

LINN COUNTY CLASSIFICATION

TITLE: PUBLIC HEALTH EMERGENCY PREPAREDNESS PLANNER
NUMBER: 737 **APPROVAL ORDER**
PAY RANGE: 16 **NUMBER: 2002-330**
CATEGORY: OPEU **DATE: August 13, 2002**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of community health duties focused on public health emergency preparedness for bioterrorism and communicable disease outbreaks; participate actively in program planning, training and coordination; represent Public Health in planning and public safety groups concerned with emergency preparedness.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Supervision of employees is not normally a responsibility of positions in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Integrate bioterrorism preparedness procedures into the current local emergency operations plan following State guidance based on the U. S. Centers for Disease Control and Prevention and the Health Resources and System Administration cooperative agreements.
2. Develop procedures for Public Health's emergency epidemiological responses and deploying the National Pharmaceutical Stockpile (NPS) assets integrated with the State's NPS plan.
3. Facilitate and participate in a public health emergency exercise program with local emergency management and public safety agencies, using tools provided by the State for orientation, tabletop, functional and full-scale exercises.
4. May be designated as the local Health and Medical planning representative in Linn County's emergency management agency.
5. Submit reports to the State on the status of local activities related to public health emergency preparedness.
6. Develop a local 24 hour a day/7 day a week contact information system.
7. Write the bioterrorism and public health emergency response annex to the County's Emergency Operations Plan and assist other Linn County Health programs in the coordination of their emergency planning.

8. Assist the County's Public Information Officer to communicate and disseminate health risks information during an emergency.
9. Assist in Public Health's procedure, policy and protocol development and reviews.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the public health system and programs and the ability to evaluate and plan for the effective utilization of community health resources. Skill in identifying problems and in developing solutions. Skill in determining needs of emergency preparedness programs and ability to act with initiative, judgment and integrity in developing plans to meet those needs. Ability to understand, interpret and follow applicable Oregon Revised Statutes, Oregon Administrative Rules, department policies and regulations. Ability to write plans and program proposals and provide strong leadership. Ability to function independently with minimum supervision and to maintain harmonious relationship with providers, public safety and emergency agencies and staff.

EXPERIENCE, EDUCATION AND TRAINING: Five years of current public health experience with a Bachelors Degree or Masters Degree in nursing, health or a related field preferred but not required. Additional specialized training and/or experience in emergency preparedness also preferred or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a license to practice as a Registered Nurse in the State of Oregon at the time of appointment is preferred but not required. Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County and region. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Work may involve potential exposure to blood products, cleaning materials and loud noises.