

Kenosha County
Administrative Proposal Form

1. Proposal Overview

Division: Personnel Services Department: Administration

Proposal Summary: The Division of Health, Department of Human Services is proposing a mid-year budget amendment which would convert a vacant Public Health Nurse to a Population Health Manager (job description attached). The reason for the recommendation is to divide management responsibilities evenly over three subdivisions (organizational charge attached).

Dept./Division Head Signature:  Date: 3/16/2017

2. Finance Division Review

Comments: In addition to using the revenue saved by not filling a Public Health Nurse position, the cost will require an additional \$17,000. A fiscal analysis is attached.

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature:  Date: 3/28/17

3. County Executive Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Signature:  Date: 4/5/17

**Kenosha County Division of Health
Personnel Cost Analysis**

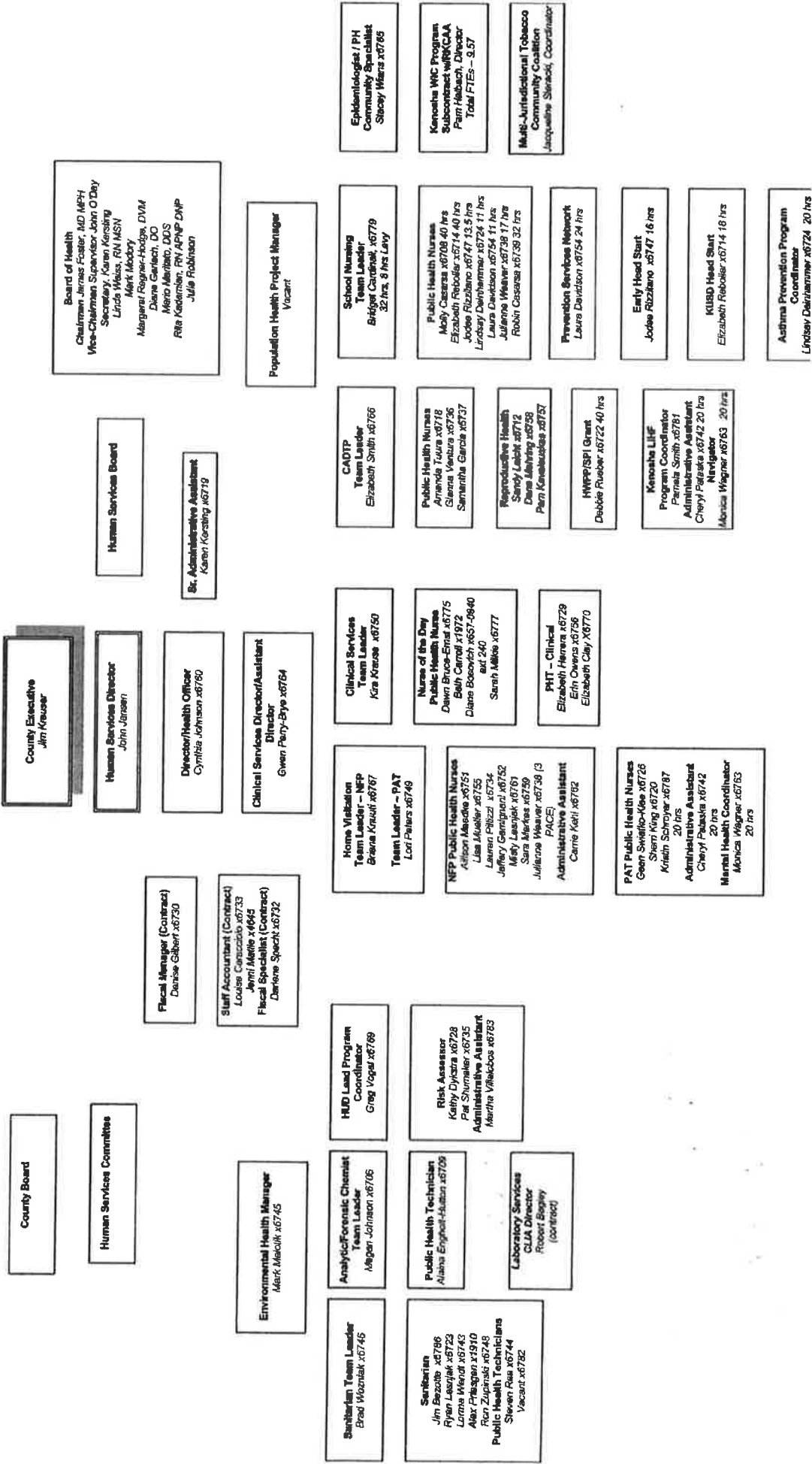
January 20, 2017

Current Open Positions	Employee Vacating	Current Personnel Cost			Pay Grade	Plans for Filling Vacancy	Proposed Personnel Cost		
		Hours per Week	Rate \$/Hr	Annualized Amount			Hours Per Week	Rate \$/Hr	Annualized Amount
MCH Grant Hours	Rauber	15	44.37	34,603.60	E2		15	41.00	31,980.00
MCH Grant Hours	Krause	8	52.41	21,802.56	E7	Samantha Garcia	8	41.00	17,056.00
CDC PDO Grant Hours	Rauber (Keeping 8 Hours)	14	44.37	32,301.36	E2	Samantha Garcia	14	41.00	29,948.00
CDC PDO Grant Hours	Tuura	1	45.74	2,378.48	NE11	Samantha Garcia	1	41.00	2,132.00
Opioid Abstract Review Grant Hours	New Grant Funds	10	41.00	21,320.00	NE11	Samantha Garcia	2	41.00	4,264.00
NOD Nurse	Drab	40	40.65	84,552.00	NE11	Population Health Manager	8	47.16	19,618.56
NOD / STD Nurse	Rae	40	40.36	83,948.80	NE11	Rita Krause (Replaces Former MCH Hours)	32	47.16	78,474.24
FRHV Nurse	Catarsa	40	49.82	103,625.60	NE11	Jeff Gernighan / S.M.	8	52.41	21,802.56
						Laura Pilizzi	40	41.00	85,280.00
		168		384,537.40			168		375,735.36

Overall Decrease in Personnel Cost
Increase in Non-Grant Funded Position Cost
 Prorated fro 8 months in 2017 (May hire date)

Assumptions for New Position - Population Health Manager			
	Min	Mid	Max
Pay grade E8	64,873	77,523	90,174
Population Health Manager:	Salary	75,000	
	Benefits	23,085	
		98,085	47.16

KENOSHA COUNTY DIVISION OF HEALTH SERVICES



Kenosha County, WI

Job Description

Classification Title	Population Health Project Manager
Job Code	
FLSA Status	Exempt
Pay Grade	E8

GENERAL SUMMARY

The Population Health Project Manager is a supervisory position that manages a comprehensive program to identify population health needs and facilitate best practice service delivery to achieve a healthier lifestyle and improve health outcomes for the population. The position will support and direct the enforcement of state, city, and county laws, ordinances, and regulations. In addition, whoever holds this position supervises and coordinates Population Health Project staff, assigns work, and assures departmental goals are met.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Responsible for contract agreements with Wisconsin Department of Health Services, and other contracts and grants from various organizations.
- Administer the public health programs as identified in contracts and grants.
- Maintain standardization and benchmarks per contract and grant agreements.
- Coordinate the delivery and evaluation of population health and health promotion programs, campaigns, and other targeted member outreach to promote healthier lifestyles and better health outcomes.
- Outreach may include communicating about gaps in healthcare needs and preventive health opportunities, health education to the community and others.
- Develop and manage project activities, including assessment, planning, implementation, evaluation and reporting activities for assigned projects.
- Review and analyze population data from various databases, including state and national to support local planning.
- Design questionnaires and surveys to collect data on people and health.
- Collect data, analyze findings and create reports explaining the findings.
- Ensure the accuracy and timelines of data collections and reporting.
- Maintain continual program evaluation to monitor and measure population health improvements.
- Promote mentoring, peer advising, coaching, and other personal development opportunities for the workforce.

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- Ensure adherence to legislation, regulations and policies concerned with health services and client data collection, consent and privacy provisions.
- Participate in grant writing.
- Ensure programs and services meet the needs of the community while remaining within budget.
- Provide leadership for all quality and population health initiatives.
- Provide community leadership and serve as a professional role model to employees and the community.
- Review and update policies and procedures.
- Make recommendations to the Board of Health and Human Services Board.
- Perform other work as required or assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

Bachelor's Degree with specialization in health sciences, public health, or related field. 5 years of experience in the area of population health programs including expertise in a supervisory or leadership position or any combination of education and experience which provides the required knowledge, skills, and abilities. Advanced analytical skills including the ability to use and interpret epidemiological data, program evaluation practices, and produce high quality reports. Comprehensive knowledge of the principles, practices, and standards of public health sciences and public health programs, including quality management framework. Field work experience in population health activities desirable.

Licenses or Certifications

Those applicable to public health sciences.

PREFERRED ENTRANCE QUALIFICATIONS

Education and Experience

Master's Degree in public health, public administration, or related field in population health preferred.

Licenses or Certifications

Applicable to professional training and experiences.

**Kenosha County, WI
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OTHER JOB REQUIREMENTS

- Valid driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Applicable laws, codes, ordinances, and regulations governing public health programs.
- Pertinent state, county, and city laws, codes, and regulations.
- The principles, practices, and standards and core competencies of public health.

Skill in:

- Communication, public relations and public speaking
- Quality Improvement Process
- Coordinating and multi-tasking, setting priorities on work assignments
- High degree of flexibility, initiative, attention to detail, and commitment.
- Demonstrated high-level written and oral presentation skills
- Demonstrated program and project management
- Excellent computer experience in windows-based environment and knowledge of Microsoft applications and Excel.

Ability to:

- Effectively communicate and maintain good public relations.
- Prepare and produce high quality reports and keep accurate records.
- Organize, plan, and work with others.
- Effectively work in a team environment that promotes coaching and training and positive feedback to improve individual performance and customer satisfaction.
- Apply evidence-based public health programs and services to improve population health and safety.
- Remain professional and courteous at all times

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment		X	
In the community (homes, businesses, etc.)		X	
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility		X	
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


The position involves **physical demands**, of sitting, standing, climbing stairs, light lifting, operate a computer and other devices, and drive a car to transport self.
Kenosha County, WI is an Equal Opportunity Employer.

Date created:	1/20/2017
Dates revised	

5506672v1/14131.001

KENOSHA COUNTY
BOARD OF SUPERVISORS

RESOLUTION NO. _____

Subject: RESOLUTION CONVERT PUBLIC HEALTH NURSE POSITION TO POPULATION HEALTH PROJECT MANAGER			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: April 18, 2017		Date Resubmitted:	
Submitted By: Human Services and Finance Committees			
Fiscal Note Attached <input type="checkbox"/>		Legal Note Attached <input type="checkbox"/>	
Prepared By: Robert J. Riedl		Signature: 	

WHEREAS, the Kenosha County Department of Human Services, Division of Health, is requesting a mid-year organizational chart update which is attached hereto, and

WHEREAS, the Division of Health will convert a public health nurse position to a mid-level management position known as the Population Health Project Manager, and

WHEREAS, population health programs address multiple health disparities among diverse communities and implement strategies to increase positive health outcomes, and

WHEREAS, the Division of Health has over 11 comprehensive programs that provide outreach and community education opportunities, and

WHEREAS, the funding for these programs have required an increased demand for statistical and outcome reporting, and

WHEREAS, the Population Health Project Manager will be responsible to identify Kenosha County population health needs and facilitate best practice service delivery to achieve a healthier lifestyle and improve our community health outcomes, and

WHEREAS, the Population Health Project Manager will provide assessment, data collection, and enhance current program evaluation methods to ensure community health improvements, and

WHEREAS, the Division of Health personnel budget has realized salary savings by hiring new staff due to recent retirements in 2017 with the savings continuing in the 2018 proposed budget,

WHEREAS, this Division of Health estimates no additional levy needed for this position.

NOW, THEREFORE, BE IT RESOLVED, that the Kenosha County Department of Human Services, Division of Health, be authorized to update their organizational chart by eliminating a public health nurse position and hire a Population Health Manager.

HUMAN SERVICES COMMITTEE:

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
<u>Mike Goebel</u> Mike Goebel, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Daynn Hallmon</u> Daynn Hallmon, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Greg Retzlaff</u> Greg Retzlaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Leah Blough</u> Leah Blough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Andy Berg</u> Andy Berg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>John Poole</u> John Poole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Rick Dodge</u> Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATION COMMITTEE:

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
<u>Terry Rose</u> Terry Rose, Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Ron Frederick</u> Ron Frederick, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Daniel Esposito</u> Daniel Esposito	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Jeffrey Gentz</u> Jeffrey Gentz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Edward Kubicki</u> Edward Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Greg Retzlaff</u> Greg Retzlaff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Rick Dodge</u> Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>