

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## Work Session

July 20, 2020

Times listed on the agenda are approximations and may be longer or shorter, or being earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of the item.

Please click the link below to join the webinar:

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Password: 522

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or +1 312 626 6799 or +1 929 205 6099  
Webinar ID: 851 0667 0945  
Password: 522

*The Routt County Board of Health or Board of Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.*

- 1. 9:30 A.M. COUNTY MANAGER UPDATE**  
Mark Collins, Interim County Manager

The Routt County Board of County Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

- 2. 10:15 A.M. LEGAL**  
Erick Knaus, County Attorney

The Routt County Board of County Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

- 3. 11:00 A.M. HUMAN RESOURCES**

Kathy Nelson, Director

**A. REQUEST APPROVAL OF TEMPORARY CONTACT TRACER JOBS AND PAY**

Consideration to approve the equivalent of 9 temporary, full-time contact tracer jobs and pay.

Documents:

[BCC AGENDA - PUBLIC HEALTH CONTACT TRACER.PDF](#)  
[SALARY DATA 7-2020.PDF](#)  
[PUBLIC HEALTH CONTACT TRACER.PDF](#)

**B. REQUEST APPROVAL OF THE EPIDEMIOLOGIST JOB AND PAY SCALE**

Consideration to approve the epidemiologist position and pay scale.

Documents:

[BCC AGENDA - PUBLIC HEALTH EPIDEMIOLOGIST.PDF](#)  
[EPIDEMIOLOGIST DATA MANAGER 7-8-2020.PDF](#)  
[EPIDEMIOLOGIST DATA MANAGER PAY SCALE 2020.PDF](#)  
[EPIDEMIOLOGIST SALARY SAMPLES.PDF](#)

**C. REQUEST APPROVAL OF A PUBLIC HEALTH EDUCATOR PAY SCALE**

Consideration to approve a Public Health Educator pay scale.

Documents:

[BCC AGENDA - PUBLIC HEALTH EDUCATOR.PDF](#)  
[PUBLIC HEALTH EDUCATOR.PDF](#)  
[PUBLIC HEALTH EDUCATOR.PDF](#)  
[HEALTH EDUCATOR COMP DATA 7-2020DOCX.PDF](#)

**4. 11:30 A.M. COVID-19 WORK SESSION**

The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

The Routt County Board of County Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

**5. 12:00 P.M. MEETING ADJOURNED**

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# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> 7/20/2020		<b>ITEM TIME:</b>
<b>FROM:</b>	HUMAN RESOURCES - KATHY NELSON, HR DIRECTOR	
<b>TODAY'S DATE:</b>	7/20/2020	
<b>AGENDA TITLE:</b>	REQUEST APPROVAL OF TEMPORARY CONTACT TRACER JOBS AND PAY	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>		
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>		
<b>DIRECTION</b>		
<b>INFORMATION</b>		
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>		
CONSIDERATION TO APPROVE TEMPORARY CONTACT TRACER JOBS AND PAY		
<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>		
RECOMMEND APPROVAL OF TEMPORARY CONTACT TRACER JOBS AND PAY		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE (<i>if applicable</i>):</b> None.		
<b>CURRENT BUDGETED AMOUNT:</b> TBD		
<b>PROPOSED EXPENDITURE:</b> Hourly pay is \$23.50. Annual salary is \$48,880. Funding for nine temporary staff working 40 hours per week is \$439,920 annually.		
<b>FUNDING SOURCE:</b> Public Health/grant funding. There is grant funding for the epidemiologist and contact tracer roles from the Epidemiologist and Laboratory Capacity (ELC) Enhancing Detection COVID Funds. The award amount is \$436,855.77, paid out over 30 months with monthly disbursements. The monthly payment will be \$14,561.86; funding period started June 16, 2020. This is a federal grant from the US Department of Health and Human Services and would fall under the 2 CFR Part 200 (aka Single Audit).		
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></b>		
Explanation: The contact tracer roles are a necessary addition to the Public Health department to support the COVID-19 pandemic work requirements.		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

Public Health currently has 3 FTEs, a Director, a Nurse and an Admin 4. They have 3 contract nurses to support their off-site testing. Due to the volume of work and the specialized work necessary to support the COVID-19 pandemic, additional roles are required including multiple contact tracers.

The contact tracers will be responsible for fulfilling some of the needs of COVID-19 Response & Recovery by contacting individuals by phone who have contracted COVID-19 and inquire of past contacts over a 14 day period and supplying the Public Health Nurse and Public Health Director with the data collected. The work hours and schedule of this role is flexible as it relates to the work demands.

To date, all of our contact tracers have been volunteers and working a reduced number of hours. Having contact tracer employees will permit Public Health to increase the hours and scope of the job responsibilities to best support the work load. The proposed salary is based on data collected from other counties.

### VI. LEGAL ISSUES:

NA

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

### VIII. SUMMARY AND OTHER OPTIONS:

The BCC can approve or deny adding the Public Health contact tracer roles and proposed hourly wage.

County	Job Title	Min	Mid	Max
Clear Creek County	Contact Tracer	\$ 19.33	\$ 23.13	\$ 27.02
San Miguel County	Contact Tracer	\$ 25.00		\$ 28.00
Weld County	Tracing Specialist	\$ 18.09		

## Routt County

<b>JOB TITLE:</b>	Contact Tracer	<b>SCALE:</b>	Contact Tracer
<b>FAMILY:</b>	Public Safety	<b>FLSA STATUS:</b>	Non-Exempt
<b>APPROVED BY:</b>	County Manager	<b>DATE:</b>	07/06/2020

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### **JOB SUMMARY:**

This is a temporary position for up to 9 months (this may be shortened or extended depending on funding and the course of the pandemic). Under supervision of Public Health Deputy Director - COVID-19 Response & Recovery, this position is responsible for contacting individuals by phone who have contracted COVID-19 and inquire of past contacts over 14 day period, and supplying Public Health Nurse and Public Health Director with the data collected. This role will require flexibility with regard to work schedule and office location, to include hours worked in the field, and remote work.

### **ESSENTIAL JOB DUTIES:**

- Call contacts of newly diagnosed patients and clearly communicate the reason for calling the individual;
- Collect and record all required information and conduct a basic symptom check of contact using the COVID-19 contact form;
- Clearly communicate approved information about local regulations as it relates to quarantine and self-isolation;
- Follow scripts to ensure all contacts understand the importance of following all regulations and guidelines;
- Responsible for escalating all issues or complications to the Public Health Nurse;
- Performs other duties related to public health as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.
- Oral Comprehension — Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Ability to communicate information and ideas in speaking so others will understand.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Ability to accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives including effective written and oral communication;

ability to keep customers, subordinates, peers, and supervisors informed; and the ability to listen.

- Able to maintain courteous and effective working relationships with the public, County departments, co-workers and other agencies.

**MINIMUM REQUIREMENTS:**

High school diploma or GED; requires a level of knowledge and ability to handle routine tasks, problems and techniques, and/or solve unusual or unique tasks after training. Public health or healthcare setting work experience or education preferred, but not required

**NECESSARY SPECIAL REQUIREMENTS:**

- Must pass background check: Criminal - Conviction of a crime will not be an absolute bar to employment.
- Able to work from home or remote location.
- Must have access to an internet connection.
- Able to work at least 20-40 hours per week (no overtime).
- Training may be required.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Requires the capability to do the following activities: standing or sitting for extended periods of time. The following are typical requirements that may be frequent or occasionally expected of this position - walking, bending, twisting, reaching, and grasping. Must be physically able to lift, carry, push or pull up to 40 pounds. Work is primarily performed in an office environment. Able to use a keyboard. Speaking and hearing voice conversation is essential to job performance.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Public Health Director; works closely with the Public Health Nurse and other Public Health team members.





**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> 7/20/2020	<b>ITEM TIME:</b>

<b>FROM:</b>	HUMAN RESOURCES - KATHY NELSON, HR DIRECTOR
<b>TODAY'S DATE:</b>	7/20/2020
<b>AGENDA TITLE:</b>	REQUEST APPROVAL OF THE EPIDEMIOLOGIST JOB AND PAY SCALE

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<b>DIRECTION</b>	
<b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
CONSIDERATION TO APPROVE THE EPIDEMIOLOGIST JOB AND PAY SCALE

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>
RECOMMEND APPROVAL OF THE EPIDEMIOLOGIST JOB AND PAY SCALE

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>):</b> None.
<b>CURRENT BUDGETED AMOUNT:</b> TBD
<b>PROPOSED EXPENDITURE:</b> Annual Salary \$69,742 at Step 5

<b>FUNDING SOURCE:</b> Public Health/grant funding. There is grant funding for the epidemiologist and contact tracer roles from the Epidemiologist and Laboratory Capacity (ELC) Enhancing Detection COVID Funds. The award amount is \$436,855.77, paid out over 30 months with monthly disbursements. The monthly payment will be \$14,561.86, funding period started June 16, 2020. This is a federal grant from the US Department of Health and Human Services and would fall under the 2 CFR Part 200 (aka Single Audit).
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<b>SUPPLEMENTAL BUDGET NEEDED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></b>
Explanation: The epidemiologist role is a necessary addition to the Public Health department to support the COVID-19 pandemic work requirements.

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

Public Health currently has 3 FTEs, a Director, a Nurse and an Admin 4. They have 3 contract nurses to support their off-site testing. Due to the volume of work and the specialized work required to support the COVID-19 pandemic, additional roles are required including an epidemiologist.

The epidemiologist will be responsible for performing epidemiologic studies, disease/outbreak investigations, data collection/analysis, surveillance, and program assessments. This role will be essential for providing complex epidemiologic consultation to health department staff, which includes analyzing and interpreting data collected during outbreaks, disease investigations, surveillance, and program evaluation. In addition, the epidemiologist will assist with developing, evaluating, and revises tools and training for data collection, management, and analysis.

Currently, the Routt County nurse is managing the data and it has been very difficult to complete this effort along with the other responsibilities the nurse carries out.

The proposed salary is based on 2020 Employer's Council salary survey data and research carried out on what other counties are paying their epidemiologists.

### VI. LEGAL ISSUES:

NA

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

### VIII. SUMMARY AND OTHER OPTIONS:

The BCC can approve or deny adding the Public Health epidemiologist role and proposed pay scale.

# Routt County

<b>Job Title:</b>	Epidemiologist/Data Manager	<b>Scale:</b>	Epidemiologist/Data Manager
<b>Family:</b>	Professional Technical	<b>FLSA Status:</b>	Exempt
<b>Approved by:</b>	County Manager	<b>Date:</b>	July 8, 2020

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**SUMMARY:** This epidemiologist serves as a member of the Public Health team and reports to the Public Health Director. This role is responsible for performing epidemiologic studies, disease/outbreak investigations, data collection/analysis, surveillance, and program assessments. Provides complex epidemiologic consultation to health department staff which includes analyzing and interpreting data collected during outbreaks, disease investigations, surveillance, and program evaluation. Develops, evaluates, and revises tools and training for data collection, management, analysis, and visualization. Provides the highest quality services and proactively prevents the spread of diseases in the community. Professional work experience related to epidemiology and/or data analysis is required.

**ESSENTIAL JOB DUTIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. (Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- Initiate, conduct, and direct advanced analysis and reporting on communicable diseases, public health issues, and program evaluation.
- Identify program surveillance data needs, design instruments for the collection of surveillance information and data and implement new or revises existing surveillance systems.
- Perform statistical analyses related to complex analytical investigations involving highly specialized scientific data.
- Investigate communicable diseases to determine risk factors, causes, sources, and modes of transmission.
- Identify and analyze public health issues related to foodborne illness and vaccine-preventable diseases.
- Communicate research findings on various types of communicable diseases and health issues to health practitioners, policy makers, and the public.
- Use expertise in epidemiology to solve diverse and often complex human health problems affecting a range of clients.
- Design, manipulate, and use databases for analysis of health problems to assess the potential public health impact.
- Conduct literature reviews on a variety of health topics.
- Participate in writing grants and other funding proposals.
- Develop and maintain computerized record management systems to record, store, and process data for reports. Prepare reports to inform management of the program status and disease rates in the community.
- Apply epidemiologic expertise to complex public health issues, with an understanding of the appropriate cultural/social/political framework, as well as the ethical/legal issues related to epidemiologic data collection, dissemination, and use.
- Review and analyze data to aid planning and to improve services to the community.
- Oversee and ensure timely and accurate data input and utilization of electronic health records and/or state or local data reporting systems.
- Oversee the design and use of databases for analysis of public health problems.
- Design and manage surveillance systems for diseases and conditions of public health importance.

- Participate in program evaluation, conduct literature reviews, design methods, and analyze data to evaluate program progress and effectiveness.
- Present data and facts without incorporating judgement or personal biases into the interpretation.
- Maintain sensitive and confidential records information.
- Use exceptional customer service skills to respond to community needs, enhance public relations, coordinate activities, and represent the Routt County Public Health department in order to promote and maintain a positive public health image and foster pride and professionalism in the workplace and community.
- Work the scheduled hours each day/week established for this position and be available when needed outside of normal operating hours to assist with public health emergency responses or community outreach events.
- Acquire and retain knowledge of various policies, procedures, rules and regulations related to numerous local, state and federal programs managed at the Health Department.
- Enter data into several different computer programs; learn and apply new computer skills on a regular basis; and maintain a strong working knowledge of computer programs used daily such as electronic health records, program specific software applications, Microsoft Windows, PowerPoint, Word, Excel, and Outlook.
- Maintain professional conduct and adhere to the Public Health Code of Ethics.
- Comply with federal, state, and local regulations and employer policies and procedures.

#### **MINIMUM QUALIFICATIONS:**

Bachelor of Science from an accredited college or university and Master of Public Health or Master of Science in epidemiology or biostatistics, required. Experience using advanced statistical analysis programs such as SAS, STATA, or SPSS to analyze data, required. Equivalent combinations of experience and education that provide the necessary skills will be considered.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid State of Colorado driver's license in order to operate a County Vehicle.

**NECESSARY SPECIAL REQUIREMENTS:** Candidate must be able to pass a criminal background check. A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or convictions of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form.
- Ability to read and comprehend information and ideas presented in written form, including all forms of correspondence, instructions, procedure manuals, departmental policies, safety rules, operating manuals, and maintenance instructions.
- Ability to write routine reports and correspondence and communicate effectively in writing as appropriate for the needs of the audience.
- Ability to speak clearly and communicate information and ideas verbally so others will understand. Ability to identify and understand the speech of another person.
- Ability to competently respond to questions in one-on-one and small-group situations to a variety of audiences, such as managers, colleagues, customers, clients, and the public.
- Ability to appropriately tailor messages to meet the needs of the audience.

- Ability to understand the implications of new information for both current and future problem-solving and decision-making situations.
- Ability to tell when something is wrong or is likely to go wrong. It may not involve solving the problem, only recognizing there is a problem.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions; apply common sense to problem solving in a work environment; apply general rules to specific problems to produce answers that make sense; deal with problems involving a few concrete variables in standardized situations; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Ability to work well in a team environment; work with a diverse group of people; establish and maintain effective working relationships with employees, professionals, other departments, agencies, and the public; and bring others together to reconcile differences.
- Ability to manage one's own time and the time of others.
- Ability to adapt to a fast-paced, high-volume, and ever-changing work environment and to handle high-stress situations.
- Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Ability to generate or use different sets of rules for combining or grouping things in different ways; quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object. Ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material. Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Ability to use scientific rules and methods to solve problems.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Ability to monitor/assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Ability to be aware of others' reactions and understand why they react as they do. Ability to adjust actions in relation to others' actions.
- Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Ability and willingness to proactively look for ways to help people.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

#### **PHYSICAL REQUIREMENTS:**

- 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. The employee frequently is required to walk or sit for long periods of time. Ability to concentrate on a task

over a period of time without being distracted. The employee is occasionally required to sit, stoop, kneel, and crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift or move 50 lbs.

**WORK ENVIRONMENT:**

Work is primarily performed in an office environment. Workstation locations may change based on the needs of the agency. Hours of work are typically Monday thru Friday, 8:00 a.m. to 5:00 p.m. However, work outside of those hours and on the weekend may be required.

**Position**  
**Epidemiologist/Data Manager**

**Year**  
**2020**

**Market Midpoint**

**34.57**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Annual Compensation										
61,110	63,274	65,437	67,600	69,742	71,906	74,069	76,211	78,374	80,538	82,701
Monthly Compensation										
5,093	5,273	5,453	5,633	5,812	5,992	6,172	6,351	6,531	6,711	6,892
Hourly Compensation										
29.38	30.42	31.46	32.50	33.53	<b>34.57</b>	35.61	36.64	37.68	38.72	39.76
Annual Percentage Increase										
0.00%	3.54%	3.42%	3.31%	3.17%	3.10%	3.01%	2.89%	2.84%	2.76%	2.69%

Epidemiologist Salary Samples

Jefferson County	Epidemiologist	\$ 53,992.32	\$ 68,840.22	\$ 83,688.10
Weld County	Epidemiologist	\$ 68,015.00		\$ 86,015.00

2020 Public Employers Compensation Survey: Aggregate Data Report – Colorado and WY

**Job 39243: Epidemiologist**

**Health and Environment**

Performs advanced research and evaluation work for various public health programs. Plans and participates in data collection activities and evaluating health-related information. Typically requires master's degree in epidemiology, public health or statistics and 3-5 years experience in health statistic compilation or public health work.

Exempt: 86% Non-Exempt: 14%	Rates Actually Being Paid									Rate Ranges		
	No. Orgs.	No. Emps.	Avg.	Wtd. Avg.	Percentiles Reported					No. Orgs.	Avg. Min.	Avg. Max.
					10th	25th	50th	75th	90th			
<b>Total Responses</b>	7	19	70,382	68,399	60,324	62,773	67,865	71,199	78,456	8	58,053	86,284
<b>Type of Public</b>												
City	1	1	-	-	-	-	-	-	-	1	-	-
County	4	10	-	-	-	-	-	-	-	4	-	-
Other	2	8	-	-	-	-	-	-	-	3	-	-
<b>Geographic Location</b>												
Denver/Boulder	4	6	-	-	-	-	-	-	-	5	57,289	84,873
Colorado Springs	1	5	-	-	-	-	-	-	-	1	-	-
All Front Range	5	11	71,590	71,635	61,997	67,222	70,542	77,901	82,368	6	57,407	85,228
Resort Areas	1	1	-	-	-	-	-	-	-	1	-	-
All Colorado	6	12	71,438	71,264	61,885	67,428	70,577	77,811	81,716	7	58,051	85,779
Wyoming	1	7	-	-	-	-	-	-	-	1	-	-





# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> 7/20/2020		<b>ITEM TIME:</b>
<b>FROM:</b>	HUMAN RESOURCES - KATHY NELSON, HR DIRECTOR	
<b>TODAY'S DATE:</b>	7/20/2020	
<b>AGENDA TITLE:</b>	REQUEST APPROVAL OF THE PUBLIC HEALTH EDUCATOR PAY SCALE	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>		
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>		
<input checked="" type="checkbox"/> <b>DIRECTION</b>		
<input type="checkbox"/> <b>INFORMATION</b>		
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>		
CONSIDERATION TO APPROVE THE HEALTH EDUCATOR PAY SCALE		
<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>		
RECOMMEND APPROVAL OF THE HEALTH EDUCATOR PAY SCALE		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE</b> ( <i>if applicable</i> ): None.		
<b>CURRENT BUDGETED AMOUNT:</b> TBD		
<b>PROPOSED EXPENDITURE:</b> Annual base salary for one Health Educator is \$49,941 at step 3.		
<b>FUNDING SOURCE:</b> TBD.		
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/></b>		
The two Health Educator roles are a desired addition to the Public Health department. Discussion, direction and approval from the BCC will be required to proceed with budgeting this role.		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

Public Health currently has 3 FTEs, a Director, a Nurse and an Admin 4. They have 3 contract nurses to support their off-site testing. Due to the volume of work and the specialized work necessary to support the COVID-19 pandemic, additional roles are desired including two Health Educators.

The Health Educator's role is responsible for offering public health education and promotion in the community to influence individual health behavior and empower the community to make needed changes. This includes planning developing, and implementing community health education programs and serving as a resource for the department and the community on health issues, including nutrition and physical activity and enforcement. This person will provide media and public relations support to the health department. This role will not only benefit the County's short term need for planning, educating and responding to the COVID-19 pandemic, but also serve the same role for future programs.

The proposed salary is based on Employer's Council 2020 survey data and information collected from other counties.

### VI. LEGAL ISSUES:

NA

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

### VIII. SUMMARY AND OTHER OPTIONS:

The BCC can approve or deny the proposed Public Health Educator pay scale.



**Position**

**Market Midpoint**

-



**Position**

**Market Midpoint**

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Routt County	Health Educator	\$ 46,654.00	\$ 54,891.00	\$63,128.00	1-2 yrs related exp.
Grand County	Health Educator	\$ 44,678.40		\$ 66,331.20	Min. of 1 year experience
Jefferson County	Public Health Coordinator	\$ 53,992.32	\$68,840.22	\$ 83,688.10	Over 3 yrs of experience and including up to 5
Weld County	Health Education Specialist I - Communities That Care Facilitator	\$ 55,834.00		\$ 70,751.00	Min. of 1 year of related experience.
Weld County	Health Education Specialist II	\$ 60,122.00		\$ 76,173.00	1-2 years of related exp.

Employer's Council – 2020 Public Employer Compensation Survey

**Job 39238: Health Educator**

**Health and Environment**

Journey level and professional position. Assesses community needs and develops educational approaches to address public health issues. Conducts educational programs and is a resource on assigned topics. Works with other agencies to provide services. Typically requires a bachelor's degree in health education and 2 years related professional experience.

Exempt: 29% Non-Exempt: 71%	Rates Actually Being Paid									Rate Ranges		
	No. Orgs.	No. Emps.	Avg.	Wtd. Avg.	Percentiles Reported					No. Orgs.	Avg. Min.	Avg. Max.
					10th	25th	50th	75th	90th			
<b>Total Responses</b>	8	23	53,719	53,030	40,939	50,759	52,530	57,271	63,722	9	44,579	65,224
<b>Type of Public</b>												
City	1	1	-	-	-	-	-	-	-	1	-	-
County	6	19	54,711	54,657	45,288	52,530	53,122	57,831	64,033	6	43,103	64,213
Other	1	3	-	-	-	-	-	-	-	2	-	-
<b>Geographic Location</b>												
Denver/Boulder	3	5	-	-	-	-	-	-	-	4	-	-
Northern Colorado	1	6	-	-	-	-	-	-	-	1	-	-
Colorado Springs	1	7	-	-	-	-	-	-	-	1	-	-
All Front Range	5	18	53,034	51,782	40,357	48,412	52,530	55,736	61,017	6	45,602	65,284
Resort Areas	3	5	-	-	-	-	-	-	-	3	-	-
All Colorado	8	23	53,719	53,030	40,939	50,759	52,530	57,271	63,722	9	44,579	65,224