



MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: May 18, 2022

RE: Request to Approve a New Emergency Preparedness and Response Coordinator (EPRC) Position

Public Health Director, Roberta Smith, is requesting approval of the EPRC job description and pay scale. This position collaborates with Public Health, Emergency Management, Environmental Health staff, and other community stakeholders in researching, developing, communicating, coordinating, and executing emergency preparedness and response efforts and strategies. This will be a full-time benefitted position and will report directly to the Director of Public Health with cross-collaboration with the Routt County Emergency Management Department.

Education, experience, and job duties include:

- Bachelor's degree from an accredited college or university in Environmental Health, Public Health, or Emergency Management related fields, required.
- Three (3) years of professional experience working at a state or local public health agency, emergency preparedness, emergency management, or directly related field, with duties and similar responsibilities related to emergency preparedness and response required.
- Valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Must successfully complete National Incident Management System training courses ICS-100, ICS-200, ICS-700, and ICS-800 within one year of appointment.
- Must successfully complete National Incident Management System training courses ICS-300 within two years of appointment.
- Fulfills local and regional deliverables as required in the state Public Health Emergency Preparedness (PHEP) contract.
- Acts as a subject matter expert to public health partners regarding emergency preparedness and response.
- Oversees the Health Alert Network (HAN) system to alert partners to a situation that potentially affects public health and develops health alerts as necessary.
- Participates in emergency planning and preparedness activities and exercises in conjunction with public health staff, as well as other partners.
- Responds to public health-related incidents statewide when additional capacity is needed or as assigned.
- Collaborates, coordinates, and participates in training and exercises to support the office of emergency management in disaster response and Emergency Operations Center (EOC) activation.
- Serves as Emergency Support Function 8 (ESF-8) representative in the EOC whenever the EOC is activated.
- Assists with the development and coordination of the implementation of the public health emergency operations plans.
- Serves in a lead role in coordinating regional multi-agency coalitions focused on public health and medical emergency preparedness and response.
- Provides public health expertise for Routt County all-hazard disaster plans, including risk assessments, risk analysis, mitigation, contingency, recovery, and continuity of operations plans.

- Collaborates with Routt County Emergency Management Office for County specific drills and coordination of response plans (e.g. Routt County Mass Casualty Plan, Fatality Management Plan, and Pandemic Plan).
- Writes and facilitates public health exercises for Routt County and the Northeast hazards region.

I have evaluated the job description against Employers Council salary information and benchmarked it against an Emergency Services Coordinator position using 2021 Colorado Public Employers salary data, and aged the data by 4.7%.

I recommend approval of the job description and pay scale and request approval to place this request on the Commissioner's agenda for their consideration for approval

County Manager Comments: Approved 5/18/2022
