to Assigned Contract Manager (ACM) by **Wednesday, February 5, 2020.**

To ensure the contract amendment is executed before July 1, 2020, please complete the FY21 Budget Template **using the provided funding allocation** for FY21.

Funding for this contract is dependent on federal appropriations. **No work may begin and no charges may be incurred until the System Agency issues a written Notice to Proceed to the Grantee.** The Notice to Proceed may include an amended or ratified budget which will be incorporated into this contract by a subsequent amendment, as necessary.

The FY21 allocation dollar amount is **\$562,786.00** for Program ID: CPS/HAZARDS.

- The FY21 PHEP contract is effective from July 1, 2020 through June 30, 2021.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY21 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 2021 on the Face Page.
- Dollar amounts must be in whole numbers. Budgets using cents or with inadequate justifications will be returned for revision.
- Please limit full-time equivalent (FTE) effort to two decimal places.

- Please do not use formulas in the Excel cells.

Please complete the FY21 Budget Template and Contract Renewal Checklist and email to **Jennifer Boggs** at and [Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov) CC the PHEP inbox ([PHEP@dshs.texas.gov](mailto:PHEP@dshs.texas.gov)) by **Wednesday, February 5, 2020**.

Please contact me with any questions.

Thank you,

Jennifer Boggs, CTCM  
Contract Specialist V  
Contract Management Section (CMS)  
Department of State Health Services  
P.O. Box 149347  
Austin, TX 78714-9347  
(512)776-3967 (Direct)  
(512)776-7391 (Fax)  
[Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)

## FY21 CONTRACT RENEWAL CHECKLIST

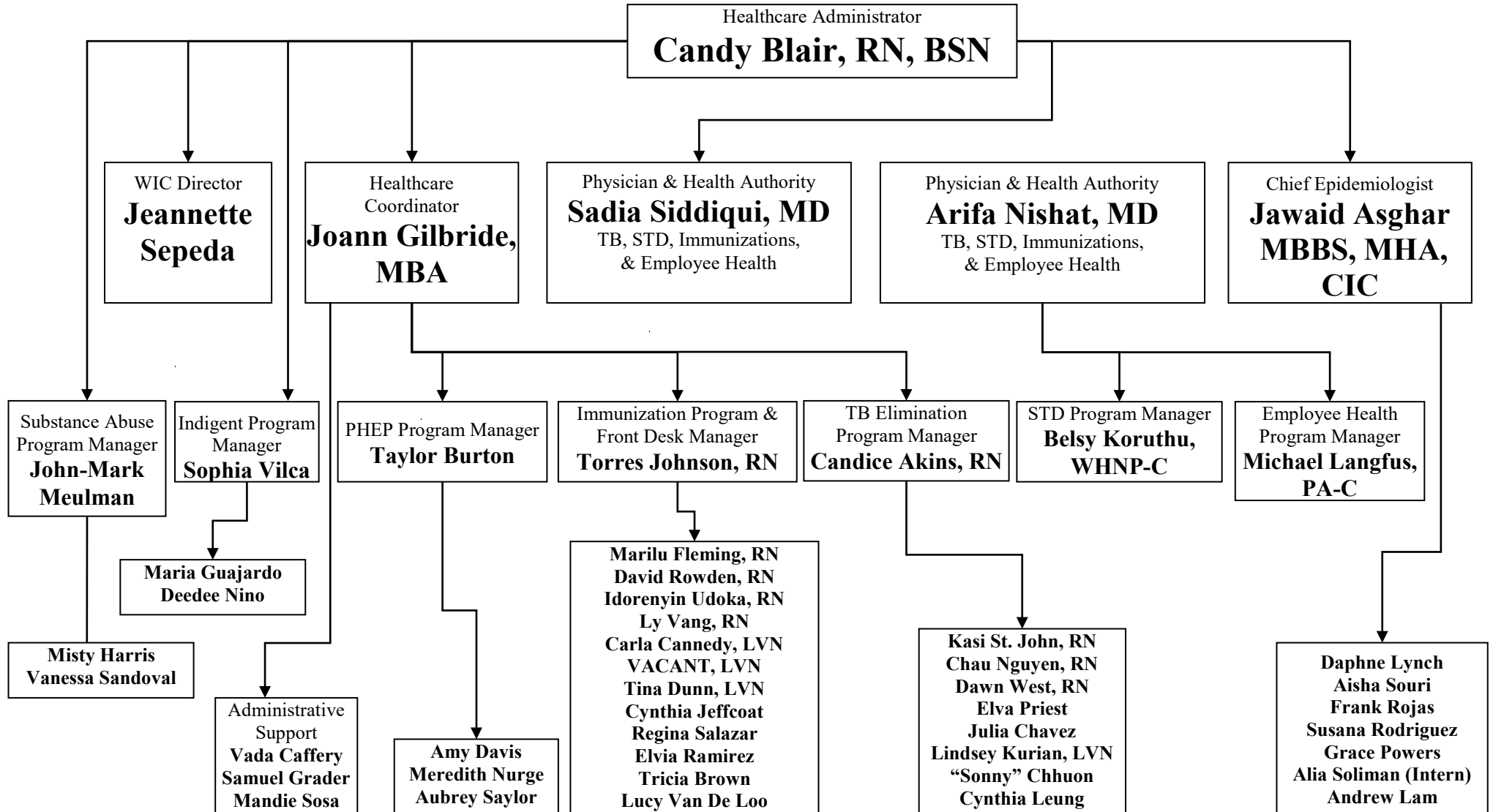
**Include checklist with renewal submission. Renewals not including checklist and ALL required documents on checklist will not be processed and will be returned for completion.**

|  |
|--|
| <b>CONTRACTOR NAME:</b><br>COLLIN COUNTY HEALTH CARE SERVICES (PHEP/HAZARDS) |
| <b>COMPLETED BY:</b><br>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   | NA |
| 5    | Budget Templates  | X  |
| 6    | Quotes and/or Technical Specifications for items listed on the Equipment page, if \$5,000 or above. | NA |
| 7    | Travel Policy that includes maximum limits for meal reimbursement, lodging, and mileage.            | X  |
| 8    | Indirect Rate Letter or Cost Allocation Plan, if applicable.  | NA |



# COLLIN COUNTY HEALTH CARE SERVICES ORGANIZATIONAL CHART



Revised 1/9/2020

**Job Title: Chief Epidemiologist**

**Department:** Health Care Services Job Grade #: 515  
**Immediate Supervisor:** Health Care Administrative Manager or 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 public 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                    | Oversees the county’s epidemiology and surveillance activities. 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. Recommends public health interventions to mitigate and/or prevent the spread of disease in the community.  |
| 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                    | Serves as the primary public information official for the county health department. Responds to a wide variety of media requests, including on-camera interviews.   |

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 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.  |
| 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 (or higher, i.e. PhD) in epidemiology, public health, or closely related field from an accredited college or university. Five years related experience preferred, clinical experience preferred (i.e. NP, ANP, PA, MD, DO or equivalent); Certified Infection Control preferred. |
| Experience                             | With Masters’ degree, at least five years experience in epidemiology or a closely related field are preferred. With a doctorate (PhD), mid-level clinician (NP, ANP, PA), or physician (MD, DO, or equivalent), two 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. Certified Infection Control preferred.   |
| 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<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*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 |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| 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. |
|---|---|---|---------------------------------------|-------------------------|

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

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*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 |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| 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. |
|---|---|---|---------------------------------------|-------------------------|

| 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><br/> <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><br/> <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><br/> <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<br><i>More than half of the work day, most work days</i>  | Occasionally<br><i>A few hours a day, a few days per week</i> | Rarely<br><i>Less than one hour, one or fewer days per week</i>  | Never<br><i>Never occurs</i> |
| Condition  | Frequency   | Examples (non-exhaustive list)   |                              |
| <b>Talking</b>   | 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.  |                              |
| <b>Hearing</b>   | 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.  |                              |
| <b>Seeing</b>  | 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.<br>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. |                              |
| <b>Sitting</b>   | Frequently  | Requires physical ability to sit for long periods of time at a desk.   |                              |
| <b>Walking</b>   | Frequently  | Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.  |                              |
| <b>Standing</b>  | 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. |
|--|------------------------------|---|

| 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<br>Coordinator                           | <b>Grade</b>       | 515    |
| <b>Supervises</b>        | None or PHEP Planner and/or<br>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<br>Coordinator                           | <b>Grade</b>       | 515    |
| <b>Supervises</b>        | None or PHEP Planner and/or<br>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<br>Coordinator                           | <b>Grade</b>       | 515    |
| <b>Supervises</b>        | None or PHEP Planner and/or<br>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<br>Coordinator                           | <b>Grade</b>       | 515    |
| <b>Supervises</b>        | None or PHEP Planner and/or<br>PHEP Specialist as appropriate | <b>Job Code</b>    | 100088 |

| Physical Demand Category   |   |  |                              |
|--|---|--|------------------------------|
| <p><b>During typical work days:</b><br/> <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><br/> <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><br/> <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<br><i>More than half of the work day, most work days</i>  | Occasionally<br><i>A few hours a day, a few days per week</i> | Rarely<br><i>Less than one hour, one or fewer days per week</i>  | Never<br><i>Never occurs</i> |
| Condition  | Frequency   | Examples (non-exhaustive list)   |                              |
| <b>Talking</b>   | 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.  |                              |
| <b>Hearing</b>   | 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.  |                              |
| <b>Seeing</b>  | 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.<br>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. |                              |
| <b>Sitting</b>   | Frequently  | Requires physical ability to sit for long periods of time at a desk.   |                              |
| <b>Walking</b>   | 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<br>Coordinator                           | <b>Grade</b>       | 515    |
| <b>Supervises</b>        | None or PHEP Planner and/or<br>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<br>Coordinator                           | <b>Grade</b>       | 515    |
| <b>Supervises</b>        | None or PHEP Planner and/or<br>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   |
| <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 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><br/> <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><br/> <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><br/> <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<br><i>More than half of the work day, most work days</i>  | Occasionally<br><i>A few hours a day, a few days per week</i> | Rarely<br><i>Less than one hour, one or fewer days per week</i>  | Never<br><i>Never occurs</i> |
| Condition  | Frequency   | Examples (non-exhaustive list)   |                              |
| <b>Talking</b>   | 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.  |                              |
| <b>Hearing</b>   | 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.  |                              |
| <b>Seeing</b>  | 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.<br>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. |                              |
| <b>Sitting</b>   | Frequently  | Requires physical ability to sit for long periods of time at a desk.   |                              |
| <b>Walking</b>   | 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.

| <b>Job Functions by Assignment – City Readiness Initiative</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> |
| 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><br/> <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><br/> <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><br/> <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<br><i>More than half of the work day, most work days</i>  | Occasionally<br><i>A few hours a day, a few days per week</i> | Rarely<br><i>Less than one hour, one or fewer days per week</i>  | Never<br><i>Never occurs</i> |
| Condition  | Frequency   | Examples (non-exhaustive list)   |                              |
| <b>Talking</b>   | 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.  |                              |
| <b>Hearing</b>   | 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.  |                              |
| <b>Seeing</b>  | 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.<br>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. |                              |
| <b>Sitting</b>   | Frequently  | Requires physical ability to sit for long periods of time at a desk.   |                              |
| <b>Walking</b>   | Frequently  | Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.  |                              |
| <b>Standing</b>  | 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 |
| <b>Direct Supervisor</b> | Health Care Coordinator | <b>Grade</b>       | 536        |
| <b>Supervises</b>        | n/a                     | <b>Job Code</b>    | 100091     |

|  |                              |  |
|--|------------------------------|--|
| <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. |
|--|------------------------------|---|

| 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  
2020**

| <b>Exempt Positions</b>          |                 |              |                |                 |                |
|----------------------------------|-----------------|--------------|----------------|-----------------|----------------|
| <u>Job Title</u>                 | <u>Job Code</u> | <u>Grade</u> | <u>Minimum</u> | <u>Midpoint</u> | <u>Maximum</u> |
| Business Process Engineer        | 100397          | 518          | 82,941         | 108,007         | 133,074        |
| Court Administrator              | 100344          | 518          | 82,941         | 108,007         | 133,074        |
| Development Services Manager     | 100218          | 518          | 82,941         | 108,007         | 133,074        |
| Emergency Manager / Fire Marshal | 100402          | 518          | 82,941         | 108,007         | 133,074        |
| Engineering Project Manager      | 100400          | 518          | 82,941         | 108,007         | 133,074        |
| IT Security Officer              | 100359          | 518          | 82,941         | 108,007         | 133,074        |
| IT Senior Manager                | 100329          | 518          | 82,941         | 108,007         | 133,074        |
| Master Architect                 | 100330          | 518          | 82,941         | 108,007         | 133,074        |
| System Programming Supervisor    | 100245          | 518          | 82,941         | 108,007         | 133,074        |
|                                  |                 |              |                |                 |                |
| Application Administrator        | 100027          | 517          | 76,312         | 99,369          | 122,426        |
| Chief Deputy Clerk               | 100248          | 517          | 76,312         | 99,369          | 122,426        |
| Nurse Practitioner               | 100262          | 517          | 76,312         | 99,369          | 122,426        |
| Physician Assistant              | 100255          | 517          | 76,312         | 99,369          | 122,426        |
| Senior Project Manager           | 100348          | 517          | 76,312         | 99,369          | 122,426        |
| Infrastructure Supervisor        | 100231          | 517          | 76,312         | 99,369          | 122,426        |
|                                  |                 |              |                |                 |                |
| Database Administrator           | 100358          | 516          | 70,300         | 91,526          | 112,752        |
| Equipment Services Manager       | 100219          | 516          | 70,300         | 91,526          | 112,752        |
| HR Manager                       | 100306          | 516          | 70,300         | 91,526          | 112,752        |
| HRIS/Systems Manager             | 100224          | 516          | 70,300         | 91,526          | 112,752        |
| Network Engineer                 | 100273          | 516          | 70,300         | 91,526          | 112,752        |
| Project Manager                  | 100221          | 516          | 70,300         | 91,526          | 112,752        |
| Risk Manager                     | 100230          | 516          | 70,300         | 91,526          | 112,752        |
| SQL Database Analyst             | 100302          | 516          | 70,300         | 91,526          | 112,752        |
| Senior Network Administrator     | 100269          | 516          | 70,300         | 91,526          | 112,752        |
| Senior System Analyst/Programmer | 100280          | 516          | 70,300         | 91,526          | 112,752        |
| Superintendent Facilities        | 100233          | 516          | 70,300         | 91,526          | 112,752        |
| Superintendent R & B             | 100234          | 516          | 70,300         | 91,526          | 112,752        |
|                                  |                 |              |                |                 |                |
| Business Analyst                 | 100271          | 515          | 64,770         | 84,336          | 103,901        |
| GIS Supervisor                   | 100371          | 515          | 64,770         | 84,336          | 103,901        |
| IT Security Administrator        | 100360          | 515          | 64,770         | 84,336          | 103,901        |
| Network/Systems Administrator    | 100267          | 515          | 64,770         | 84,336          | 103,901        |
| Operation Supervisor             | 100242          | 515          | 64,770         | 84,336          | 103,901        |
| <b>PHEP Coordinator</b>          | <b>100088</b>   | <b>515</b>   | <b>64,770</b>  | <b>84,336</b>   | <b>103,901</b> |
| Parks Manager                    | 100227          | 515          | 64,770         | 84,336          | 103,901        |
| Public Information Officer       | 100156          | 515          | 64,770         | 84,336          | 103,901        |
| System Analyst/Programmer        | 100281          | 515          | 64,770         | 84,336          | 103,901        |
| Web Development Programmer       | 100278          | 515          | 64,770         | 84,336          | 103,901        |
| <b>Chief Epidemiologist</b>      | <b>100410</b>   | <b>515</b>   | <b>64,770</b>  | <b>84,336</b>   | <b>103,901</b> |

**Collin County Compensation Plan  
2020**

| <b>Non-Exempt Positions</b>           |                 |              |                |                 |                |
|---------------------------------------|-----------------|--------------|----------------|-----------------|----------------|
| <u>Job Title</u>                      | <u>Job Code</u> | <u>Grade</u> | <u>Minimum</u> | <u>Midpoint</u> | <u>Maximum</u> |
| Chief Field Agent                     | 100253          | 539          | 63,983         | 76,266          | 88,551         |
| Financial Operations Supervisor       | 100314          | 539          | 63,983         | 76,266          | 88,551         |
| Health Care Coordinator               | 100251          | 539          | 63,983         | 76,266          | 88,551         |
| Nurse (RN)                            | 100260          | 539          | 63,983         | 76,266          | 88,551         |
| Program Coordinator                   | 100340          | 539          | 63,983         | 76,266          | 88,551         |
| Financial Analyst                     | 100037          | 538          | 58,228         | 69,412          | 80,595         |
| Functional Analyst                    | 100043          | 538          | 58,228         | 69,412          | 80,595         |
| <b>PHEP Planner</b>                   | <b>100141</b>   | <b>538</b>   | <b>58,228</b>  | <b>69,412</b>   | <b>80,595</b>  |
| Probate Administrator                 | 100372          | 538          | 58,228         | 69,412          | 80,595         |
| Senior Benefits Representative        | 100369          | 538          | 58,228         | 69,412          | 80,595         |
| Treasury Administrator                | 100316          | 538          | 58,228         | 69,412          | 80,595         |
| Assistant WIC Program Supervisor      | 100211          | 537          | 53,097         | 63,316          | 73,535         |
| CAD Operator                          | 100142          | 537          | 53,097         | 63,316          | 73,535         |
| Criminalist                           | 100361          | 537          | 53,097         | 63,316          | 73,535         |
| Environmental Construction Specialist | 100147          | 537          | 53,097         | 63,316          | 73,535         |
| Facilities Tech Coordinator           | 100095          | 537          | 53,097         | 63,316          | 73,535         |
| Field Agent                           | 100254          | 537          | 53,097         | 63,316          | 73,535         |
| Fleet Analyst                         | 100039          | 537          | 53,097         | 63,316          | 73,535         |
| Food Service Supervisor               | 100238          | 537          | 53,097         | 63,316          | 73,535         |
| Foreman                               | 100250          | 537          | 53,097         | 63,316          | 73,535         |
| Human Resources Generalist            | 100112          | 537          | 53,097         | 63,316          | 73,535         |
| Indigent Eligibility Specialist       | 100152          | 537          | 53,097         | 63,316          | 73,535         |
| Office Coordinator                    | 100103          | 537          | 53,097         | 63,316          | 73,535         |
| Shop Coordinator                      | 100286          | 537          | 53,097         | 63,316          | 73,535         |
| Veterans Service Officer              | 100291          | 537          | 53,097         | 63,316          | 73,535         |
| Animal Control Supervisor             | 100293          | 536          | 48,591         | 57,930          | 67,267         |
| Budget Technician                     | 100312          | 536          | 48,591         | 57,930          | 67,267         |
| Building Maintenance Technician II    | 100199          | 536          | 48,591         | 57,930          | 67,267         |
| Election Supply Coordinator           | 100093          | 536          | 48,591         | 57,930          | 67,267         |
| Equipment Technician                  | 100201          | 536          | 48,591         | 57,930          | 67,267         |
| Events Coordinator                    | 100285          | 536          | 48,591         | 57,930          | 67,267         |
| Farm Museum Coordinator               | 100341          | 536          | 48,591         | 57,930          | 67,267         |
| GIS Coordinator                       | 100097          | 536          | 48,591         | 57,930          | 67,267         |
| <b>Health Care Analyst</b>            | <b>100257</b>   | <b>536</b>   | <b>48,591</b>  | <b>57,930</b>   | <b>67,267</b>  |
| Inspector                             | 100113          | 536          | 48,591         | 57,930          | 67,267         |
| JP Court Administrator                | 100032          | 536          | 48,591         | 57,930          | 67,267         |
| Network Support Specialist            | 100279          | 536          | 48,591         | 57,930          | 67,267         |
| <b>PHEP Specialist</b>                | <b>100091</b>   | <b>536</b>   | <b>48,591</b>  | <b>57,930</b>   | <b>67,267</b>  |
| Parts Specialist                      | 100205          | 536          | 48,591         | 57,930          | 67,267         |

**Collin County Compensation Plan  
2020**

| <b>Non-Exempt Positions</b>       |                 |              |                |                 |                |
|-----------------------------------|-----------------|--------------|----------------|-----------------|----------------|
| <u>Job Title</u>                  | <u>Job Code</u> | <u>Grade</u> | <u>Minimum</u> | <u>Midpoint</u> | <u>Maximum</u> |
| Parts Warehouse Supervisor        | 100243          | 536          | 48,591         | 57,930          | 67,267         |
| Payroll Coordinator               | 100104          | 536          | 48,591         | 57,930          | 67,267         |
| Probate Auditor                   | 100053          | 536          | 48,591         | 57,930          | 67,267         |
| Public Works Representative       | 100125          | 536          | 48,591         | 57,930          | 67,267         |
| Right of Way Coordinator          | 100106          | 536          | 48,591         | 57,930          | 67,267         |
| Senior Nutritionist               | 100317          | 536          | 48,591         | 57,930          | 67,267         |
| Utilities Manager                 | 100352          | 536          | 48,591         | 57,930          | 67,267         |
| Assistant Law Librarian           | 100045          | 535          | 44,573         | 53,138          | 61,702         |
| Auxiliary Court Liaison           | 100146          | 535          | 44,573         | 53,138          | 61,702         |
| Benefits Representative           | 100126          | 535          | 44,573         | 53,138          | 61,702         |
| Early Voting Coordinator          | 100092          | 535          | 44,573         | 53,138          | 61,702         |
| Functional Support Specialist     | 100408          | 535          | 44,573         | 53,138          | 61,702         |
| Guardianship Coordinator          | 100342          | 535          | 44,573         | 53,138          | 61,702         |
| Help Desk Support Specialist      | 100138          | 535          | 44,573         | 53,138          | 61,702         |
| Lead Clerk                        | 100070          | 535          | 44,573         | 53,138          | 61,702         |
| Lead Operator                     | 100252          | 535          | 44,573         | 53,138          | 61,702         |
| Nutritionist                      | 100264          | 535          | 44,573         | 53,138          | 61,702         |
| Office Administrator              | 100033          | 535          | 44,573         | 53,138          | 61,702         |
| Property Tax Liaison              | 100076          | 535          | 44,573         | 53,138          | 61,702         |
| Teen Court Coordinator            | 100301          | 535          | 44,573         | 53,138          | 61,702         |
| Victim Assistance Coordinator     | 100107          | 535          | 44,573         | 53,138          | 61,702         |
| Voter Registration Coordinator    | 100108          | 535          | 44,573         | 53,138          | 61,702         |
| <b>Administrative Secretary</b>   | <b>100127</b>   | <b>534</b>   | <b>41,018</b>  | <b>48,917</b>   | <b>56,815</b>  |
| Animal Control Lead               | 100313          | 534          | 41,018         | 48,917          | 56,815         |
| Asset Management Technician       | 100058          | 534          | 41,018         | 48,917          | 56,815         |
| Building Maintenance Technician I | 100198          | 534          | 41,018         | 48,917          | 56,815         |
| Case Coordinator                  | 100368          | 534          | 41,018         | 48,917          | 56,815         |
| Community Health Specialist       | 100407          | 534          | 41,018         | 48,917          | 56,815         |
| ERMS Specialist                   | 100377          | 534          | 41,018         | 48,917          | 56,815         |
| Geocode Tech Coordinator          | 100096          | 534          | 41,018         | 48,917          | 56,815         |
| Housekeeping Coordinator          | 100098          | 534          | 41,018         | 48,917          | 56,815         |
| Indigent Care Coordinator         | 100339          | 534          | 41,018         | 48,917          | 56,815         |
| Legal Secretary II                | 100130          | 534          | 41,018         | 48,917          | 56,815         |
| Mail/Supply Supervisor            | 100241          | 534          | 41,018         | 48,917          | 56,815         |
| Nurse (LVN)                       | 100261          | 534          | 41,018         | 48,917          | 56,815         |
| TB Outreach                       | 100265          | 534          | 41,018         | 48,917          | 56,815         |
| Voter Registration Analyst        | 100042          | 534          | 41,018         | 48,917          | 56,815         |
| A.F.I.S. Technician               | 100140          | 533          | 37,842         | 45,117          | 52,392         |
| Accounting Tech                   | 100025          | 533          | 37,842         | 45,117          | 52,392         |



**FY2021  
HAZARDS**

**Applicant Information**

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

COLLIN COUNTY

Street / PO Box: 825 N. MCDONALD, SUITE #130  
City: MCKINNEY  
Zip: 75069

**Payee Name:**

Collin County-537-18-0128-00001

**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: 7/1/2020  
End Date: 6/30/2021

**Counties Served**

County(ies) Served:

COLLIN COUNTY; 2/14/2020

**Amount of Funding Allocated:**

\$562,786.00

CONTACT PERSON INFORMATION

Legal Business Name: COLLIN COUNTY

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: CANDY BLAIR
Phone: 972-548-5504
Fax: 972-548-4441
E-mail: CBLAIR@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):
825 N. MCDONALD #130, MCKINNEY, TX 75069

B-13/FSR Rep: JANICE NICHOLSON
Phone: 972-548-4732
Fax: 972-548-4751
E-mail: JNICHOLSON@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):
2300 Bloomdale #4192, McKinney, TX 75071

PHEP (HAZARDS) Program Leader: TAYLOR BURTON
Phone: 972-548-4464
Fax: 972-548-5590
E-mail: TBURTON@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):
825 N. MCDONALD #130, MCKINNEY, TX 75069

SNS (CRI) Coordinator: AMY DAVIS
Phone: 972-548-4473
Fax: 972-548-5590
E-mail: ALDAVIS@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):
825 N. MCDONALD #130, MCKINNEY, TX 75069

Authorized Signatory for DocuSign: CHRIS HILL
Phone: 972-548-4623
E-mail: CHILL@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):
2300 Bloomdale #4192, McKinney, TX 75071

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

DocuSign "CC" Person: JANICE NICHOLSON
Phone: 972-548-4732
Fax: 972-548-4751
E-mail: JNICHOLSON@CO.COLLIN.TX.US

Emergency Contact: JOANN GILBRIDE
Cell Phone: 214-326-1758
Fax: 972-548-4441
E-mail: JGILBRIDE@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):
825 N. MCDONALD #130, MCKINNEY, TX 75069



## BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

COLLIN COUNTY

| Budget Categories         | Total Budget<br>(1) | DSHS Funds Requested<br>(2) | Direct Federal Funds<br>(3) | Other State Agency Funds*<br>(4) | Local Funding<br>(Match)<br>(5) | Other Funds<br>(6) |
|---------------------------|---------------------|-----------------------------|-----------------------------|----------------------------------|---------------------------------|--------------------|
| A. Personnel              | \$405,555           | \$360,794                   |                             |                                  | \$44,761                        |                    |
| B. Fringe Benefits        | \$163,594           | \$152,075                   |                             |                                  | \$11,519                        |                    |
| C. Travel                 | \$13,258            | \$13,258                    |                             |                                  | \$0                             |                    |
| D. Equipment              | \$0                 | \$0                         |                             |                                  | \$0                             |                    |
| E. Supplies               | \$23,559            | \$23,559                    |                             |                                  | \$0                             |                    |
| F. Contractual            | \$0                 | \$0                         |                             |                                  | \$0                             |                    |
| G. Other                  | \$13,100            | \$13,100                    |                             |                                  | \$0                             |                    |
| H. Total Direct Costs     | \$619,066           | \$562,786                   | \$0                         | \$0                              | \$56,280                        | \$0                |
| I. Indirect Costs         | \$0                 | \$0                         |                             |                                  |                                 |                    |
| J. Total (Sum of H and I) | \$619,066           | \$562,786                   | \$0                         | \$0                              | \$56,280                        | \$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**

| <b>PERSONNEL</b>   |            |   |      |   |                               |                         |                                    |
|--|------------|---|------|---|-------------------------------|-------------------------|------------------------------------|
| 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  | \$6,045                       | 12                      | \$72,540                           |
| Meredith Nurge, PHEP Planner   | N          | Performs PHEP activities including special needs, first responder safety, hospital coordination | 1.00 | NA  | \$5,150                       | 12                      | \$61,800                           |
| Mandie Sosa, Administrative Assistant PHEP   | N          | Provides administrative support for the PHEP team   | 0.50 | NA  | \$4,340                       | 12                      | \$26,040                           |
| Aubrey Saylor, PHEP Specialist / MRC Coordinator   | N          | Coordinates volunteers for SNS and emergency preparedness activities                            | 0.65 | NA  | \$5,318                       | 12                      | \$41,480                           |
| Jawaid Asghar, Chief Epidemiologist  | N          | Coordinates epidemiology services and disease investigation                                     | 0.54 | NA  | \$8,388                       | 12                      | \$54,354                           |
| Susana Ramos, Healthcare Analyst / Epidemiology  | N          | Performs disease & contact investigations, influenza surveillance, PEP distribution             | 1.00 | NA  | \$5,249                       | 12                      | \$62,988                           |
| Epidemiology Interns (# of total interns will vary since each intern can work a max of 1080 hours; department will hire interns as necessary to expend salary funds) | N          | Performs disease & contact investigations, influenza surveillance, PEP distribution             | 1.00 | NA  | \$1,733                       | 12                      | \$20,796                           |
| Epidemiology Interns (# of total interns will vary since each intern can work a max of 1080 hours; department will hire interns as necessary to expend salary funds) | N          | Performs disease & contact investigations, influenza surveillance, PEP distribution             | 1.00 | NA  | \$1,733                       | 12                      | \$20,796                           |
|  |            |   |      |   |                               |                         | \$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>\$360,794</b>                   |

| <b>FRINGE BENEFITS</b>  |             | Itemize the elements of fringe benefits in the space below: |                  |
|---|-------------|---|------------------|
| FRINGE BENEFITS: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1200 for medical/dental/RX and \$4.95 for term life per month), Long Term Disability (salary x 0.0026), Short Term Disability \$2.10/month, Long Term Care \$30.08/month, Retirement (salary x 0.08), Supplement Death Benefit (salary x 0.0024), Unemployment Insurance (salary x 0.001) |             |   |                  |
| <b>Total Number of FTEs:</b>  | <b>6.69</b> | <b>Fringe Benefit Rate %</b>                                | <b>42.15%</b>    |
|   |             | <b>Fringe Benefits Total</b>                                | <b>\$152,075</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                                 | Conference for public health and emergency preparedness professionals | TBD                 | 4 days/1 employee                | Mileage      | \$100          |
|  |   |                     |                                  | Airfare      | \$350          |
|  |   |                     |                                  | Meals        | \$200          |
|  |   |                     |                                  | Lodging      | \$600          |
|  |   |                     |                                  | Other Costs  | \$50           |
|  |   |                     |                                  | <b>Total</b> | <b>\$1,300</b> |
| TALON 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> |
| Texas Emergency Management Conference                            | Conference for public health and emergency preparedness professionals | TBD                 | 4 days/1 employee                | Mileage      | \$100          |
|  |   |                     |                                  | Airfare      | \$350          |
|  |   |                     |                                  | Meals        | \$200          |
|  |   |                     |                                  | Lodging      | \$600          |
|  |   |                     |                                  | Other Costs  | \$50           |
|  |   |                     |                                  | <b>Total</b> | <b>\$1,300</b> |
|  |   |                     |                                  |              |                |
| TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS |   |                     |                                  |              | \$0            |

**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 PHEP funded staff. | 3000            | \$0.575                    | \$1,725          |                 | \$1,725         |
| Short seminars, conferences, meetings within state of Texas. Will be utilized by all PHEP funded staff.                                      | 1970            | \$0.575                    | \$1,133          |                 | \$1,133         |
|  |                 |                            | \$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** \$2,858

Other / Local Travel Costs: \$2,858

Conference / Workshop Travel Costs: \$10,400

**Total Travel Costs:** \$13,258

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

## EQUIPMENT AND CONTROLLED ASSETS Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Itemize, describe and justify the list below. Attach complete specifications or a copy of the purchase order/quote.

| Description of Item                             | Purpose & Justification | Number of Units | Cost Per Unit | Total Cost |
|---|-------------------------|-----------------|---------------|------------|
| NONE  |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
|   |                         |                 |               | \$0        |
| TOTAL FROM EQUIPMENT SUPPLEMENTAL BUDGET SHEETS |                         |                 |               | \$0        |

Total Amount Requested for Equipment:

\$0

## 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<br><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.(Individual supply items will not exceed \$499.00)   | \$2,000    |
| 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> | \$2,500    |

|   |   |          |
|---|---|----------|
| Alternate Dispensing Supplies                                   | Gloves, masks, crowd control posts, signs, etc., as needed to support various deliverables, including Mass Prophylaxis operations and dispensing models other than open PODs. Also includes alpha or first responder POD planning not covered by POD supplies. Medical supplies and non-medical office-type supplies, specific quantities or items are not finalized at this time.  | \$1,800  |
| POD Supplies  | Various medical and non-medical supplies for deployable POD kits. These include additional POD signage inside the POD, external signage and drive-thru items (such as cones, safety lights, and small barriers), replacement or existing expired POD supplies (such as hand sanitizer, hand held radios, batteries, bandages, scales, masks, PPE, storage containers and bags, training assets for drills, etc...), administrative supplies for drive-thru PODs (such as enclosed clipboards), and POD inventory supplies (such as inventory marking tools and supplies). | \$2,259  |
| Emergency Communication Radios and Maintenance Costs for Radios | Radios used by the County Sherriff's Office to communicate during emergencies; program staff to use radios as part of county EOC and Public Health EOC operations, appx \$3400 each X 4 plus maintenance costs and accessories  | \$15,000 |
|   |   |          |
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|   |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
| TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS                  |   | \$0      |

Total Amount Requested for Supplies:

|                 |
|-----------------|
| <b>\$23,559</b> |
|-----------------|

## CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: COLLIN COUNTY

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

| CONTRACTOR NAME<br>(Agency or Individual)         | DESCRIPTION OF SERVICES<br>(Scope of Work) | Justification | METHOD OF PAYMENT<br>(i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum) | # of Payments | RATE OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum) | TOTAL COST |
|---|--|---------------|--|---------------|---|------------|
| NONE  |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
|   |  |               |  |               |   | \$0        |
| TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS |  |               |  |               |   | \$0        |

Total Amount Requested for CONTRACTUAL: **\$0**



## OTHER COSTS Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

| Description of Item<br><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 \$100 X 2; registration for Preparedness Coalition \$100 X 2 and TALON Conference \$100 X 2 or other TBD local are conference/workshop fees relevant to the program   | \$600      |
| 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 (i.e. Epidemiology of Vaccine Preventable Diseases "Pink Book", AAP "Red Book", clinical and epidemiology references on mitigating infectious diseases, Managing Infectious Diseases in Child Care and Schools, Physician's Desk Reference, etc....) | \$1,200            |
| Emergency Prophylaxis                | Emergency prophylaxis for outbreaks and events (i.e. Ciprofloxacin, Doxycycline, Amoxicillin; Emergency Prophylaxis will only be purchased for first responders).   | \$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.         | \$2,000            |
| 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.   | \$1,500            |
| Facility Rental Fee                  | Facility rental fees associated with training classes/events (2 events at \$100 each event as one-time payment  | \$200              |
|                                      |   |                    |
|                                      |   |                    |
|                                      |   |                    |
|                                      |   |                    |
|                                      |   |                    |
|                                      |   | Revised: 3/25/2014 |

|  |   |     |
|--|---|-----|
|  | TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS | \$0 |
|--|---|-----|

**Total Amount Requested for Other:**

|                 |
|-----------------|
| <b>\$13,100</b> |
|-----------------|

### PERSONNEL Budget Category Detail Form (Match)

Legal Name of Respondent:

COLLIN COUNTY

| PERSONNEL                                    | 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 |
|--|------------|---|------|---|-------------------------------|------------------|------------------------------------|
| MATCH - Dr. Sadia Siddiqui, Health Authority | N          | Collaborates with Epidemiology department and performs Health Authority duties for PHEP | 0.18 | NA  | \$19,099                      | 12               | \$41,253                           |
| MATCH - Janice Nicholson, Grant Accountant   | N          | Completes FSRs and maintains fiscal auditing documentation                              | 0.05 | NA  | \$5,917                       | 12               | \$3,508                            |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
|  |            |   |      |   |                               |                  | \$0                                |
| <b>SalaryWage Total</b>                      |            |   |      |   |                               |                  | <b>\$44,761</b>                    |

| FRINGE BENEFITS | Itemize the elements of fringe benefits in the space below:   |
|-----------------|---|
|                 | FRINGE BENEFITS: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1200 for medical/dental/RX and \$4.95 for term life per month), Long Term Disability (salary x 0.0026), Short Term Disability \$2.10/month, Long Term Care \$30.08/month, Retirement (salary x 0.08), Supplement Death Benefit (salary x 0.0024), Unemployment Insurance (salary x 0.001) |
|                 | <b>Fringe Benefit Rate %</b>  |
|                 | 25.74%  |
|                 | <b>Fringe Benefits Total</b>  |
|                 | <b>\$11,519</b>   |

# 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.

# Collin County Travel Policy

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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:

# Collin County Travel Policy

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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.

# Collin County Travel Policy

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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

# Collin County Travel Policy

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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

## Collin County Travel Policy

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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.