

KITSAP PUBLIC HEALTH BOARD

*The Kitsap Peninsula is home of sovereign Indian nations, namely the
Suquamish and Port Gamble S'Klallam Tribes*

MEETING AGENDA

January 7, 2025

8:30 a.m. to 9:50 a.m.

Chambers Room, Bremerton Government Center

345 6th Street, Bremerton WA 98337

(Health Board members may participate remotely via Zoom)

- | | | | |
|-----------|----|---|---------------|
| 8:30 a.m. | 1. | Call to Order
<i>Dr. Tara Sell, Chair</i> | |
| 8:31 a.m. | 2. | 2025 Officer Elections
<i>Dr. Tara Sell, Chair</i> | <i>Page 4</i> |
| 8:32 a.m. | 3. | 2025 Committee Assignments
<i>TBD, Chair</i> | <i>Page 5</i> |
| 8:34 a.m. | 4. | Approval of December 3, 2024, Meeting Minutes
<i>TBD, Chair</i> | <i>Page 8</i> |
| 8:35 a.m. | 5. | Approval of Consent Items and Contract Updates
<i>TBD, Chair</i> External Document | |
| 8:37 a.m. | 6. | Public Comment
<i>TBD, Chair</i> | |
| 8:47 a.m. | 7. | Health Officer and Administrator Reports
<i>Dr. Gib Morrow, Health Officer & Yolanda Fong, Administrator</i> | |

ACTION ITEMS

- | | | | |
|-----------|----|---|----------------|
| 9:00 a.m. | 8. | Salary Adjustments for Non-Represented
Employees
<i>Yolanda Fong, Administrator</i> | <i>Page 14</i> |
|-----------|----|---|----------------|

9:05 a.m. 9. Job Classification Revisions *Page 18*
Yolanda Fong, Administrator

DISCUSSION ITEMS

9:15 a.m. 10. Salish Behavioral Health Administrative *Page 66*
Services Organization – An Overview
Joene Kron, Administrator/Clinical Director

9:40 a.m. 11. Opioid Prevention Campaign *Page 79*
Dana Bierman, Program Manager,
Chronic Disease & Injury Prevention

9:50 a.m. 12. Adjourn

All times are approximate. Board meeting materials are available online at
www.kitsappublichealth.org/about/boh

Attending/viewing Health Board meetings

Members of the public can attend Kitsap Public Health Board meetings **in person** at the time and location listed at the top of the agenda.

Health Board meetings will broadcast **live on Comcast channel 12, WAVE channel 3, and on the BKAT website at <https://www.bremertonwa.gov/402>**. A video recording of the meeting will be made available at www.kitsappublichealth.org/about/boh, typically within 48 hours of meeting adjournment.

Providing public comment

Verbal public comment: Members of the public can provide spoken public comment to the Health Board by attending the meeting in person at the time and location listed at the top of the agenda.* Members of the public who attend in person can make verbal comments during the Public Comment agenda item or as specified by the Health Board Chair.

As this meeting is a regular business meeting of the Health Board, the Chair will establish a time limit for public comment to ensure enough time is allowed for all agenda items to

occur prior to adjournment. Each public commenter will receive a specific amount of time to address the board as determined by the Chair.

Written comments may be submitted by mail or email to:

Mail:

Kitsap Public Health Board
Attention: Executive Secretary
345 6th Street, Suite 300
Bremerton, WA 98337

Email:

healthboard@kitsappublichealth.org

All written comments received will be forwarded to board members and posted on the Health Board’s meeting materials webpage at www.kitsappublichealth.org/about/boh.

**If you are unable to attend a meeting in person and need to request an accommodation to provide verbal public comment, please email healthboard@kitsappublichealth.org or call 360-728-2235.*

Health Board meeting notifications and materials

To sign up to receive Kitsap Public Health Board meeting notifications by email or text message, go to kitsappublichealth.org/subscribe, email pio@kitsappublichealth.org, or call 360-728-2330. Notifications are typically sent on the Thursday prior to each regular Tuesday meeting.

A schedule of regular Health Board meetings is posted on the Health District website [here](#).

Materials for each meeting, including an agenda, minutes from the prior Health Board meeting, and informational meeting packet, are posted prior to each scheduled meeting at www.kitsappublichealth.org/about/boh. Printed materials are available for meeting attendees. A video recording and copies of presentations are posted to the board meetings website after each meeting.

MEMO

To: Kitsap Public Health Board
From: Yolanda Fong, Administrator
Date: January 7, 2025
Re: Election of 2025 Health Board Officers

In accordance with [RCW 70.05.040](#) and Article VI of the Kitsap Public Health Board [Bylaws](#), the members of the Health Board shall elect a Chair from their membership at the first meeting of the new year. Article VI of the Bylaws also requires the election of a Vice Chair. The election shall occur by a majority vote of the members present at the first meeting of the year. The term of office for the Chair and Vice Chair is one year, and the Bylaws allow a member of the Health Board to serve for no more than two (2) consecutive terms unless the Health Board votes to extend their terms due to special circumstances.

I have heard interest in keeping the Chair and Vice Chair in their positions for the 2025 year. I have not received any additional questions or interest from board members regarding these positions.

2024 Board Officers

Chair: Member Dr. Tara Sell
Vice Chair: Commissioner Christine Rolfes

Please contact me at yolanda.fong@kitsappublichealth.org with any questions or comments.

MEMO

To: Kitsap Public Health Board
From: Yolanda Fong, Administrator
Date: January 7, 2025
Re: 2025 Health Board Committee Assignments

Article X of the [Bylaws](#), Committees, requires the Health Board to make committee assignments by calling for volunteers from the membership during the first meeting of the new year. The Bylaws establish three standing committees: Finance and Operations, Policy, and Personnel. Each committee shall contain at least two, but no more than five, board members.

Attached for reference are the Health Board's 2024 Officers and Committee Assignments and a draft list for 2025. During this action item, Health Board members will work with the Chair to fill the three standing committees.

Committees meet as needed, and meetings are typically initiated at the request of the Chair, full Board, Health Officer, or Administrator. Possible topics that may come to committees during 2025 are shown below:

Finance & Operations (potentially meeting 2 to 3 times)

- 2026 Budget

Policy (potentially meeting quarterly)

- Policy agenda
- Opioid and Behavioral Health Issues

Personnel (potentially meeting 2 times)

- Health Officer/Administrator Evaluations

Please contact me at yolanda.fong@kitsappublichealth.org with any questions or comments.

Attachments (2)

2024 KITSAP PUBLIC HEALTH BOARD OFFICERS

Amended March 5, 2024

Chair: Member Dr. Tara Sell
Vice Chair: Commissioner Christine Rolfes

2024 KITSAP PUBLIC HEALTH BOARD COMMITTEE ASSIGNMENTS

**Finance &
Operations**

Member Drayton Jackson
Chair Dr. Tara Sell
Member Jolene Sullivan
Mayor Greg Wheeler

Policy

Mayor Becky Erickson
Member Stephen Kutz
Commissioner Christine Rolfes
Member Jolene Sullivan
Member Dr. Michael Watson

Personnel

Mayor Becky Erickson
Councilperson Ashley Mathews
Mayor Rob Putaansuu
Chair Dr. Tara Sell

2025 KITSAP PUBLIC HEALTH BOARD OFFICERS

Chair: Dr. Tara Sell

Vice Chair: Commissioner Christine Rolfes

2025 KITSAP PUBLIC HEALTH BOARD COMMITTEE ASSIGNMENTS

Finance & Operations

Member Drayton Jackson
Member Jolene Sullivan
Mayor Greg Wheeler

Policy

Mayor Becky Erickson
Member Stephen Kutz
Commissioner Christine Rolfes
Member Jolene Sullivan
Member Dr. Michael Watson

Personnel

Mayor Becky Erickson
Councilperson Ashley Mathews
Mayor Rob Putaansuu
Chair Dr. Tara Sell

KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
December 3, 2024

The meeting was called to order by Chair Tara Sell at 10:31 a.m.

Each Board member present gave a brief introduction.

APPROVAL OF MINUTES

Mayor Becky Erickson moved and Member Drayton Jackson seconded the motion to approve the minutes for the November 5, 2024, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The December consent agenda included the following contracts:

- 2308, Amendment 2, *The People's Harm Reduction Alliance, Syringe Exchange Program*
- 2395, *Washington State Department of Health, HIV Client Services Data Sharing Agreement*
- 2435, *Bremerton Kitsap Access Television, Video Production and Playback Services*
- 2437, *Kitsap County, Opiate Abatement*
- 2439, *Summit Law Group, Labor and Employment Legal Services*
- 2440, *Kitsap Law Group, General Legal Services*
- 2441, *Washington State Department of Health, Consolidated Contract*

Member Stephen Kutz moved and Mayor Erickson seconded the motion to approve the consent agenda. The motion was approved unanimously.

PUBLIC COMMENT

There was no public comment.

HEALTH OFFICER/ADMINISTRATOR'S REPORT

Administrator Report:

Yolanda Fong, Administrator, shared updates, including:

- Public Health Accreditation Board (PHAB): The Health District has been reaccredited by PHAB, joining only two other local health jurisdictions in Washington with this recognition.

- Legal Support Transition: Kitsap County Prosecutor's Office will no longer provide legal support after December 31, 2024. Summit Law Group will provide employment law support, and Kitsap Law Group will handle general legal matters moving forward.
- Ordinance Updates: Two ordinances will be presented for updates in early 2025: Rodent Control (1999-14) and Solid and Hazardous Waste (2010.01). Updates to the Onsite Sewage Regulation ordinance are in progress, with a public hearing and potential adoption planned for January 2025.
- Board Officer and Committee Assignments: Feedback from Board members indicate an interest in maintaining current officer assignments for 2025. Members interested in new roles or changes to assignments can contact Ms. Fong or Chair Dr. Tara Sell.

There was no further comment.

Health Officer Report:

Dr. Gib Morrow, Health Officer, provided updates on various public health topics, including the following:

- Respiratory Illnesses and Disease Updates:
 - COVID-19 rates are at their lowest since March 2020, while flu and RSV rates are low but may increase around the holidays.
 - Pertussis is circulating at record-high levels, with the Communicable Disease (CD) team focusing on post-exposure prophylaxis to contain the spread.
 - Mycoplasma pneumonia is prevalent and treatable with antibiotics.
 - The Health District is managing a new tuberculosis case, Legionnaire's disease, congenital syphilis, and monitoring avian influenza.
- Public Health Response and Initiatives:
 - Environmental Health and CD teams are addressing Legionella pneumonia in congregate facilities.
 - The TB team is recognized statewide, with educational materials now part of some medical training programs.
 - Efforts to address the strain on Kitsap's healthcare system include recruitment, retention, and data-driven solutions.
- Health Services and Partnerships:
 - The CARES community medic model is addressing opioid use disorder, and new emergency and urgent care units are planned to open.
 - Monthly free vaccination clinics for children are being conducted and expanded sexually transmitted infection (STI) testing protocols have been developed.
 - Collaborative projects with St. Michael Medical Center and the Northwest Family Residency Program aim to strengthen public health connections.
- Community Engagement and Programs:

- Regular meetings with partners focus on child health, disaster planning, healthy aging, and more.
- New programs aim to improve services for pregnant mothers and young parents, lead testing rates, STI testing, and immunization services.
- Acknowledgments and Recommendations:
 - Dr. Morrow expressed gratitude to the Board and Health District staff for their dedication.
 - Dr. Morrow recommended training in psychological first aid and highlighted the Port Gamble S'Klallam Tribe's recognition as a health equity zone.

Board members discussed Dr. Morrow's report and asked clarifying questions.

There was no further comment.

RESOLUTION 2024-03, APPROVING 2025 BUDGET FOR KITSAP PUBLIC HEALTH DISTRICT

Ms. Fong presented proposed Resolution 2024-03, approving the 2025 Health District budget. She noted that ongoing union negotiations may require a future budget amendment.

Member Jackson moved and Commissioner Christine Rolfes seconded the motion to approve Resolution 2024-01, approving the 2025 Health District budget. The motion was approved unanimously.

There was no further comment.

APPROVING 2025 MEETING SCHEDULE FOR KITSAP PUBLIC HEALTH BOARD

Ms. Fong notified the Board that their packet contains a proposed meeting schedule for 2025. The proposed schedule moves Kitsap Public Health Board meetings to 8:30 a.m. and extends the meeting time to 90 minutes. These adjustments accommodate the Kitsap 911 board and resolves a scheduling gap for other board members.

Board members discussed the proposal.

Mayor Erickson moved and Mayor Greg Wheeler seconded the motion to approve the 2025 meeting schedule for the Kitsap Public Health Board. The motion was approved unanimously.

There was no further comment.

KITSAP COMMUNITY HEALTH PRIORITIES UPDATE

Adrienne Hampton, Policy, Planning, and Innovation Analyst, shared updates around Kitsap Community Health Priorities (KCHP). During the presentation, Ms. Hampton shared:

- The history and purpose of the KCHP process.
- Use of the national framework called Mobilizing for Action through Planning and Partnerships (MAPP).
- The three KCHP initiatives include health care, mental and behavioral health, and housing and homelessness.
- The status of each KCHP initiative.
- Strategy development and action planning for the healthcare systems workgroup.
- Upcoming activities and events related to the KCHP initiatives.

Board members discussed the presentation and asked clarifying questions.

There was no further comment.

KITSAP PUBLIC HEALTH DISTRICT 2025 STATE LEGISLATIVE PRIORITIES

Ms. Hampton shared Health District's state legislative priorities for 2025. During the presentation, Ms. Hampton noted:

- Health District priorities are aligned with those of the Washington State Association of Local Public Health Officials (WSALPHO) and the Washington State Public Health Association (WSPHA).
- The state legislative session begins January 13, 2025, and is expected to conclude around April 27, 2025.
- The policy map separates priorities into two categories: priorities vital to public health and those vital to KCHP. Priorities vital to public health include public health funding, early childhood support, and community-centered prevention programs. The priorities vital to KCHP include healthcare system and workforce, mental and behavioral health, and affordable housing and homelessness response.
- Board approval of the Health District's 2025 state legislative priorities will allow the Health District to engage in activities related to the legislative areas.

Board members discussed the presentation and asked clarifying questions.

Member Kutz moved and Member Dr. Michael Watson seconded the motion to approve the 2025 state legislative priorities for the Health District. The motion was approved unanimously.

There was no further comment.

NEW WEBSITE FEATURES

Tad Sooter, Communications Program Manager, introduced the Health District's new website, developed internally by Health District staff. Mr. Sooter emphasized features related to the Board and their work. Key points include:

- Main Board Webpage:
 - Access to meeting schedules, materials, presentations, and video highlights.
 - Information on Board membership, officer assignments, and committee roles.
 - Resources specifically for Board members.
- About Us Page:
 - Information on the Health District's vision, mission, guiding principles, organizational structure, strategic plan, and budget documents.
- Health District Blog provides regular updates and announcements.
- Public Information Page: Educational materials, a calendar of outreach events, and an outreach request form.

Board members discussed the presentation and asked clarifying questions.

There was no further comment.

ADJOURN

There was no further business; the meeting adjourned at 11:47 a.m.

Dr. Tara Sell
Kitsap Public Health Board

Yolanda Fong
Administrator

Board Members Present: *Mayor* Becky Erickson; *Member* Drayton Jackson; *Member* Stephen Kutz; *Councilperson* Ashley Mathews; *Commissioner* Christine Rolfes; *Member* Dr. Tara Sell; *Member* Dr. Michael Watson; *Mayor* Greg Wheeler.

Board Members Absent: *Mayor* Rob Putaansuu; *Member* Jolene Sullivan.

Community Members Present: Jeff Riggins, *Suquamish Community Health*.

Scribe: Margo Chang, *Management Analyst, Kitsap Public Health District*.

Staff Present: Amy Anderson, *Community Liaison, Public Health Emergency Preparedness and Response*; Angie Berger, *Management Analyst, Equity & Performance Management*; Dana Bierman, *Program Manager, Chronic Disease and Injury Prevention*; Yolanda Fong,

Administrator, Administration; Adrienne Hampton, Policy, Planning, and Innovation Analyst, Administration; Karen Holt, Program Manager, Human Resources; Siri Kushner, Director, Public Health Infrastructure Division; Naomi Levine, Community Liaison, Chronic Disease and Injury Prevention; Dr. Gib Morrow, Health Officer, Administration; Tad Sooter, Public Information Officer; Orpa Taveras, Environmental Health Specialist, Food and Living Environment.

DRAFT

MEMO

To: Kitsap Public Health Board
From: Yolanda Fong, Administrator
Date: January 7, 2025
Re: Resolution 2025-01, Approving 2025 Salary Adjustment for Non-Represented Employees

Please find attached for your review, consideration, and approval:

1. Draft Resolution 2025-01, Approving 2025 Salary Adjustment for Non-Represented Employees (Attachment 1); and
2. An amended 2025 Salary Schedule for Non-Represented Employee Job Classifications (Attachment 2).

Proposal for Wage Adjustments for Non-Represented Employees

In 2024, the District contracted with Compensation Connections to complete a classification system design and salary survey. Two salary structures were designed, divided between represented and non-represented jobs. Each design was based on best practice using the lowest level job market median to the highest level job. The proposed new structures were specifically designed for year over year consistent administration and a market derived outcome. For non-represented employees, they recommended a market increase between 1%-6%, depending on the position. They did note that there were several employees paid above the salary range for their positions; however, they did not recommend a salary decrease. Normally, non-represented employees receive the same wage adjustments as union employees once a new contract is approved. However, negotiations for the new union agreement were not completed prior to today's board meeting.

In the past our legal advisors have informed us that it is problematic to do retroactive pay adjustments for non-represented employees even though that is often an option for union employees through contract negotiations and the execution of a new labor agreement. To stay competitive with our external peers and to fairly compensate our non-represented employees, the Health District is proposing to move forward with a revised classification structure for non-represented positions that includes salary adjustments for positions below market.

Resolution 2025-01, if approved, will transition existing non-represented staff into the revised salary schedule (attached) and increase the salaries of non-represented employees by a minimum of 4% for 2025, effective January 8, 2025. Due to the transition into an updated classification structure and alignment with market rates, most staff will see a 4.88% increase for 2025, and several will be placed on the scale so that they will receive additional future steps. The total 2025 cost of this wage increase for non-represented employees is approximately \$250K, or 1% of the total 2025 budget.

Once the new collective bargaining agreement is approved, the Health District will assess the need to bring back to the Health Board any wage adjustments for non-represented staff to provide equitable compensation and avoid salary compression between job classifications.

On December 17th, 2024, the Board Personnel committee met to discuss the Health District's proposal. The Board Personnel Committee recommends approval of the proposal to move forward with the revised classification structure for non-represented positions that includes salary adjustments for positions below market.

Recommendation

The Health District recommends approval of Resolution 2025-01, Approving 2025 Salary Adjustment for Non-Represented Employees.

Please contact me at yolanda.fong@kitsappublichealth.org with any questions or comments.

Attachments (2)

Approving 2025 Salary Adjustment for Non-Represented Employees

WHEREAS, the Kitsap Public Health Board (Health Board) desires to provide adequate and competitive compensation for the employees of the Kitsap Public Health District, balanced with the need to ensure that such compensation is within its funding ability and in accordance with the Health Board's Compensation Policy (Resolution 2010-05); and

WHEREAS, an outside contractor completed a classification system design and salary survey in 2024 based on best practice using the lowest level job market median to the highest level job; and recommended a market increase between 1%-6% for specific positions for non-represented employees; and

WHEREAS, a new collective bargaining agreement between the Health Board and represented employees of the Health District for calendar year 2025 was not executed before December 31, 2024; and

WHEREAS, non-represented employees are typically granted the same wage adjustments as represented employees to provide equitable compensation for all employees and to avoid salary schedule compression between job classifications; and

WHEREAS, it is problematic to do retroactive pay adjustments for non-represented employees and the Health District needs to stay competitive with our external peers to retain and recruit for quality employees.

NOW, THEREFORE, BE IT RESOLVED that the Kitsap Public Health Board approves a transition into a revised salary schedule and increase the salaries of non-represented employees by a minimum of 4% for 2025, effective by January 8, 2025.

APPROVED: January 7, 2025

EFFECTIVE: January 8, 2025

Dr. Tara Sell, Chair
Kitsap Public Health Board

Management & Non-Represented Salary Schedule

Effective 1/1/2025 through 12/31/2025

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
20	Confidential Secretary*	\$3,933	\$4,129	\$4,336	\$4,552	\$4,780	\$5,019	\$5,270	\$5,533
23	Administrative Assistant	\$4,954	\$5,202	\$5,462	\$5,735	\$6,022	\$6,323	\$6,639	\$6,971
25	Accountant Management Analyst	\$5,778	\$6,067	\$6,371	\$6,689	\$7,024	\$7,375	\$7,744	\$8,131
26	Program Coordinator Management Analyst - HR	\$5,991	\$6,290	\$6,605	\$6,935	\$7,282	\$7,646	\$8,028	\$8,430
27	Program Coordinator - Supervisor	\$6,470	\$6,794	\$7,134	\$7,490	\$7,865	\$8,258	\$8,671	\$9,105
28	Clinic Practitioner*	\$6,988	\$7,337	\$7,704	\$8,089	\$8,494	\$8,919	\$9,364	\$9,833
29	Program Manager	\$7,547	\$7,924	\$8,321	\$8,737	\$9,174	\$9,632	\$10,114	\$10,620
30	District Manager	\$7,924	\$8,320	\$8,736	\$9,173	\$9,632	\$10,113	\$10,619	\$11,150
31	Assistant Division Director	\$8,479	\$8,903	\$9,348	\$9,815	\$10,306	\$10,821	\$11,362	\$11,930
32	Division Director	\$8,903	\$9,348	\$9,815	\$10,306	\$10,822	\$11,363	\$11,931	\$12,527

*Non-exempt

MEMO

To: Kitsap Public Health Board

From: Yolanda Fong, Administrator

Date: January 7, 2025

Re: Resolution 2025-02, Approving Classification Revisions for Program Coordinator 1, Program Coordinator 2, Program Manager 1, and Program Manager 2

The Kitsap Public Health District is recommending Kitsap Public Health Board approval of Kitsap Public Health Board Resolution 2025-02, approving the classification revision for Program Coordinator 1, Program Coordinator 2, Program Manager 1, and Program Manager 2.

The proposed revisions of these classifications are the result of a review of our classifications due to the classification system design and salary survey study contracted with Compensation Connections in 2024. The Program Manager (PM) and Program Coordinator (PC) classifications were last substantially revised in 2010 and 2016, respectively. Many of our classifications across the agency that have a numeric designation after the title for example Epidemiologist 1 and Epidemiologist 2 have an established career progression, whereby either competitively or non-competitively they are able to transition from 1 to 2 in their classification. The exception to this practice is in the advancement of a supervisory classification. There are several classifications that have a higher numeric designation such as a 3 or 4 that are only available for advancement when there is a needed supervisory role.

Under the management classifications, PM and PC have included both a 1 and 2 designation. Due to the changes in our agency over the past several years in both staffing growth (30% increase) and program expansion and restructuring, the PM and

PCs classification language and utilization have become outdated and misaligned with the need of the agency.

In consultation with Compensation Connections, the classification design that they recommended included keeping the Program Manager 1 designation to encompass Community Health, Environmental Health and Public Health Infrastructure program managers grouped together. The current market value research supports this grouping as the positions researched were very close in compensation. They also recommended that Finance/Accounting, Informational Technology and Human Resources managers should remain grouped together based on the alignment of the market values of their positions. These positions are currently the only Program Manager 2 positions within the agency validating that our current practice is in alignment with the job market.

The utilization of the Program Coordinator classification over the past several years has grown. Historically, we would have one or two Program Coordinators within the entire agency; now, we consistently have at least seven. During the COVID-19 pandemic, due to rapid staffing growth, we found the need to expand our utilization of Program Coordinators to ensure appropriate leadership coverage for several programs. We have learned a lot about the utilization of these positions within our agency and find that the current classification language needs to be revised to ensure consistent utilization.

After consideration of the recommendations from the survey study, plus historical context on how numeric designations have been utilized in the past, the District has developed a proposal that includes renaming the classifications and revising the classification language. Please note that there are several employees in the Program Coordinator classifications that will need to be adjusted to address the new designation between Program Coordinator and Program Coordinator – Supervisor. If these classification revisions are approved, we will adjust staff as appropriate, and this may include creating historical exemptions.

The District proposes the following renaming of the classifications and the associated classification revisions:

1. Program Manager 1 to Program Manager
2. Program Manager 2 to District Manager
3. Program Coordinator 1 to Program Coordinator
4. Program Coordinator 2 to Program Coordinator – Supervisor

On December 17th, 2024, the Board Personnel committee met to discuss the District's proposal. The Board Personnel committee recommends approval of the proposal to move forward with the revised classifications.

Attached, please find the following documents related to this request:

1. Kitsap Public Health Board Resolution 2025-02, Approving Classification Revisions for Program Coordinator 1, Program Coordinator 2, Program Manager 1, and Program Manager 2.
2. The classification red-line and clean versions for Program Coordinator, Program Coordinator - Supervisor, Program Manager, and District Manager.

Recommendation

The Health District recommends approval of Resolution 2025-02, Approving Classification Revisions for Program Coordinator 1, Program Coordinator 2, Program Manager 1, and Program Manager 2

Please contact me at yolanda.fong@kitsappublichealth.org with any questions or comments.

Attachments (9)

Approving Classification Revisions for Program Coordinator 1, Program Coordinator 2, Program Manager 1, and Program Manager 2

WHEREAS, effective May 1, 1980, the Kitsap Public Health Board (known as Bremerton-Kitsap County Board of Health at the time) adopted the job classifications established by the Local Government Merit Program for the positions of the Kitsap Public Health District; and

WHEREAS, in 2024 the District contracted with an outside agency to recommend a classification system design and conduct a salary survey study; and

WHEREAS, due to the changes in our agency over the past several years in both staffing growth (30% increase) and program expansion and restructuring, the Program Manager and Program Coordinator classifications have become outdated and misaligned with the need and current operations of the agency; and

WHEREAS, the Program Manager and Program Coordinator numeric designation of 1 and 2 no longer represent the appropriate designation within the classifications; and

WHEREAS, the Program Manager classification is proposed to replace Program Manager 1, District Manager classification is proposed to replace Program Manager 2, Program Coordinator classification is proposed to replace Program Coordinator 1, and Program Coordinator – Supervisor is proposed to replace Program Coordinator 2; and

WHEREAS, the proposed new classifications will impact several employees in the Program Coordinator 1 and 2 classifications and the District is prepared to adjust staff as appropriate, including the possibility of creating historical exemptions; and

NOW, THEREFORE, BE IT RESOLVED that the classification titles be authorized, updated, and revised as described:

- a. The classification of Program Manager 1 is hereby updated with a title change and associated description to Program Manager;
- b. The classification of Program Manager 2 is hereby updated with a title change and associated description to District Manager;

- c. The classification of Program Coordinator 1 is hereby updated with a title change and associated description to Program Coordinator;
- d. The classification of Program Coordinator 2 is hereby updated with a title change and associated description to Program Coordinator – Supervisor.

APPROVED: January 7, 2025

EFFECTIVE: January 8, 2025

Dr. Tara Sell, Chair
Kitsap Public Health Board

DRAFT

Class Title

Program Coordinator-~~1~~

Salary

~~\$5,427.00 – \$7,636.00~~ 5,991.00 – 8,430.00 Monthly

~~\$65,124.00 – \$91,632.00~~ 71,890.00 – 101,156.00 Annually

Definition

Incumbents of the Program Coordinator classification series provide program leadership and coordination in the daily operations of ~~District~~-agency program(s). Work focuses on the coordination, administration, evaluation, and operation of ~~District~~-agency program(s). Incumbents coordinate and monitor assigned program activities; review and analyze data; provide technical assistance, guidance, and advice to District staff and others; and act as liaison between various internal and external contacts. Duties entail complex project management, integrating research and best practices into specific program areas, and providing program consultation and expertise. Key contacts for incumbents include local, state, and federal agency staff; stakeholders, program partners, external vendors, and contractors; and or the general public.

Distinguishing Characteristics

The Program Coordinator ~~1~~-classification is distinguished from Program Coordinator-~~Supervisor~~ 2 by leading the coordination of ~~less complex~~ program(s) ~~in terms of the impact to agency operations, visibility, and the level of interaction with external stakeholders and partners without supervising other District staff. Incumbents perform more administrative duties, whereas Program Coordinator 2 incumbents focus more on implementing programmatic changes to increase program effectiveness.~~ Contacts are made with District staff, representatives of outside organizations and the general public; usually the purpose of interaction is to furnish, obtain, or relay factual information, which may require some judgment or interpretation in order to be responsive to questions or be applicable to a specific situation. Work requires judgment and initiative in the adaptation and interpretation of established practices, procedures, theories, regulations, and/or concepts to solve problems and situations for which the solution is not clearly defined.

Program Coordinators receive general supervision from management or executive staff who provide training and guidance, work assignments, and review of performance for effectiveness and conformance to laws, regulations, and District policy. Incumbents ~~may do not~~ provide direct supervision, ~~and/or but may will~~ provide functional lead direction to team members. ~~through guidance, assignment of responsibilities, and review of work.~~

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general

indication of the levels of difficulty and responsibility common to all positions in the class.
Essential functions for specific positions vary depending on the areas assigned.

- Monitors assigned program activities, including records and reports submitted by District staff to ensure effective operations and compliance with applicable laws, regulations, policies, and standards.
- Collects, compiles, and analyzes program data/information; and creates and produces comprehensive qualitative measurement/status reports on various program aspects to inform stakeholders of program activities and progress and to evaluate overall program effectiveness and operational processes.
- Serves as a liaison between various stakeholders and District personnel; exchanges information; resolves problems; and/or identifies the appropriate communication channel or person to resolve issues and support efficient operations.
- Provides technical assistance, guidance, and advice to District staff and others regarding assigned program to address complaints, concerns, or programmatic questions, and to ensure compliance with applicable laws, regulations, and established policies, procedures, and standards.
- Maintains and archives records; inputs data into electronic systems to assure records and confidential information are current, organized, accessible for future review and protected in compliance with laws and policies; conducts database queries to provide information to District staff and external contacts.
- Researches and acquires knowledge of policies, guidelines, and regulations to inform and update District staff.
- Assesses program needs and purchases, in accordance to budget constraints, required supplies to facilitate program effectiveness and efficiency; tracks expenses and monitors expenditures.
- May carry out project-related administrative tasks such as scheduling, maintaining records, and producing/filing general documentation.
- ~~• Supervises, trains and evaluates staff if so assigned; establishes work priorities and performance standards; monitors performance and provides effective feedback; works with staff to correct deficiencies; and implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.~~
- Maintains accurate and organized records, databases, systems, and files.
- Prioritizes and plans own work activities. Uses work time and resources effectively.
- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Responds to public health emergencies as required by the District. Assists in coordinating with other agencies and emergency providers.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.

- Reports for scheduled work with regular, reliable, and punctual attendance.

Education & Experience Requirements

- A bachelor's degree in a field related to the position; **and**
- One year of related work experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates the required knowledge, skills, and abilities.

Degrees must be from appropriately accredited institutions.

Licensing, Certificates & Other Requirements

- Performance of job duties requires driving on an occasional basis, requiring a valid Washington State driver's license, and proof of appropriate auto insurance. Use of a personal vehicle is required when a District fleet vehicle is not available for use.

All required licenses and certifications must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Principles, procedures, functions and practices in the public health promotion and community outreach.
- Correct English usage including grammar, spelling, and punctuation.
- Communication business practices including electronic, telephone or direct public contact.
- Computer operation and a variety of software including word processing, spreadsheet, database, and other applications related to the area of assignment.

Ability to:

- ~~Understand and apply the laws, rules, regulations, policies, and procedures governing assigned duties.~~
- Interpret public health subjects in an effective manner to address public health needs and program effectiveness.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.

- Read, understand, interpret, and apply appropriately the terminology, instructions, policies, procedures, legal requirements, and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment of the District to provide outstanding customer service.
- Organize, prioritize, and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative.
- Apply good judgment, creativity, and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, check data, and prepare and review material in reports and correspondence.
- Proficiently and accurately operate office and other equipment standard to the area of assignment.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.
- Exercise discretion and sound independent judgment in decision making.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Work both independently and cooperatively within a collaborative team-oriented environment.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Work is performed primarily indoors in an office environment, with occasional travel to make presentations, attend meetings, conferences, seminars, etc.
- A valid Washington State driver's license is required at the time of appointment or at a time set by the District. Incumbents in this classification must pass a criminal background check [through the Washington State Patrol](#).
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations. Requires visual acuity to read computer screens, printed materials, and detailed

information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).

- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends, and holidays.
- Exposure to individuals from the public who are upset, angry agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- Requires the ability to lift and/or carry objects and materials weighing up to ten pounds.
- Occasionally, the incumbent in this position may be required to lift and/or carry objects and materials weighing up to twenty pounds. Rarely, the incumbent in the position may be required to lift and/or carry objects and materials weighing up to fifty pounds to move educational displays; set up training areas, etc.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit Status: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class Title

Program Coordinator

Salary

\$5,991.00 – 8,430.00 Monthly

\$71,890.00 – 101,156.00 Annually

Definition

Incumbents of the Program Coordinator classification series provide program leadership and coordination in the daily operations of agency program(s). Work focuses on the coordination, administration, evaluation, and operation of agency program(s). Incumbents coordinate and monitor assigned program activities; review and analyze data; provide technical assistance, guidance, and advice to District staff and others; and act as liaison between various internal and external contacts. Duties entail complex project management, integrating research and best practices into specific program areas, and providing program consultation and expertise. Key contacts for incumbents include local, state, and federal agency staff; stakeholders, program partners, external vendors, and contractors; and/or the general public.

Distinguishing Characteristics

The Program Coordinator classification is distinguished from Program Coordinator-Supervisor by leading the coordination of program(s) without supervising other District staff. Contacts are made with District staff, representatives of outside organizations and the general public; usually the purpose of interaction is to furnish, obtain, or relay factual information, which may require some judgment or interpretation in order to be responsive to questions or be applicable to a specific situation. Work requires judgment and initiative in the adaptation and interpretation of established practices, procedures, theories, regulations, and/or concepts to solve problems and situations for which the solution is not clearly defined.

Program Coordinators receive general supervision from management or executive staff who provide training and guidance, work assignments, and review of performance for effectiveness and conformance to laws, regulations, and District policy. Incumbents do not provide direct supervision, but may provide functional lead direction to team members.

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in the class. Essential functions for specific positions vary depending on the areas assigned.

- Monitors assigned program activities, including records and reports submitted by District staff to ensure effective operations and compliance with applicable laws, regulations, policies, and standards.

- Collects, compiles, and analyzes program data/information; and creates and produces comprehensive qualitative measurement/status reports on various program aspects to inform stakeholders of program activities and progress and to evaluate overall program effectiveness and operational processes.
- Serves as a liaison between various stakeholders and District personnel; exchanges information; resolves problems; and/or identifies the appropriate communication channel or person to resolve issues and support efficient operations.
- Provides technical assistance, guidance, and advice to District staff and others regarding assigned program to address complaints, concerns, or programmatic questions, and to ensure compliance with applicable laws, regulations, and established policies, procedures, and standards.
- Maintains and archives records; inputs data into electronic systems to assure records and confidential information are current, organized, accessible for future review and protected in compliance with laws and policies; conducts database queries to provide information to District staff and external contacts.
- Researches and acquires knowledge of policies, guidelines, and regulations to inform and update District staff.
- Assesses program needs and purchases, in accordance to budget constraints, required supplies to facilitate program effectiveness and efficiency; tracks expenses and monitors expenditures.
- May carry out project-related administrative tasks such as scheduling, maintaining records, and producing/filing general documentation.
- Maintains accurate and organized records, databases, systems, and files.
- Prioritizes and plans own work activities. Uses work time and resources effectively.
- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Responds to public health emergencies as required by the District. Assists in coordinating with other agencies and emergency providers.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.

Education & Experience Requirements

- A bachelor's degree in a field related to the position; and
- One year of related work experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates the required knowledge, skills, and abilities.

Degrees must be from appropriately accredited institutions.

Licensing, Certificates & Other Requirements

- Performance of job duties requires driving on an occasional basis, requiring a valid Washington State driver's license, and proof of appropriate auto insurance. Use of a personal vehicle is required when a District fleet vehicle is not available for use.

All required licenses and certifications must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Principles, procedures, functions and practices in the public health promotion and community outreach.
- Correct English usage including grammar, spelling, and punctuation.
- Communication business practices including electronic, telephone or direct public contact.
- Computer operation and a variety of software including word processing, spreadsheet, database, and other applications related to the area of assignment.

Ability to:

- Interpret public health subjects in an effective manner to address public health needs and program effectiveness.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Read, understand, interpret, and apply appropriately the terminology, instructions, policies, procedures, legal requirements, and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment of the District to provide outstanding customer service.
- Organize, prioritize, and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative.
- Apply good judgment, creativity, and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.

- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, check data, and prepare and review material in reports and correspondence.
- Proficiently and accurately operate office and other equipment standard to the area of assignment.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.
- Exercise discretion and sound independent judgment in decision making.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Work both independently and cooperatively within a collaborative team-oriented environment.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Work is performed primarily indoors in an office environment, with occasional travel to make presentations, attend meetings, conferences, seminars, etc.
- A valid Washington State driver's license is required at the time of appointment or at a time set by the District. Incumbents in this classification must pass a criminal background check.
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends, and holidays.

- Exposure to individuals from the public who are upset, angry agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- Requires the ability to lift and/or carry objects and materials weighing up to ten pounds.
- Occasionally, the incumbent in this position may be required to lift and/or carry objects and materials weighing up to twenty pounds. Rarely, the incumbent in the position may be required to lift and/or carry objects and materials weighing up to fifty pounds to move educational displays; set up training areas, etc.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit Status: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class Title

Program Coordinator-~~2~~ - Supervisor

Salary

~~\$6,282.00 – \$8,840.00~~ 6,470.00 – 9,105.00 Monthly

~~\$75,384.00 – \$106,080.00~~ 77,645.00 – 109,254.00 Annually

Definition

Incumbents of the Program Coordinator classification series provide program leadership and coordination in the daily operations of agency~~District~~ program(s). Work focuses on the coordination, planning, administration, evaluation, and operation of agency~~District~~ program(s). Incumbents coordinate and monitor assigned program activities; review and analyze data; provide technical assistance, guidance, and advice to District staff and others; and act as liaison between various internal and external contacts. Duties entail complex project management, integrating research and best practices into specific program areas, and providing program consultation and expertise. Key contacts for incumbents include local, state, and federal agency staff; stakeholders, program partners, external vendors, and contractors; and the general public.

Distinguishing Characteristics

The Program Coordinator-Supervisor~~2~~ classification is distinguished from Program Coordinator ~~1~~ by leading the coordination of program(s) with greater complexity in terms of the impact to agency operations, visibility, and the level of interaction with external stakeholders and partners. ~~In addition to the Performing less of the program coordination and administrative aspects of Program Coordinator 1 duties, incumbents focus more on implementing programmatic changes to increase program effectiveness and have frequent interaction with persons outside the agency; these contacts are often not routine and may require the use of alternative approaches also supervise staff, assign responsibilities, and review work. The Program Coordinator-Supervisor is distinguished from the Program Manager by not having independent responsibility for program administration, development, budget management and disciplinary actions. The purpose of interaction with external stakeholders and partners is often to influence or motivate persons. Although the responsibility for the ultimate result of the contact may rest with others, the person making the contact has a definite definable impact on the result and can influence achievement of outcomes. Work is governed generally by broad instructions and objectives usually involving frequently changing conditions and problems requiring considerable judgment, initiative, creativity, and/or ingenuity. Placement at the Program Coordinator 2 classification should be consistent with the average comparable salary for the labor market in accordance with the Kitsap Public Health Board's Compensation Policy.~~

Program Coordinators receive general supervision from management or executive staff who provide training and guidance, work assignments, and review of performance for effectiveness and conformance to laws, regulations, and District policy.

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in the class. Essential functions for specific positions vary depending on the areas assigned.

- [Supervises, trains and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective feedback; works with staff to correct deficiencies; and implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.](#)
- [Identifies methods and approaches that will increase collaboration and communication within program team and externally with key partners and stakeholders.](#)
- [May serve as contract administrator for federal and/or state contract\(s\); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement \(e.g., invitations to bid, requests for proposals, sole source, and emergency procurement\) in preparing, revising, and executing contracts.](#)
- [Monitors, reviews, analyzes, and evaluates various data, including financial information, concerning program activities to determine progress and effectiveness; recommends changes in procedures, guidelines, etc., and formulates methods of accomplishing program objectives within budget.](#)
- [Reviews and analyzes changes to legislation and regulations that have direct impact on program operations; provides recommendations and guidance to management on steps to take to ensure compliance with changes.](#)
- [Confers with management and other District staff to determine program requirements and availability of resources and to develop the criteria and standards for program evaluation.](#)
- [Receives and synthesizes vast and diverse amounts of data and converts it to understandable information for various audiences; prepares educational materials including video and slide presentations.](#)
- [Contacts and works with representatives of community and government agencies in disseminating information, resolving problems, and cooperatively promoting and marketing programs of mutual interest.](#)
- [Develops, implements, and monitors the strategic plan for assigned program,](#)
- Monitors program activities, including records and reports submitted by District staff to ensure effective operations and compliance with applicable laws, regulations, policies, and standards.
- Collects, compiles, and analyzes program data/information; and creates and produces comprehensive qualitative measurement/status reports on various program aspects to inform stakeholders of program activities and progress and to evaluate overall program effectiveness and operational processes.

- Serves as a liaison between various stakeholders and District personnel; interaction is often to influence or motivate; exchanges information; resolves problems; and/or identifies the appropriate communication channel or person to resolve issues and support efficient operations.
- Provides technical assistance, guidance, and advice to District staff and others regarding assigned program to address complaints, concerns, or programmatic questions, and to ensure compliance with applicable laws, regulations, and established policies, procedures, and standards.
- ~~Identifies methods and approaches that will increase collaboration and communication within program team and externally with key partners and stakeholders.~~
- Maintains and archives records; inputs data into electronic systems to assure records and confidential information are current, organized, accessible for future review and protected in compliance with laws and policies; conducts database queries to provide information to District staff and external contacts.
- Researches and acquires knowledge of policies, guidelines, and regulations to inform and update District staff.
- Assesses program needs and purchases, in accordance to budget constraints, required supplies to facilitate program effectiveness and efficiency; tracks expenses and monitors expenditures.
- May carry out project-related administrative [tasks](#) such as scheduling, maintaining records, and producing/filing general documentation.
- ~~Supervises, trains and evaluates staff if so assigned; establishes work priorities and performance standards; monitors performance and provides effective feedback; works with staff to correct deficiencies; and implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager;~~
- Maintains accurate and organized records, databases, systems, and files.
- Prioritizes and plans own work activities. Uses work time and resources effectively.
- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Responds to public health emergencies as required by the District. Assists in coordinating with other agencies and emergency providers.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- ~~Serves as contract administrator for federal and/or state contract(s); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement (e.g., invitations to bid, requests for proposals, sole source, and emergency procurement) in preparing, revising, and executing contracts.~~
- ~~Monitors, reviews, analyzes, and evaluates various data, including financial information, concerning program activities to determine progress and effectiveness; recommends~~

~~changes in procedures, guidelines, etc., and formulates methods of accomplishing program objectives within budget.~~

- ~~• Reviews and analyzes changes to legislation and regulations that have direct impact on program operations; provides recommendations and guidance to management on steps to take to ensure compliance with changes.~~
- ~~• Confers with management and other District staff to determine program requirements and availability of resources and to develop the criteria and standards for program evaluation.~~
- ~~• Receives and synthesizes vast and diverse amounts of data and converts it to understandable information for various audiences; prepares educational materials including video and slide presentations.~~
- ~~• Contacts and works with representatives of community and government agencies in disseminating information, resolving problems, and cooperatively promoting and marketing programs of mutual interest.~~

Education & Experience Requirements

- A bachelor's degree in a job-related field; **and**
- Three years of closely related work experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates the required knowledge, skills, and abilities.

Degrees must be from appropriately accredited institutions.

Licensing, Certificates & Other Requirements

- Performance of job duties requires driving on an occasional basis, requiring a valid Washington State driver's license, and proof of appropriate auto insurance. Use of a personal vehicle is required when a District fleet vehicle is not available for use.

All required licenses and certifications must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Principles, procedures, functions and practices in the public health promotion and community outreach.
- Correct English usage including grammar, spelling, and punctuation.
- Communication business practices including electronic, telephone or direct public contact.
- Computer operation and a variety of software including word processing, spreadsheet, database, and other applications related to the area of assignment.

Ability to:

- Interpret public health subjects in an effective manner to community health needs and program effectiveness.
- ~~Obtain public medic coverage of health problems and programs.~~
- ~~Develop health education curricula for use in public schools and health interest groups.~~
- Develop quality proposals for grant and other special funding.
- Work effectively with ~~medical and educationa~~ [a wide variety of](#) leaders ~~from~~ the community.
- Obtain voluntary cooperation from other professionals and program volunteers.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Read, understand, interpret, and apply appropriately the terminology, instructions, policies, procedures, legal requirements, and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment of the District to provide outstanding customer service.
- Organize, prioritize, and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative.
- Apply good judgment, creativity, and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, check data, and prepare and review material in reports and correspondence.
- Proficiently and accurately operate office and other equipment standard to the area of assignment.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.
- Exercise discretion and sound independent judgment in decision making.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.

- Work both independently and cooperatively within a collaborative team-oriented environment.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Work is performed primarily indoors in an office environment, with occasional travel to make presentations, attend meetings, conferences, seminars, etc.
- A valid Washington State driver's license is required at the time of appointment or at a time set by the District. Incumbents in this classification must pass a criminal background check [through the Washington State Patrol](#).
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends, and holidays.
- Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations.
- Exposure to individuals from the public who are upset, angry agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- Requires the ability to lift and/or carry objects and materials weighing up to ten pounds.
- Occasionally, the incumbent in this position may be required to lift and/or carry objects and materials weighing up to twenty pounds. Rarely, the incumbent in the position may be required to lift and/or carry objects and materials weighing up to fifty pounds to move educational displays; set up training areas, etc.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit Status: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class Title

Program Coordinator - Supervisor

Salary

\$6,470.00 – 9,105.00 Monthly

\$77,645.00 – 109,254.00 Annually

Definition

Incumbents of the Program Coordinator classification series provide program leadership and coordination in the daily operations of agency program(s). Work focuses on the coordination, planning, administration, evaluation, and operation of agency program(s). Incumbents coordinate and monitor assigned program activities; review and analyze data; provide technical assistance, guidance, and advice to District staff and others; and act as liaison between various internal and external contacts. Duties entail complex project management, integrating research and best practices into specific program areas, and providing program consultation and expertise. Key contacts for incumbents include local, state, and federal agency staff; stakeholders, program partners, external vendors, and contractors; and the general public.

Distinguishing Characteristics

The Program Coordinator – Supervisor classification is distinguished from Program Coordinator by leading the coordination of program(s) with greater complexity in terms of the impact to agency operations, visibility, and the level of interaction with external stakeholders and partners. In addition to the program coordination and administrative aspects of Program Coordinator duties, incumbents also supervise staff, assign responsibilities, and review work. The Program Coordinator – Supervisor is distinguished from the Program Manager by not having independent responsibility for program administration, development, budget management and disciplinary actions.

Program Coordinators receive general supervision from management or executive staff who provide training and guidance, work assignments, and review of performance for effectiveness and conformance to laws, regulations, and District policy.

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in the class. Essential functions for specific positions vary depending on the areas assigned.

- Supervises, trains and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective feedback; works with staff to correct deficiencies; and implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.

- Identifies methods and approaches that will increase collaboration and communication within program team and externally with key partners and stakeholders.
- May serve as contract administrator for federal and/or state contract(s); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement (e.g., invitations to bid, requests for proposals, sole source, and emergency procurement) in preparing, revising, and executing contracts.
- Monitors, reviews, analyzes, and evaluates various data, including financial information, concerning program activities to determine progress and effectiveness; recommends changes in procedures, guidelines, etc., and formulates methods of accomplishing program objectives within budget.
- Reviews and analyzes changes to legislation and regulations that have direct impact on program operations; provides recommendations and guidance to management on steps to take to ensure compliance with changes.
- Confers with management and other District staff to determine program requirements and availability of resources and to develop the criteria and standards for program evaluation.
- Receives and synthesizes vast and diverse amounts of data and converts it to understandable information for various audiences; prepares educational materials including video and slide presentations.
- Contacts and works with representatives of community and government agencies in disseminating information, resolving problems, and cooperatively promoting and marketing programs of mutual interest.
- Monitors program activities, including records and reports submitted by District staff to ensure effective operations and compliance with applicable laws, regulations, policies, and standards.
- Collects, compiles, and analyzes program data/information; and creates and produces comprehensive qualitative measurement/status reports on various program aspects to inform stakeholders of program activities and progress and to evaluate overall program effectiveness and operational processes.
- Serves as a liaison between various stakeholders and District personnel; interaction is often to influence or motivate; exchanges information; resolves problems; and/or identifies the appropriate communication channel or person to resolve issues and support efficient operations.
- Provides technical assistance, guidance, and advice to District staff and others regarding assigned program to address complaints, concerns, or programmatic questions, and to ensure compliance with applicable laws, regulations, and established policies, procedures, and standards.
- Maintains and archives records; inputs data into electronic systems to assure records and confidential information are current, organized, accessible for future review and protected in compliance with laws and policies; conducts database queries to provide information to District staff and external contacts.

- Researches and acquires knowledge of policies, guidelines, and regulations to inform and update District staff.
- Assesses program needs and purchases, in accordance to budget constraints, required supplies to facilitate program effectiveness and efficiency; tracks expenses and monitors expenditures.
- May carry out project-related administrative tasks such as scheduling, maintaining records, and producing/filing general documentation.
- Maintains accurate and organized records, databases, systems, and files.
- Prioritizes and plans own work activities. Uses work time and resources effectively.
- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Responds to public health emergencies as required by the District. Assists in coordinating with other agencies and emergency providers.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.

Education & Experience Requirements

- A bachelor's degree in a job-related field; and
- Three years of closely related work experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates the required knowledge, skills, and abilities.

Degrees must be from appropriately accredited institutions.

Licensing, Certificates & Other Requirements

- Performance of job duties requires driving on an occasional basis, requiring a valid Washington State driver's license, and proof of appropriate auto insurance. Use of a personal vehicle is required when a District fleet vehicle is not available for use.

All required licenses and certifications must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Principles, procedures, functions and practices in the public health promotion and community outreach.

- Correct English usage including grammar, spelling, and punctuation.
- Communication business practices including electronic, telephone or direct public contact.
- Computer operation and a variety of software including word processing, spreadsheet, database, and other applications related to the area of assignment.

Ability to:

- Interpret public health subjects in an effective manner to community health needs and program effectiveness.
- Develop quality proposals for grant and other special funding.
- Work effectively with a wide variety of leaders from the community.
- Obtain voluntary cooperation from other professionals and program volunteers.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Read, understand, interpret, and apply appropriately the terminology, instructions, policies, procedures, legal requirements, and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment of the District to provide outstanding customer service.
- Organize, prioritize, and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative.
- Apply good judgment, creativity, and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, check data, and prepare and review material in reports and correspondence.
- Proficiently and accurately operate office and other equipment standard to the area of assignment.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.

- Exercise discretion and sound independent judgment in decision making.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Work both independently and cooperatively within a collaborative team-oriented environment.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Work is performed primarily indoors in an office environment, with occasional travel to make presentations, attend meetings, conferences, seminars, etc.
- A valid Washington State driver's license is required at the time of appointment or at a time set by the District. Incumbents in this classification must pass a criminal background check.
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends, and holidays.
- Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations.
- Exposure to individuals from the public who are upset, angry agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- Requires the ability to lift and/or carry objects and materials weighing up to ten pounds.
- Occasionally, the incumbent in this position may be required to lift and/or carry objects and materials weighing up to twenty pounds. Rarely, the incumbent in the position may be required to lift and/or carry objects and materials weighing up to fifty pounds to move educational displays; set up training areas, etc.

- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit Status: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class Title

Program Manager-~~1~~

Salary

~~\$6,852.00~~7,547.00 - ~~\$9,643.00~~10,620.00 Monthly

~~\$82,224.00~~90,564.00 - ~~\$115,716.00~~127,440.00 Annually

Definition

Under ~~limited~~ general direction of the ~~Administrator or~~ Division Director, Program Manager ~~1~~ incumbents plan, organize, and manage an ~~agency~~District program or a group of related programs. Incumbents apply a high level of professional and technical expertise, both to manage staff and accomplish program objectives and goals in their assigned program(s), and to perform professional-level duties as a working manager. Assignments to this classification are categorized into general job categories by division, and then, more specifically, into a position description for each incumbent.

Distinguishing Characteristics

The Program Manager-~~1~~ classification is distinguished from ~~Program~~District Manager ~~2~~Supervisor -by having ~~less complexity, narrower scope, and less overall organizational impact.~~a high degree of responsibility, discretion, and visibility for program administration, development, and budget management. Incumbents ~~generally exercise a narrower span of control~~handle complex personnel challenges including taking the lead on disciplinary actions. The Program Manager is distinguished from the District Manager by having specific knowledge of programmatic areas in the Environmental Health, Community Health and Public Health Infrastructure Divisions. The impact of decision-making authority of complex and significant issues generally remains within the scope of the assigned program(s). In general, the programs managed by the Program Manager classification are programs that are formed at the discretion of the agency leadership and are not essential to the core business function.

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in the class. Essential functions for specific positions vary depending on the areas assigned.

- Plans, organizes, and manages assigned program(s), services, and activities.
- Develops and implements new elements of the assigned programs.
- Defines or assists in defining program goals and objectives; establishes methods and means of accomplishing program objectives.
- Contributes area of expertise to the District's public health policy development, program development, monitoring and evaluation as applicable.
- Facilitates and implements program quality improvement and evaluation initiatives.

- Identifies, researches, and analyzes trends within assigned activities; develops and modifies procedures.
- Performs fiscal management including program budget development, monitoring of revenues and expenditures, developing or improving funding mechanisms and sources, and ensuring that program(s) are within budget and as cost effective as possible.
- Develops, prepares, and administers contracts with outside agencies and other governmental agencies; reviews and interprets guidelines and requirements.
- Serves as contract administrator for federal and/or state contract(s); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement (e.g., invitations to bid, requests for proposals, sole source, and emergency procurement) in preparing, revising, and executing contracts.
- Prepares and/or performs final review of complex or controversial documents.
- Drafts policies and procedures and recommends changes.
- Hires, trains, supervises and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective ~~feedback;~~feedback.
- Works with staff to correct deficiencies; implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.
- Serves as a resource person for staff; motivates and mentors staff in providing quality and appropriate quantity of work in assigned area utilizing resources efficiently; models and promotes team building skills among assigned ~~staff;~~staff.
- In collaboration with the Division Director, coordinates, reviews and evaluates the program work plan(s); meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products; methods and procedures.
- ~~Develops liaison and working relationships~~ Serves as a liaison between with governmental agencies and industries and District personnel. Interaction is often to influence or motivate; exchange information; resolve problems; and/or identify the appropriate communication channel or person to resolve issues and support efficient operations.
- Prepares a variety of letters, memos, minutes, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and District policy in the collection, maintenance, use, and dissemination of data and information.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Responds to public health emergencies as required by the District; and
- Reports for scheduled work with regular, reliable, and punctual attendance.

Education & Experience Requirements

- Bachelor's degree in a job-related field; **and**
- Four (4) years of progressively responsible and relevant professional experience, of which a minimum of one (1) year of supervisory/management experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates the knowledge, skills and abilities required for the position.

Licensing, Certificates & Other Requirements

- A valid Washington State driver's license and proof of appropriate auto insurance are required at the time of appointment or at a time set by the District.
- Environmental Health Program Manager positions require valid certification as a Registered Sanitarian (RS) through the Washington State Board of Registered Sanitarians or the National Environmental Health Association.
- Community Health Program Manager positions may require a valid license to practice as a Registered Nurse (RN) in the State of Washington.
- Other positions may require licensing or certification specific to the position.

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public sector organization and program operations.
- Project management, including planning, scheduling, monitoring, and problem solving.
- Federal, state, and local laws and regulations relevant to assigned areas/program(s).
- Trends, principles, and practices within assigned specialized areas.
- Principles and practices of supervision, personnel development, and group dynamics.
- Principles of public relations and customer service.
- ~~Community Health and Environmental Health~~ Program Managers must have a thorough knowledge of public health principles and practices, and the role of public health in the community.

Ability to:

- Understand, interpret, explain, and apply best practices, laws, rules, and regulations within assigned specialized areas.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.

- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Plan, direct and evaluate the work of staff.
- Create and meet schedules and timelines and work independently with little direction.
- Utilize computers and related software and automated equipment to produce documents and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Perform duties in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities; and
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Performance of job duties typically requires driving on an occasional basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance. [Incumbents in this classification must pass a criminal background check.](#)
- Working conditions and physical demands vary by division and assigned position. Typically works primarily indoors in an office environment with low noise levels, with occasional travel for field work or to attend meetings, conferences, seminars, etc.
- [This is an exempt classification, which may require working beyond the normally scheduled workweek, modifying existing work schedules, or flexing hours.](#)
- [Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends, and holidays.](#)
- Requires bending, stooping, walking, standing, climbing stairs, and prolonged sitting. Requires natural or corrected near-visual acuity necessary to read materials; natural or corrected hearing and speech ability necessary to communicate effectively with others; motor coordination and manual dexterity necessary to operate computer/word processor, fax, photocopier, telephone, adding machine and other standard office equipment. Personnel in this position must have good verbal and written communication skills because of daily contact with the public, staff, and other agency personnel.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class Title

Program Manager

Salary

\$7,547.00 - \$10,620.00 Monthly

\$90,564.00 - \$127,440.00 Annually

Definition

Under general direction of the Division Director, Program Manager incumbents plan, organize, and manage an agency program or a group of related programs. Incumbents apply a high level of professional and technical expertise, both to manage staff and accomplish program objectives and goals in their assigned program(s), and to perform professional-level duties as a working manager. Assignments to this classification are categorized into general job categories by division, and then, more specifically, into a position description for each incumbent.

Distinguishing Characteristics

The Program Manager classification is distinguished from Supervisor by having a high degree of responsibility, discretion, and visibility for program administration, development, and budget management. Incumbents handle complex personnel challenges including taking the lead on disciplinary actions. The Program Manager is distinguished from the District Manager by having specific knowledge of programmatic areas in the Environmental Health, Community Health and Public Health Infrastructure Divisions. In general, the programs managed by the Program Manager classification are programs that are formed at the discretion of the agency leadership and are not essential to the core business function.

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in the class. Essential functions for specific positions vary depending on the areas assigned.

- Plans, organizes, and manages assigned program(s), services, and activities.
- Develops and implements new elements of the assigned programs.
- Defines or assists in defining program goals and objectives; establishes methods and means of accomplishing program objectives.
- Contributes area of expertise to the District's public health policy development, program development, monitoring and evaluation as applicable.
- Facilitates and implements program quality improvement and evaluation initiatives.
- Identifies, researches, and analyzes trends within assigned activities; develops and modifies procedures.

- Performs fiscal management including program budget development, monitoring of revenues and expenditures, developing or improving funding mechanisms and sources, and ensuring that program(s) are within budget and as cost effective as possible.
- Develops, prepares, and administers contracts with outside agencies and other governmental agencies; reviews and interprets guidelines and requirements.
- Serves as contract administrator for federal and/or state contract(s); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement (e.g., invitations to bid, requests for proposals, sole source, and emergency procurement) in preparing, revising, and executing contracts.
- Prepares and/or performs final review of complex or controversial documents.
- Drafts policies and procedures and recommends changes.
- Hires, trains, supervises and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective feedback.
- Works with staff to correct deficiencies; implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.
- Serves as a resource person for staff; motivates and mentor staff in providing quality and appropriate quantity of work in assigned area utilizing resources efficiently; models and promotes team building skills among assigned staff.
- In collaboration with the Division Director, coordinates, reviews and evaluates the program work plan(s); meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products; methods and procedures.
- Serves as a liaison between governmental agencies and industries and District personnel. Interaction is often to influence or motivate; exchange information; resolve problems; and/or identify the appropriate communication channel or person to resolve issues and support efficient operations.
- Prepares a variety of letters, memos, minutes, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and District policy in the collection, maintenance, use, and dissemination of data and information.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Responds to public health emergencies as required by the District; and
- Reports for scheduled work with regular, reliable, and punctual attendance.

Education & Experience Requirements

- Bachelor's degree in a job-related field; and
- Four (4) years of progressively responsible and relevant professional experience, of which a minimum of one (1) year of supervisory/management experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates the knowledge, skills and abilities required for the position.

Degrees must be from appropriately accredited institutions.

Licensing, Certificates & Other Requirements

- A valid Washington State driver's license and proof of appropriate auto insurance are required at the time of appointment or at a time set by the District.
- Environmental Health Program Manager positions require valid certification as a Registered Sanitarian (RS) through the Washington State Board of Registered Sanitarians or the National Environmental Health Association.
- Community Health Program Manager positions may require a valid license to practice as a Registered Nurse (RN) in the State of Washington.
- Other positions may require licensing or certification specific to the position.

All required licenses and certifications must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public sector organization and program operations.
- Project management, including planning, scheduling, monitoring, and problem solving.
- Federal, state, and local laws and regulations relevant to assigned areas/program(s).
- Trends, principles, and practices within assigned specialized areas.
- Principles and practices of supervision, personnel development, and group dynamics.
- Principles of public relations and customer service.
- Program Managers must have a thorough knowledge of public health principles and practices, and the role of public health in the community.

Ability to:

- Understand, interpret, explain, and apply best practices, laws, rules, and regulations within assigned specialized areas.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.

- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Plan, direct and evaluate the work of staff.
- Create and meet schedules and timelines and work independently with little direction.
- Utilize computers and related software and automated equipment to produce documents and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Perform duties in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities; and
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Performance of job duties typically requires driving on an occasional basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance. Incumbents in this classification must pass a criminal background check.
- Working conditions and physical demands vary by division and assigned position. Typically works primarily indoors in an office environment with low noise levels, with occasional travel for field work or to attend meetings, conferences, seminars, etc.
- This is an exempt classification, which may require working beyond the normally scheduled workweek, modifying existing work schedules, or flexing hours.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends, and holidays.
- Requires bending, stooping, walking, standing, climbing stairs, and prolonged sitting. Requires natural or corrected near-visual acuity necessary to read materials; natural or corrected hearing and speech ability necessary to communicate effectively with others; motor coordination and manual dexterity necessary to operate computer/word processor, fax, photocopier, telephone, adding machine and other standard office equipment. Personnel in this position must have good verbal and written communication skills because of daily contact with the public, staff, and other agency personnel.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

DRAFT

Class Title

~~Program-District~~ Manager-2

Salary

~~\$7,555.00~~7,924.00 - ~~\$10,631.00~~11,150.00 Monthly

~~\$90,660.00~~95,088.00 - ~~\$127,572.00~~133,800 Annually

Definition

Under the general direction of the Administrator ~~or Division Director, or Assistant Division Director, Program-District~~ Manager is an advanced managerial classification with-2 incumbents that plan, organize, and manage ~~diverse, multiple-District programs or an~~ single-essential program which impacts overall District operations and requires a high degree of professional and technical knowledge. Essential programs are programs that the District is required to have in order to function as an agency and requires a higher level of responsibility to both internal and external authorities. Essential programs include limited to Accounting and Finance, Human Resources, and Information Technology. ~~Incumbents apply a high level of professional and technical expertise, both to manage staff and accomplish program objectives and goals in their assigned program(s), and to perform professional level duties as a working manager.~~ Responsibilities require ~~advanced expertise in broadly evaluating options, presenting plans, and uniting others in support of programs critical to the goals and objectives to ensure the District's success. Assignments to this classification are categorized into general job categories by division, and then, more specifically, into a position description for each incumbent.~~ District Managers to both manage staff and accomplish program objectives and goals in their assigned program(s), and to perform professional-level duties as a working manager.

Distinguishing Characteristics

The ~~Program-District~~ Manager-2 classification is distinguished from Program Manager-1 by having ~~greater complexity, broader scope, and~~ higher overall ~~organizational~~ impact on organizational operation and essential business functions. In general, incumbents ~~exercise a broad span of control, directly supervising more professional or technical staff members~~ have considerable latitude for independent judgment and decisions-making with the support and consultation of the Administrator. The impact of decision-making authority of complex and significant issues generally extends beyond the scope of the assigned program(s) and have significant impacts on the ability of the agency to maintain daily operations. The District Manager classification is distinguished from the Division Director and Assistant Division Director by the absence of responsibility for an entire division including the multiple programs within it. ~~Placement at the Program-District Manager 2 classification will be consistent with the average comparable salary for the labor market in accordance with the Kitsap Public Health Board's Compensation Policy.~~

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general

indication of the levels of difficulty and responsibility common to all positions in the class.
Essential functions for specific positions vary depending on the areas assigned.

- Plans, organizes, and manages programs, services and activities of ~~diverse, multiple District programs or a single~~ programs which impacts overall District operations and requires a high degree of professional and technical knowledge.
- Provides guidance to the Administrator on complex business administration and risk management issues.
- Develops and implements new elements of assigned programs.
- Defines or assists in defining program goals and objectives; establishes methods and means of accomplishing program objectives.
- Contributes area of expertise to the District's public health policy development, program development, monitoring and evaluation as applicable.
- Facilitates and implements program quality improvement and evaluation initiatives.
- Identifies, researches, and analyzes trends within assigned activities; develops and modifies procedures.
- Performs fiscal management including program budget development, monitoring of revenues and expenditures, developing or improving funding mechanisms and sources, and ensuring that program(s) are within budget and as cost effective as possible.
- Develops, prepares, and administers contracts with outside agencies and other governmental agencies; reviews and interprets guidelines and requirements.
- Serves as contract administrator for federal and/or state contract(s); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement (e.g., invitations to bid, requests for proposals, sole source, and emergency procurement) in preparing, revising, and executing contracts.
- Prepares and/or performs final review of complex or controversial documents.
- Drafts policies and procedures and recommends changes.
- Hires, trains, supervises, and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective feedback.
- Works with staff to correct deficiencies; implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.
- Serves as a resource person for staff; motivates and mentors staff in providing quality and appropriate quantity of work in assigned area utilizing resources efficiently; models and promotes team building skills among assigned staff.
- In collaboration with the ~~Division Director~~Administrator, coordinates, reviews and evaluates the program work plan(s); meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products; methods and procedures.
- Serves as a liaison between governmental agencies and industries and District personnel. Interaction is often to influence or motivate; exchange information; resolve problems; and/or identify the appropriate communication channel or person to resolve issues and support efficient operations.

- ~~• Develops liaison and working relationships with governmental agencies and industries.~~
- Prepares a variety of letters, memos, minutes, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and District policy in the collection, maintenance, use, and dissemination of data and information.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Responds to public health emergencies as required by the District.
- Reports for scheduled work with regular, reliable, and punctual attendance.

Education & Experience Requirements

- Master's degree in a job-related field; **and**
- Five (5) years of progressively responsible and relevant professional experience, of which a minimum of two (2) years have been of recent relevant supervisory/management experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates the knowledge, skills and abilities required for the position.

Licensing, Certificates & Other Requirements

- A valid Washington State driver's license and proof of appropriate auto insurance are required at the time of appointment or at a time set by the District.
- ~~• Environmental Health Program Manager positions require valid certification as a Registered Sanitarian (RS) through the Washington State Board of Registered Sanitarians or the National Environmental Health Association.~~
- ~~• Community Health Program Manager positions may require a valid license to practice as a Registered Nurse (RN) in the State of Washington.~~
- POther positions may require licensing or certification specific to the position.

All required licenses and certifications must be maintained in an active status without suspension or revocation throughout employment.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public sector organization and program operations.
- Project management, including planning, scheduling, monitoring, and problem solving.
- Federal, state, and local laws and regulations relevant to assigned areas/program(s).
- Trends, principles, and practices within assigned specialized areas.
- Principles and practices of supervision, personnel development, and group dynamics.

- Principles of public relations and customer service.
- ~~Community Health and Environmental Health Program District~~ Managers must have a thorough knowledge of ~~public health business administration~~ principles and practices, ~~and the role of public health in the community.~~

Ability to:

- Understand, interpret, explain, and apply best practices, laws, rules, and regulations within assigned specialized areas.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Gather and analyze data and develop clear, concise, and comprehensive reports, correspondence, and other written materials.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Plan, direct and evaluate the work of staff.
- Create and meet schedules and timelines and work independently with little direction.
- Utilize computers and related software and automated equipment to produce documents and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Perform duties in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience, and courtesy at all times.
- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

Working Conditions & Physical Demands

Working conditions and physical demands vary by assignment.

- Working conditions and physical demands vary by division and assigned position. Typically works primarily indoors in an office environment with low noise levels, with occasional travel for field work or to attend meetings, conferences, seminars, etc.
- This is an exempt classification, which may require working beyond the normally scheduled workweek, modifying existing work schedules, or flexing hours.
- Requires bending, stooping, walking, standing, climbing stairs, and prolonged sitting. Requires natural or corrected near-visual acuity necessary to read materials; natural or corrected hearing and speech ability necessary to communicate effectively with others; motor coordination and manual dexterity necessary to operate computer/word processor, fax, photocopier, telephone, adding machine and other standard office equipment. Personnel in this position must have good verbal and

written communication skills because of daily contact with the public, staff, and other agency personnel.

- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Job Class Information & Disclaimers

FLSA Status: Exempt

EEO Category: Professional

Bargaining Unit: Non-represented

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class Title

District Manager

Salary

\$7,924.00 - \$11,150.00 Monthly

\$95,088.00 - \$133,800 Annually

Definition

Under the general direction of the Administrator, District Manager is an advanced managerial classification with incumbents that plan, organize, and manage an essential program which impacts overall District operations and requires a high degree of professional and technical knowledge. Essential programs are programs that the District is required to have in order to function as an agency and requires a higher level of responsibility to both internal and external authorities. Essential programs include Accounting and Finance, Human Resources, and Information Technology. Responsibilities require District Managers to both manage staff and accomplish program objectives and goals in their assigned program(s), and to perform professional-level duties as a working manager.

Distinguishing Characteristics

The District Manager classification is distinguished from Program Manager by having higher overall impact on organizational operation and essential business functions. In general, incumbents have considerable latitude for independent judgment and decisions-making with the support and consultation of the Administrator. The impact of decision-making authority of complex and significant issues generally extends beyond the scope of the assigned program(s) and have significant impacts on the ability of the agency to maintain daily operations. The District Manager classification is distinguished from the Division Director and Assistant Division Director by the absence of responsibility for an entire division including the multiple programs within it.

Examples of Duties

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in the class. Essential functions for specific positions vary depending on the areas assigned.

- Plans, organizes, and manages programs, services and activities of programs which impacts overall District operations and requires a high degree of professional and technical knowledge.
- Provides guidance to the Administrator on complex business administration and risk management issues.
- Develops and implements new elements of assigned programs.
- Defines or assists in defining program goals and objectives; establishes methods and means of accomplishing program objectives.

- Contributes area of expertise to the District's public health policy development, program development, monitoring and evaluation as applicable.
- Facilitates and implements program quality improvement and evaluation initiatives.
- Identifies, researches, and analyzes trends within assigned activities; develops and modifies procedures.
- Performs fiscal management including program budget development, monitoring of revenues and expenditures, developing or improving funding mechanisms and sources, and ensuring that program(s) are within budget and as cost effective as possible.
- Develops, prepares, and administers contracts with outside agencies and other governmental agencies; reviews and interprets guidelines and requirements.
- Serves as contract administrator for federal and/or state contract(s); abides by contract requirements and keeps abreast of any changes in such requirements, laws, and regulations; utilizes appropriate methods for procurement (e.g., invitations to bid, requests for proposals, sole source, and emergency procurement) in preparing, revising, and executing contracts.
- Prepares and/or performs final review of complex or controversial documents.
- Drafts policies and procedures and recommends changes.
- Hires, trains, supervises, and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective feedback.
- Works with staff to correct deficiencies; implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.
- Serves as a resource person for staff; motivates and mentor staff in providing quality and appropriate quantity of work in assigned area utilizing resources efficiently; models and promotes team building skills among assigned staff.
- In collaboration with the Administrator, coordinates, reviews and evaluates the program work plan(s); meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products; methods and procedures.
- Serves as a liaison between governmental agencies and industries and District personnel. Interaction is often to influence or motivate; exchange information; resolve problems; and/or identify the appropriate communication channel or person to resolve issues and support efficient operations.
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- Trends, principles, and practices within assigned specialized areas.
- Principles and practices of supervision, personnel development, and group dynamics.
- Principles of public relations and customer service.
- District Managers must have a thorough knowledge of business administration principles and practices.

Ability to:

- Understand interpret, explain, and apply best practices, laws, rules, and regulations within assigned specialized areas.
- Coordinate, organize, and prioritize work, follow directions, instructions, and protocol in the course of duties assigned.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
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DRAFT

MEMO

To: Kitsap Public Health Board
From: Yolanda Fong, Administrator
Date: January 7, 2025
Re: Salish Behavioral Health Administrative Services Organization – An Overview

Salish Behavioral Health Administrative Services Organization (SBH-ASO) provides behavioral health (substance use disorder and mental health) crisis services for all residents within Clallam, Jefferson, and Kitsap counties, regardless of insurance status or income level. They also provide access to limited non-crisis behavioral health services for individuals who are low-income and not eligible for Medicaid.

Jolene Kron, Regional Administrator and Clinical Director, will be presenting an overview of SBH-ASO programs and services.

Recommendation

None – informational only.

Please contact me at yolanda.fong@kitsappublichealth.org with any questions or comments.

Attachments (1)



Salish Behavioral Health Administrative Services Organization (SBH-ASO)

Kitsap Public Health Presentation
January 7, 2025

SBH-ASO Scope of Work

- ▶ SBH-ASO was formed through an Interlocal Agreement between Clallam, Jefferson and Kitsap Counties, and the Jamestown S'Klallam Tribe.
 - Kitsap County is the Administrative Entity of SBH-ASO.
- ▶ SBH-ASO provides funding and oversight of the regional behavioral health crisis system which is available 24/7 for all individuals regardless of income or insurance status.
 - This includes Salish Regional Crisis Line, mobile crisis outreach, and involuntary treatment services.
- ▶ SBH-ASO also provides for services to low-income or un/underinsured individuals and families in Clallam, Jefferson and Kitsap Counties.

SBH-ASO Scope of Work

- ▶ SBH-ASO is responsible for administering several special non-Medicaid Programs, such as:
 - ▶ Behavioral Health Housing Program: Provides both support services and subsidies
 - ▶ Recovery Navigator Program (R.E.A.L. Teams)
 - ▶ Salish Youth Network Collaborative (SYNC)
 - ▶ Criminal Justice Treatment Account
- ▶ 2024 new program development has included:
 - ▶ Coordination of Assisted Outpatient Treatment programs in partnership with providers, courts and legal teams in all 3 counties.
 - ▶ Trueblood Coordination

Summary of 2024 Accomplishments

Annual Funding Administered - \$17,851,019

HCA Core Contract Funding - \$11,642,061

- ▶ GFS/Proviso - \$9,875,597
- ▶ Block Grant - \$1,766,464

Medicaid Funding - \$4,068,817

Housing Program Funding – \$1,314,399

- ▶ HCA HARPS - \$695,440
- ▶ Commerce CBRA - \$618,959

Summary of Accomplishments

Administered 45 Subcontracts Across 3-County Region

- ▶ Provided Technical Assistance to and Contract Oversight to 24 partners
- ▶ Provided Funding and Oversight for Services to 7,104 Individuals in 2023.
- ▶ Provided Funding and Oversight for 33,267 encounterable services in 2023.
 - ▶ Excludes Housing Program and R.E.A.L. Outreach Program

Summary of Accomplishments

The SBHASO Naloxone Program

Partnered in the installation of 34 naloxone distribution boxes and 2 additional sites offering naloxone to the community.

The program provided

- 1,619 kits in 2023
- 4,054 kits in 2024

Naloxone Map project

Summary of Accomplishments

SBHASO Training Support

Re-Entry Simulation

ASAM 4 Training

Suicide Awareness Training

Substance Use Disorder Summit

Opioid Settlement Funding

In accordance with One Washington MOU, a Regional Opioid Abatement Council (OAC) was formed for local governments within the Salish Region to receive their funds.

- Through an Interlocal Agreement, Clallam, Jefferson and Kitsap Counties designated SBH-ASO to serve as the Opioid Abatement Council (OAC).
- The cities of Bainbridge Island, Bremerton and Port Orchard have signed Interlocal Agreements with SBH-ASO to pool their funds with Kitsap County's allocation.
 - The City of Poulsbo opted out of the option to pool funds.

Opioid Abatement Council

The Regional OAC is responsible for:

- Overseeing distribution of the funds for each county
- Reviewing expenditure reports for compliance with Approved Uses
- Reporting and making public all decisions regarding Opioid Fund applications, distributions, and expenditures
- Developing and maintaining a centralized public data dashboard for the publication of expenditure data.
 - *If necessary, may require collection of additional outcome related data.*
- Hearing complaints by Participating Local Governments within the Region regarding alleged failure to use the funds for approved uses or comply with reporting requirements.

Opioid Settlement Funding

Kitsap County's Allocation:

Kitsap County: \$5,926,321

Bainbridge Island: \$158,669

Bremerton: \$1,314,332

Port Orchard: \$120,190

Total: \$7,519,513

Opioid Settlement Funding

Distributor Funds Previously Allocated (2024): \$785,000

- ❖ Primary Prevention-Youth and Community Programming
- ❖ Public Health-Education campaign, Epidemiology, Opioid Stakeholder Facilitation
- ❖ Naloxone Supply

Questions and Contact Information

Questions?

Contact Information:

Jolene Kron, Administrator/Clinical Director

jkron@kitsap.gov

360-337-4832

MEMO

To: Kitsap Public Health Board
From: Dana Bierman, Program Manager, Chronic Disease & Injury Prevention
Date: January 7, 2025
Re: Opioid Prevention Campaign

Opioid use and drug overdoses remain a health crisis in Kitsap County and throughout the United States. More than [70 Kitsap County residents](#) lost their lives to opioid overdoses in 2023 alone.

As part of our ongoing, collaborative efforts to prevent substance use and reduce overdose deaths, Kitsap Public Health District applied for and received grant funding from the Washington State Department of Health to support an opioid awareness campaign in 2025.

The Health District has partnered with the Washington State Health Care Authority's [Friends For Life](#) overdose prevention campaign to create Kitsap-specific materials. Messaging will focus on increasing youth awareness of the risks associated with illicit fentanyl and encouraging community members to carry naloxone (an overdose reversal medication).

These materials will be used in a local media campaign that will include a resource page ([KitsapFriendsForLife.org](#)), highway billboards, and digital advertising. The Health District is also working with Kitsap County Human Services to distribute printed materials in the community.

Our campaign will roll out in the first quarter of 2025 and continue for several months.

Recommendation

None – informational only.

Please contact me at dana.bierman@kitsappublichealth.org with any questions or comments.

KITSAP FRIENDS FOR LIFE

Campaign Overview



Tad Sooter
Public Information Officer

Dana Bierman
Program Manager

- Funding from Washington State Department of Health for an Overdose Awareness, Prevention, & Education Campaign
- November 1, 2024– June 30, 2025
- Eligible Activity
 - Expand upon/modify an existing overdose prevention, awareness, and education campaign and include information on opioids and fentanyl

Friends for Life

The Friends for Life campaign was developed by the Washington State Health Care Authority.

This awareness campaign is designed to inform and educate people about the:

- Unpredictability of illicit fentanyl
- Signs of an opioid overdose
- Response steps for an opioid overdose
- Opioid overdose reversal medication naloxone (Narcan)
- Primary prevention strategies for youth

KPHD will adapt the campaign to focus on education for:


- Youth (12-18)
- Parents/caregivers of youth
- Prevention professionals



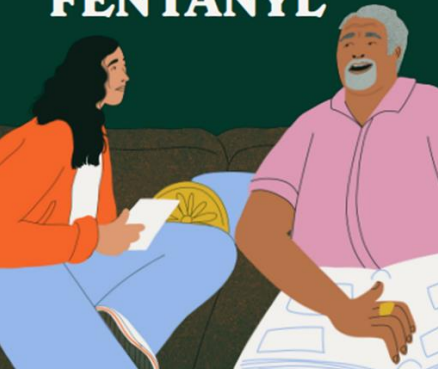
Kitsap Friends for Life

Coming in early
2025!

- kitsapfriendsforlife.org
- Billboards in Port Orchard & Bremerton.
- Movie theater PSA videos.
- Ferry terminal LCD screens.
- YouTube PSAs.
- Mobile banner ads.
- Flyers, brochures, etc.



**TALK
TO TEENS
ABOUT
FENTANYL**




Most teens say they trust their parents or caregivers more than anyone when it comes to information and advice about drugs. Talk to the teens in your life about how experimenting with drugs can hurt them and their future. Because to them, you're the expert.




PSA: Parent (:30)


Source: <https://wafriendsforlife.com/parents-and-caregivers#field-videos>



**KNOW
ABOUT
NALOXONE
(NARCAN)**



**Naloxone reverses
opioid overdoses,
including those
from fentanyl.**
Having it can make
all the difference.



PSA: Small Act, Big Difference

Source: <https://wafriendsforlife.com/parents-and-caregivers#field-videos>

THANK YOU!

pio@kitsappublichealth.org



kitsappublichealth.org