

**Special Meeting of the Board of Health  
St. Joseph County Department of Health  
8<sup>th</sup> Floor, Boardroom  
227 W. Jefferson Boulevard  
South Bend, IN 46601**

**November 8, 2023  
4:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/82871354650?pwd=yEOKPkwEml4LKQTx2uVdGEYgcXHtM7.1>

Dial In +13126266799 | Meeting ID: 828 7135 4650 | Passcode: 299785

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA:

- A. It is recommended the Board of Health members adopt the agenda for November 8, 2023.

III. NEW BUSINESS:

23-82 Discussion and Vote – Department of Health Organizational Chart

23-83 Discussion and Vote - Job Descriptions:

Director of Finance  
Director of Operations  
Communications/Events Specialist  
Vector Coordinator  
Vector/Environmental Health Specialist  
Vector Specialist – Part Time

23-84 Discussion and Vote – Budgets:

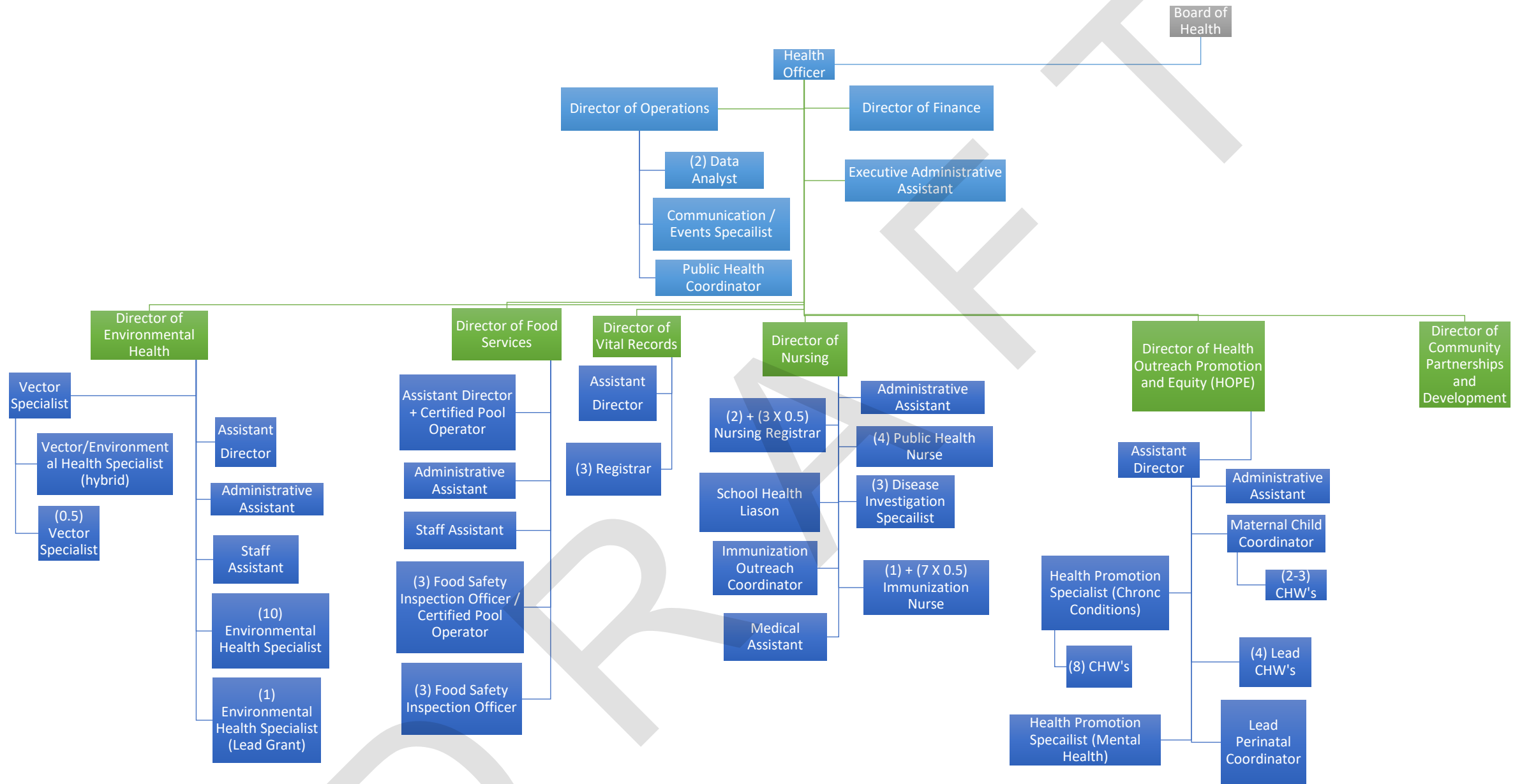
County Health Department – Fund 1159  
Health First Indiana – Fund 1161  
Health Local Health Services – Fund 9101  
Health Trust Fund – 9111

IV. TIME AND PLACE OF NEXT REGULAR MEETING:

November 15, 2023 – 4:30 p.m. – **8<sup>th</sup> Floor Department of Health Boardroom.**

V. ADJOURNMENT:

The Title VI Coordinator has made available at this meeting a voluntary Public Involvement Survey to collect demographic data to monitor and demonstrate St. Joseph County's compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings, or the proposed project have been given an opportunity to provide input throughout the process.



**POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Director of Finance  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** October 2006  
**DATE REVISED:** October 2023

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director of Finance for the St. Joseph County Department of Health (DoH), responsible for maintaining DoH financial and accounting operations.

**DUTIES:**

Performs DoH accounts receivable/payable functions and serves as purchasing agent for all DoH units.

Sets up/maintains ledgers for County DoH budget and grant funding, including providing County Auditor's Office with grant carry forward data at the beginning of each fiscal year. Sets up/maintains monthly financial statements, ensuring all Department accounts and grant funds balance with Auditor's Office.

Provides monthly financial information to Unit Directors and the Health Officer, including all fund accounts contained within the DoH. Researches, compiles, and calculates data for financial reports and provides monthly reports to the Board of Health.

Files for monthly reimbursement from the Indiana Department of Health (IDoH), Center for Disease Control (CDC), etc. for all grant funds, completing necessary reports and paperwork as required, assisting Unit Directors/grant managers with appropriation of funds, and compiling and submitting transfer request information as appropriate.

Reviews and approves all departmental requests sent to the County Commissioners and County Council, including, but not limited to, travel requests, budget and grant appropriations, training requests and purchases.

Reviews and compiles Unit requests for annual budget and assists Health Officer in preparing annual department budget, submitting budget to appropriate entities for approval, and responding to inquiries as appropriate.

Assists with preparation of annual budget, including preparing necessary documentation regarding employee salaries, expense accounts, and grant fund salary information.

Oversees the funding for Health First Indiana, including the grants awarded to community partners.

Serves as the DoH Billing Specialist and oversees all billing processes.

Performs duties of Executive Administrative Assistant in his/her absence or as needed.

Ability to work extended, evening and/or weekend hours and may travel out of town for meetings/conferences, sometimes overnight.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Minimum of an Associate's degree in business required. Baccalaureate Degree in finance, accounting, or business management with a minimum two (2) years experience in financial management preferred.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of bookkeeping and financial accounting, with ability to perform arithmetic operations, maintain complete and accurate accounting records, and prepare related reports and documents as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports as required.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, calculator, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to maintain current knowledge of applicable statutes and guidelines, adapt to changes in procedures, and solve problems that are new or unusual, such as grant accounting and other uncommon financial situations.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

**II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor and seasonal deadlines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies, procedures, or expenditures are thought necessary. On rare occasions, decisions are made in the absence of specific policies/procedures and/or guidance from supervisor. Work is primarily reviewed for accuracy and completeness. Errors in work are usually detected or prevented through standard bookkeeping checks or notification from other departments or agencies. Undetected errors could result in inconvenience to other agencies or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, vendors, and the public for purposes of exchanging information and negotiating/resolving problems.

Incumbent reports directly to Health Officer.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, keyboarding, bending, reaching, crouching/kneeling, close vision, speaking clearly, and handling/grasping/fingering objects.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Finance Manager for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

health/director of finance

Director of Finance  
Health

Factors: COMOT

Status: Full Time

FLSA Status: Exempt

Written: October 2006

Revised: October 2023

Incumbent: A. Ruppe

Disc: St. Joseph County

File: Director of Finance

DRAFT

**POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Director of Operations  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupation)

**DATE WRITTEN:** October 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director of Operations for the St. Joseph County Department of Health (DoH), responsible for maintaining and directing daily operations, supervising DoH personnel and recommending and administering policies/programs. Involved in developing, managing, and maintaining volunteer and internship/fellowship opportunities for the community.

**DUTIES:**

Administers department activities to effectively and efficiently provide St. Joseph County residents with public health services in accordance with professionally recognized standards/practices.

Supervises department personnel, including administering personnel programs/procedures, providing training, making work assignments, evaluating performance, reviewing position responsibilities and salaries, recommending personnel actions, and providing corrective instruction as appropriate. Recommends discipline and/or termination of employment to Health Officer as warranted.

Interviews candidates for new or vacant positions, makes hiring recommendations to the Health Officer and Board of Health, hires personnel upon approval from Health Officer, and performs annual evaluations of all managerial staff and staff who directly report to him/her.

Reviews job descriptions and maintains the DoH organizational chart.

Maintains and develops internal controls and policies/procedures to provide direction and guidance to DoH staff. Conducts regular meetings with staff to review department operations and share relevant professional information.

In conjunction with DoH attorney, monitors changes in laws, legal requirements, and services in other department/agencies affecting DoH operations. Works with Health Officer and Unit Directors to effectively assess operations and develop, revise, recommend to Board of Health, and implement new policies, procedures, and/or ordinances accordingly.

Works in conjunction with Health Officer to ensure both short-term and long-range goals of the department are met, revising goals in accordance with strategic direction and monitoring progress toward achievement of these goals.

Ensures proper maintenance and filing of all DoH records, personnel files, and reports as required by Indiana State Department of Health (IDoH), St. Joseph County Board of Health, State Board of Accounts, and other government/regulating agencies.

Represents the DoH to the public when appropriate, responding to complaints and inquiries, attending meetings and conferences with IDoH and other government/County agencies, coordinating and/or resolving problems with services, responding to assistance needs, and providing information upon request. Presents at BoH, County Commissioner and County Council meetings as requested.

Develops and maintains a system by which individuals can volunteer with St. Joseph County Department of Health where appropriate. This includes ensuring appropriate liability coverage and paperwork is completed in compliance with appropriate regulations.

Develops and maintain a system by which educational institutions can send students, including but not limited to medical students, nursing students, public health fellows, and undergraduate and graduate interns, to the DoH as part of their educational experience in public health. Develops and maintain a method for tracking the number of applicants and their placement within the DoH.

Attends professional education workshops and seminars as required.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in public health, public health administration, or business administration required. Master's Degree in a relevant field preferred.

Thorough knowledge of standard principles and practices of public health, with ability to effectively administer DoH operations and develop/implement DoH policies and procedures accordingly.

Thorough knowledge of federal, state, and local laws and regulations governing DoH operations, with ability to effectively monitor operations, maintain records and files, and draft ordinances and policies to assure compliance with all legal requirements.

Working knowledge of County and department budget processes and involvement in drafting the budget in collaboration with the Health Officer and Director of Finance.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports.

Ability to supervise personnel, including administering personnel programs/procedures, providing training, making work assignments, evaluating performance, reviewing position responsibilities and



salaries, recommending personnel actions, providing corrective instruction, and recommending discipline and/or termination of employment as warranted.

Ability to properly operate standard office equipment, including computer and department software applications, calculator, telephone/cell phone, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, County Council, Auditor's Office, Treasurer, IDoH, Indiana Department of Environmental Management (IDEM), and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of DoH information and records according to state requirements.

Ability to comply with all employer and DoH policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal and written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/delegate work assignments, use good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to respond to public health emergencies on a 24-hour basis.

Ability to work extended, evening and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's work is broad-ranging and often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with generally applicable procedures and legal guidelines, exercising judgment to effectively administer, assess and improve Department operations, supervise personnel, respond to complaints, and ensure compliance with legal requirements. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

**III. RESPONSIBILITY:**

Incumbent assures proper direction and administration of the St. Joseph County Department of Health. Goals and objectives of incumbent’s work are known, with highly unusual circumstances discussed with Health Officer at incumbent’s discretion. Work is primarily reviewed for effect on DoH goals/objectives, compliance with legal requirements, and continuing quality of DoH services for St. Joseph County.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, County Commissioners, County Council, Auditor’s Office, Treasurer, IDoH, IDEM, and the public for purposes of formulating and executing policies, disseminating public health information, improving services, and supervising personnel.

Incumbent reports directly to Health Officer.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, close vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

Incumbent works extended, evening and/or weekend hours as necessary and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent responds to public health emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Director of Operations for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Director of Operations  
Health

Factors: SO

Status: Full Time

FLSA Status: Exempt

Written: October 2023

Revised:

Incumbent:

Disc: St. Joseph County

File: Director of Operations

DRAFT

**-POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Communications and Events Specialist  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupation)

**DATE WRITTEN:** October 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as the Communications and Events Specialist for the St. Joseph County Department of Health, responsible for developing and implementing communications strategies, programs, and events to support the mission, goals, and activities of the St. Joseph County Department of Health (DoH).

**DUTIES:**

Develop annual goals, objectives, activities, workplan, and budget for DoH communications.

Collaborate with departmental leadership, local partners, and relevant stakeholders to develop, disseminate, monitor, and evaluate a broad range of health communications, including, but not limited to print, online, emails, videos, etc.

Create informative and interesting press releases, press kits, newsletters, and related informational materials.

Manage and develop social media as a tool for communication and engagement.

Create and implement a communications strategy that promotes and facilitates the work of the department's community health workers.

In collaboration with departments and Unit Directors assist with any event planning and promotions related Department of Health initiatives.

Coordinate events hosted by the DoH, including appropriate promotion.

Assist with the design, content, and production of all marketing, advertising, and education materials of each unit of the DoH.

In collaboration with Unit Directors, draft and edit press releases for approval by Health Officer.

Communicate with news media and other outlets to provide updated information regarding health-related issues in a timely fashion and as needed. Share promotional and educational material with media for dissemination to public as appropriate.

Lead the development and implementation of a county-wide communication plan to reduce the incidence of preventable cancers.

Assist with grant applications and reporting as needed.

Respond to communication-related issues in a timely manner.

Attend professional education workshops and seminars as required.

Incumbent is required to occasionally work extended or weekend hours, travel out of town for training or workshops, sometimes overnight, and respond to emergencies on a 24-hour basis. May occasionally respond to public health emergencies on a 24-hour basis.

Perform related duties as assigned.

**JOB REQUIREMENTS:**

Baccalaureate degree in communications, journalism, public relations, or related field preferred. Relevant experience required.

Strong knowledge of communication practices and techniques.

Ability to write clear, concise, and engaging content that is tailored to the target audience. Thorough knowledge of standard English grammar, spelling, and punctuation.

Ability to deliver engaging, informative speeches and presentations.

Ability to multitask, work independently, and solve problems.

Ability to select optimal media placements to reach the intended audience.

Ability to work effectively on a team to translate program findings and disseminate this information to key stakeholders and the public.

Ability to organize, evaluate, and present information effectively to the target audience.

Ability to plan and organize all aspects of an event, including location, budget, headcount, and other relevant details.

Ability to manage multiple projects simultaneously while meeting deadlines.

Ability to be flexible and adapt to changing situations.

Excellent organizational and leadership abilities.

Ability to properly operate standard office equipment, including computer and department software applications, calculator, telephone/cell phone, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, County Council, IDoH, Indiana Department of Environmental Management (IDEM), and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of DoH information and records according to state requirements.

Ability to comply with all employer and DoH policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal and written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/delegate work assignments, use good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Incumbent maintains contact with the public and may be exposed to difficult persons.

Ability to respond to public health emergencies on a 24-hour basis.

Ability to work extended, evening and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

**DIFFICULTY OF WORK:**

Incumbent's work is broad-ranging and often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with generally applicable procedures and legal guidelines, exercising judgment to effectively administer, assess, and improve DoH operations, supervise personnel, respond to complaints, and ensure compliance with legal requirements. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

**RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor and the service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Work is primarily

reviewed for compliance with department policy and legal requirements. Errors in work are usually detected or prevented through procedural safeguards, standard bookkeeping checks, and legally defined procedures. Undetected errors could result in loss of time to correct error and/or work delays in other departments/agencies.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, local municipalities, state and federal departments, agencies, organizations, businesses, healthcare professionals, schools, childcare agencies, and the public for the purpose of exchanging information.

Incumbent reports directly to Director of Operations.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, keyboarding, close vision, speaking clearly, and hearing sounds/communication.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Communications and Events Specialist for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

**POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Vector Coordinator  
**DIVISION or UNIT:** Environmental Health  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** October 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Vector Coordinator for the St. Joseph County Department of Health (DoH), responsible for supervising and directing assigned personnel, managing vector surveillance and control operations, reviewing, evaluating and analyzing data in order to protect the health of the public as it relates to vector-borne disease, and developing and implementing a strategic plan for vector-borne disease.

**DUTIES:**

Oversees the vector program for the DoH, coordinating integration of integrated pest management plans and procedures, and mitigating the threat of vector-borne disease where possible.

Develops, implements, and monitors a mosquito larvicide program to reduce the overall number of mosquitoes throughout the year, interrupting the mosquito life cycle and ultimately reducing the threat of mosquitoes and their diseases at peak transmission time.

Reviews, evaluates, and analyzes public health data related to vector-borne diseases and outbreaks. Develops plans and procedures for emerging public health threats, such as Lyme disease, babesiosis, West Nile virus, eastern equine encephalitis, and Jamestown Canyon virus.

Develops, implements, and monitors a comprehensive tick-borne disease strategic plan, including but not limited to spatial analysis of enhanced disease risk, public education, research, and abatement. Submits collected ticks for disease presence to Indiana Department of Health (IDOH), Centers for Disease Control and Prevention (CDC), and/or other appropriate agencies and institutions. Develops and maintains records and reports regarding ticks in St. Joseph County, including presence, abundance, disease incidence, and trends.

Performs arboviral disease presence tests in mosquitoes and birds within a timely manner in order to quickly abate the health threat to the public, and reports results to the IDOH.



Applies pesticides in accordance with product label directives to reduce vector presence, such as (but not limited to) mosquito larviciding of stagnant water and catch basins, ultra-low volume adulticide application, and barrier treatments.

Coordinates community efforts to address vector-borne disease presence and surveillance via educational outreach, press releases, and localized notifications.

Supervises and trains assigned personnel in the DoH vector program, including planning and delegating work assignments, establishing goals, providing orientation and training, evaluating performance, interviewing and hiring job applicants, in conjunction with the Director of Environmental Health, reviewing position responsibilities and salaries, recommending personnel actions, maintaining discipline, and recommending corrective action as warranted.

Compiles quarterly and annual reports, including writing program reports, while ensuring accuracy and completeness.

Collaborates with the IDOH to ensure appropriate response to outbreaks and to facilitate investigations and lab submissions.

Coordinates and participates in meetings, trainings, and educational workshops with other agencies, academic institutions, abatement districts, and professional associations.

Maintains inventory of relevant vector surveillance/control supplies and equipment and updates current record of supplies. Orders new supplies when necessary due to expiration, use, or normal attrition.

Performs maintenance and repairs on program equipment, such as rebuilding the mosquito ultra-low volume fogger, the larvicide applicators, and tick drags.

Maintains pesticide applicator licensure by obtaining requisite continuing education credits.

Inspects facilities and premises for vector control needs assessments. Identifies mosquito problem areas and applies insecticides and pesticides for mosquito control. Provides consultation and public education concerning methods of vector control.

Attends professional education workshops and seminars as required.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in environmental science, biology, public health, or related field required.

Possession of and ability to retain possession of certification as a Pesticide Applicator in the State of Indiana.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health protection and disease control, with ability to analyze data related to communicable diseases, disease outbreaks and other community health issues, and to develop plans and procedures for emerging public health threats.

Working knowledge of County and DoH budget processes. Ability to properly prepare and administer vector program budget and maintain complete and accurate financial records.

Working knowledge of grant preparation and ability to understand and interpret various state and federal grant regulations, forms, guidelines, technical materials, contracts, and legal terminology. Ability to write grants, compile required reports, and ensure compliance with grant and funding requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, maintain accurate and organized records, and plan and present at public speaking engagements.

Ability to supervise personnel, including planning and delegating work assignments, establishing goals, providing orientation and training, evaluating job performance, interviewing and hiring applicants, reviewing position responsibilities and salaries, recommending personnel actions, maintaining discipline, and recommending corrective action as warranted.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Health (IDoH), Indiana Department of Environmental Management (IDEM), federal Environmental Protection Agency (EPA), other government agencies, the University of Notre Dame, the St. Joseph County Home Builders Association, the St. Joseph County Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, telephone, copier, and fax machine.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, use good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Incumbent is frequently exposed to registered pesticides and other potentially hazardous chemicals. Ability to learn and follow all relevant safety precautions/requirements at all times to avoid injury to self and others.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's work often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with clear and well-defined guidelines, exercising judgment to ensure effectiveness of program operations and to develop plans and procedures for public health emergencies or threats. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

## **III. RESPONSIBILITY:**

Incumbent makes a significant contribution to DoH outcomes, assuring proper implementation of public health plans, programs, and education. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is primarily reviewed for soundness of judgment, attainment of objectives, and continuing quality of DoH services for St. Joseph County.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, hospitals/medical centers, South Bend Medical Foundation, fire departments, Emergency Management Agency, Red Cross, IDOH, academic institutions, other local health departments, St. Joseph County Coroner's Office, and the public for purposes of exchanging information, coordinating operations, providing instruction and training, and resolving problems.

Incumbent reports directly to Director of Environmental Health.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, standing/walking for long periods, driving, walking on uneven terrain, lifting/carrying objects weighing 25 to 50 pounds or more, pushing/pulling objects, bending, reaching, crouching/kneeling, climbing on roofs, crawling in basements, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is frequently exposed to inclement weather and hazards normally associated with the natural environment and

inspection of public health and environmental protection problems. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for meetings/conferences, sometimes overnight. Incumbent responds to public health emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Vector Coordinator for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Vector Coordinator  
Health

Factors: PAT

Status: Full Time

FLSA Status: Exempt

Written: October 2023

Revised:

Incumbents:

Disc: St. Joseph County

File: Vector Coordinator

DRAFT

**POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Vector/Environmental Health Specialist  
**DIVISION or UNIT:** Environmental Health  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** October 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as a Vector/Environmental Health Specialist for the St. Joseph County Department of Health (DoH), responsible for conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations, with specific emphasis on those that pertain to mosquitoes, ticks, and other pests of public health importance.

**DUTIES:**

Applies pesticides in accordance with product label directives to reduce vector presence, such as (but not limited to) mosquito larviciding of stagnant water and catch basins, ultra-low volume adulticide application, and barrier treatments.

Performs arboviral disease presence tests in mosquitoes and birds within a timely manner in order to quickly abate the health threat to the public.

Inspects facilities and premises for vector control needs assessments. Identifies mosquito problem areas and applies pesticides for mosquito control. Provides consultation and public education concerning methods of vector control.

Inspects sites prior to construction of septic and sewage disposal systems, including conducting soil tests and reviewing landscape features, identifying problems, recommending appropriate designs, and/or taking corrective action as needed to ensure compliance with all applicable laws and legal requirements.

Responds to requests, questions, and problems concerning septic systems, wells, and related environmental concerns, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

Performs environmental inspections of public and private property, ensuring compliance with public laws, codes, ordinances, and regulations. Performs environmental and health inspections of tattoo and

body piercing parlors and massage establishments, enforcing public laws, codes, ordinances, and regulations, and providing related consultation.

Inspects and issues permits for solid waste vehicles, transfer sites, transfer stations, and disposal facilities. Investigates various spills and/or discharges into the ground and/or bodies of water. Works closely with Indiana Department of Environmental Management (IDEM) on spill complaints and outdoor air complaints.

Performs lead risk assessments.

Maintains accurate and detailed files of all complaints, inspections, and related documents. Completes daily work and mileage reports and monthly/annual reports as required by supervisor and regulating agencies.

Works with personnel from Environment Protection Agency (EPA), IDEM, Indiana Department of Health (IDoH), Army Corps of Engineers, and Indiana Department of Labor to coordinate services, interpret and enforce health requirements, draft ordinances and regulations, and provide and request work-related information.

Attends professional education workshops and training seminars as required.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in environmental science, biology, public health, or related field required.

Possession of and ability to retain possession of certification as a registered Environmental Health Specialist in the State of Indiana.

Possession of or ability to obtain Pesticide Applicator's Certificate, IDEM Lead Risk Assessor/Inspector License, and National Incident Management System (NIMS) certification.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations and instruct members of the general public in application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to properly review and approve permits, conduct effective investigations, and ensure compliance with legal requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, maintain accurate and organized records, present educational materials, and maintain positive community support/public relations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Health (IDoH), Indiana Department of Environmental Management (IDEM), federal Environmental Protection Agency (EPA), other government agencies, the University of Notre Dame, the St. Joseph County Home Builders Association, the St. Joseph County Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office and environmental testing equipment, including computer and department software applications, keyboard, telephone, copier, fax machine, digital camera, mosquito traps, moisture and humidity testing equipment, global positioning service (GPS) unit, vehicle, and protective equipment/clothing.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and read/interpret detailed blueprints and plans.

Incumbent is frequently exposed to registered pesticides and other potentially hazardous chemicals. Ability to learn and follow all relevant safety precautions/requirements at all times to avoid injury to self and others.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for meetings/workshops, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.



## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance.

## **III. RESPONSIBILITY:**

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known, and work is reviewed primarily for compliance with DoH policy and legal requirements. Decisions are restricted only by organization-wide policies, with unusual problems and/or significant deviations from standards reviewed with supervisor as needed.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, ISDH, EPA, IDEM, other government agencies, University of Notre Dame, St. Joseph County Home Builders Association, St. Joseph County Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public for purposes of exchanging information and explaining, interpreting, and enforcing regulations.

Incumbent reports directly to Vector Coordinator from May through September. Incumbent reports to Director of Environmental Health from October through April.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, standing/walking for long periods, driving, walking on uneven terrain, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, climbing on roofs, crawling in basements, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is frequently exposed to inclement weather and hazards normally associated with the natural environment and inspection of public health and environmental protection problems. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended, evening and/or weekend hours, and travels out of town for meetings/workshops, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Vector and Environmental Health Specialist for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

DRAFT

Vector/Environmental Health Specialist  
Health

Factors: PAT

Status: Full Time

FLSA Status: Exempt

Written: October 2023

Revised:

Incumbent:

Disc: St. Joseph County

File: Vector/Environmental Health Specialist

DRAFT

**POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Vector Specialist - Seasonal  
**DIVISION or UNIT:** Environmental Health  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** Variable (To be determined by Vector Coordinator)  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2023  
**DATE REVISED:** October 2023

**STATUS:** Part-time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as a seasonal vector specialist for the St. Joseph County Department of Health (DoH), responsible for conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations as they pertain to mosquitoes, ticks, and other pests of public health importance.

**DUTIES:**

Inspects facilities and premises for rodent and insect infestations and conducts rodent and vector control needs assessments.

Identifies mosquito and bird problem areas and applies insecticides and pesticides for mosquito control.

Provides consultation and public education concerning methods of rodent and vector control.

May occasionally work extended, evening and/or weekend hours, and travel out of town for meetings/workshops, sometimes overnight.

May occasionally respond to public health emergencies on a 24-hour basis.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Currently pursuing an academic degree in biology, geography, chemistry, veterinary science, environmental science, public health, or related field. The incumbent must have completed at least one year of study in one of the aforementioned academic fields.

Possession of and ability to retain possession of certification as a Pesticide Applicator in the State of Indiana.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with the ability to effectively evaluate facility operations and instruct members of the general public regarding application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with the ability to properly conduct effective investigations and ensure compliance with legal requirements.

Working knowledge of standard English grammar, spelling and punctuation, and the ability to prepare detailed written reports, maintain accurate and organized records, present educational materials, and maintain positive community support/public relations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Health (IDoH), Indiana Department of Environmental Management (IDEM), federal Environmental Protection Agency (EPA), other government agencies, the University of Notre Dame, the St. Joseph County Home Builders Association, the St. Joseph County Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety precautions, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office and environmental testing equipment, including computer and department software applications, keyboard, telephone, copier, fax machine, digital camera, mosquito traps, moisture and humidity testing equipment, global positioning service (GPS) unit, vehicle, and protective equipment/clothing.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and read/interpret detailed blueprints and plans.

Incumbent is frequently exposed to registered pesticides and other potentially hazardous chemicals. Ability to learn and follow all relevant safety precautions/requirements at all times to avoid injury to self and others.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for meetings/workshops, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance.

## **III. RESPONSIBILITY:**

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known, and work is reviewed primarily for compliance with DoH policy and legal requirements. Decisions are restricted only by organization-wide policies, with unusual problems and/or significant deviations from standards reviewed with supervisor as needed.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, ISDH, EPA, IDEM, other government agencies, University of Notre Dame, St. Joseph County Home Builders Association, St. Joseph County Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public for purposes of exchanging information and explaining, interpreting, and enforcing regulations.

Incumbent reports directly to Vector Coordinator.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, standing/walking for long periods, driving, walking on uneven terrain, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, climbing on roofs, crawling in basements, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended, evening and/or weekend hours, and travels out of town for meetings/workshops, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Vector Specialist - Seasonal for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

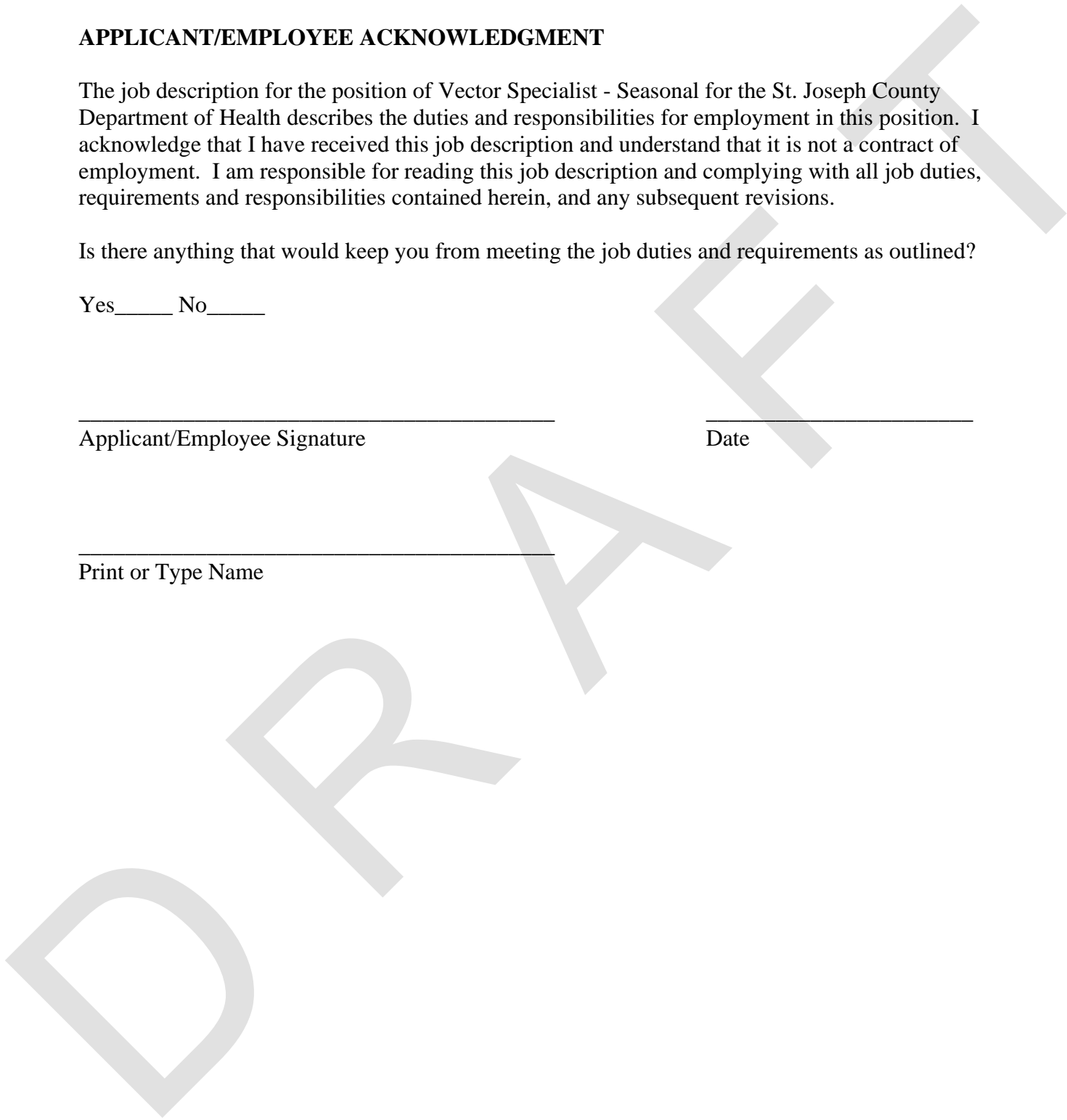
Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name



Vector Specialist - Seasonal  
Health

Factors: PAT

Status: Part Time

FLSA Status: Non-Exempt

Written: May 2023

Revised: October 2023

Incumbents:

Disc: St. Joseph County

File: Vector Specialist - Seasonal

DRAFT



**Saint Joseph County, Indiana**  
**Form D - Appropriation/(Budget Reduction)**

Reviews: \_\_\_\_\_  
Department \_\_\_\_\_

Department Name - **Department of Health - 0055**  
Fund Names - **County Health Department**

Auditor \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Fund.Acct.Obj.Loc</b>	<b>Account Name</b>	<b>Amount</b>
1159.11030.00000.0055	Administrator	(75,591.00)
1159.11046.00000.0055	Director of Operations	73,000.00
1159.11183.00000.0055	Communications/Events Specialist	60,900.00
1159.11196.00000.0055	Health Promotion Specialist	(52,500.00)
1159.11197.00000.0055	Director of HOPE	(66,717.00)
1159.11950.00000.0055	Part Time	(10,962.00)
1159.11988.00000.0055	Director of Finance	73,000.00
1159.12010.00000.0055	Data Analyst	(3,038.00)
1159.14800.00000.0055	FICA Taxes	(145.00)
1159.14810.00000.0055	Perf	1,014.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
<b>Total</b>		<b>(1,039.00)</b>

**Salary Amendment**

Position Name	Communications/Events Specialist	Position Name	Director of Operations
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$60,900.00	Proposed Salary	\$73,000.00
Position Name	Director of Finance	Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$73,000.00	Proposed Salary	\$0.00

**Justification**  
 We would like to re-organize the positions within the Department of Health and the above changes support the new organizational chart that was approved by our Board of Health on November 8th. With the addition of Health First Indiana, we would like to create the position of Director of Finance to allow the employee to focus on their current financial duties as well as the additional financial duties that have come out of Health First Indiana (managing the additional funding as well as the grants awarded to community partners), and help with the billing in the Nursing Unit. The Director of Operations would be responsible for management of personnel, creation of an internship and fellowship program as well as an active volunteer program. We also moved the Health Promotion Specialist to Health First Indiana Funding and would like to use those funds to create a position of Communications/Events Specialist that would work with all units in the department to engage with the community and keep them informed. The position of Director of HOPE has been moved to Health First Indiana funding, however, the position has been restructured and rewritten as Director of Community Partnerships and Development.

**Saint Joseph County, Indiana**  
**Form D - Appropriation/(Budget Reduction)**

Reviews: \_\_\_\_\_

Department \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Name - **Department of Health - 0055**

Auditor \_\_\_\_\_

Fund Names - **Local Public Health Services**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fund.Acct.Obj.Loc	Account Name	Amount
1161.11155.00000.0055	Nurses/Other Medical	63,482.00
1161.11174.00000.0055	Food Service Specialist	54,600.00
1161.11181.00000.0055	Lead Program Coordinator	4,200.00
1161.11182.00000.0055	Director of Community Partnerships & Development	56,452.00
1161.11196.00000.0055	Health Promotion Specialist	52,500.00
1161.11197.00000.0055	Director of HOPE	10,265.00
1161.14800.00000.0055	FICA Taxes	18,475.67
1161.14810.00000.0055	Perf	27,051.33
1161.14840.00000.0055	Health Insurance	67,100.00
1161.21030.00000.0055	Office Supplies	31,000.00
1161.22148.00000.0055	Field Supplies	(5,861.00)
1161.31059.00000.0055	Lead Program	9,000.00
1161.32020.00000.0055	Travel/Mileage	2,900.00
1161.32050.00000.0055	Conferences & Trainings	5,900.00
1161.32203.00000.0055	Cell Phones	7,250.00
1161.32350.00000.0055	Postage	504.00
1161.32550.00000.0055	Miscellaneous Costs	35,000.00
1161.32705.00000.0055	Other Services	500.00
1161.33020.00000.0055	Advertising	150,000.00
1161.33034.00000.0055	Grant	973,755.46
1161.33128.00000.0055	Environmental Health	10,000.00
1161.33368.00000.0055	Public Info & Educ	18,500.00
1161.33648.00000.0055	Rebinding Records	200,000.00
1161.34030.00000.0055	Liability Insurance Coverage	50,000.00
1161.36015.00000.0055	Contractual Services	40,000.00
1161.39262.00000.0055	Chronic Disease Prevention	196,938.00
1161.39263.00000.0055	Injury Prevention	96,939.00
1161.39264.00000.0055	Maternal and Child Health	196,938.00
1161.39268.00000.0055	Immunization	66,939.00
1161.39750.00000.0055	Information Technology	6,000.00
1161.44010.00000.0055	Equipment	19,740.00
<b>Total</b>		<b>2,466,068.46</b>

**Salary Amendment**

Position Name	Nurses/Other Medical	Position Name	Food Service Specialist
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$63,482.00	Proposed Salary	\$54,600.00
Position Name	Lead Program Coordinator	Position Name	Health Promotion Specialist
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$4,200.00	Proposed Salary	\$52,500.00
Position Name	Director of Community Partnerships & Development	Position Name	Director of HOPE
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$66,717.00	Proposed Salary	\$66,717.00

**Justification**

In 2024, St. Joseph County will receive \$3,293,255.46 in funding from Health First Indiana. The department submitted a budget for \$827,187 with the annual budget cycle, leaving \$2,466,068.46 to appropriate for essential Department of Health services as well as new programming. The Department of Health would like to appropriate those remaining funds as listed above, which includes \$973,755.46 in grant funds which will be made available to community partners for programs/projects/activities that addresses a core public health service.

Saint Joseph County, Indiana  
**Form D - Appropriation/(Budget Reduction)**

**Reviews:** \_\_\_\_\_

Department \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Name - Department of Health - 0055**  
**Fund Names - Local Health Services**

Auditor \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Fund.Acct.Obj.Loc	Account Name	Amount
9101.11066.00000.0055	Vector/Environmental Health Specialist	54,600.00
9101.14800.00000.0055	FICA Taxes	4,177.00
9101.14810.00000.0055	Perf	6,116.00
9101.14840.00000.0055	Health Insurance	16,439.00
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		0.00
		0.00
		0.00
<b>Total</b>		<b>81,332.00</b>

**Salary Amendment**

Position Name	Vector/Environmental Health Specialist	Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$54,600.00	Proposed Salary	\$0.00
Position Name		Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$0.00	Proposed Salary	\$0.00

**Justification**

The Department of Health would like to create a vector program utilizing the balances from funds 9101 and 9111 during 2024 and move to HFI funding in 2025. The Vector/EHS would be responsible for protecting our community from infection spreading mosquitos and managing and educating the community about ticks. The ability to start a larvicide program early in the season would reduce the mosquito population which could lead to reducing the need to spray. The position would be vector focused from approximately April through October and be EHS focused from November through March.

**Saint Joseph County, Indiana**  
**Form D - Appropriation/(Budget Reduction)**

Reviews: \_\_\_\_\_

Department \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Name - **Department of Health - 0055**

Auditor \_\_\_\_\_

Fund Names - **Health Trust Fund**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fund.Acct.Obj.Loc	Account Name	Amount
9111.11048.00000.0055	Vector Coordinator	56,000.00
9111.11950.00000.0055	Part Time	12,500.00
9111.14800.00000.0055	FICA Taxes	5,241.00
9111.14810.00000.0055	Perf	6,272.00
9111.14840.00000.0055	Health Insurance	20,161.00
9111.21030.00000.0055	Office Supplies	2,000.00
9111.22120.00000.0055	Gas/Motor Supplies	3,500.00
9111.22148.00000.0055	Field Supplies	3,000.00
9111.32020.00000.0055	Travel/Mileage	1,000.00
9111.32050.00000.0055	Conferences & Trainings	1,000.00
9111.32203.00000.0055	Cell Phones	1,800.00
9111.32350.00000.0055	Postage	1,000.00
9111.33368.00000.0055	Public Information & Education	5,000.00
9111.33938.00000.0055	Vector	50,000.00
9111.36500.00000.0055	Service Contract	3,000.00
9111.39750.00000.0055	Information Technology	12,500.00
9111.44010.00000.0055	Equipment	25,000.00
9111.45010.00000.0055	Vehicles	127,500.00
		0.00
		0.00
<b>Total</b>		<b>336,474.00</b>

**Salary Amendment**

Position Name	Vector Coordinator	Position Name	Part Time
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$56,000.00	Proposed Salary	\$17/hour
Position Name		Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$0.00	Proposed Salary	\$0.00

**Justification**

The Department of Health would like to create a vector program utilizing the balances from funds 9101 and 9111 during 2024 and move to HFI funding in 2025. The Vector Coordinator would provide oversight of the Vector/EHS and Part Time Vector Specialist. The Coordinator would be responsible for program development, creation of a strategic plan as well as provide data analysis of the program. The Coordinator would also provide education and outreach regarding mosquitos and ticks. The ability to start a larvicide program early in the season would reduce the mosquito population which could lead to reducing the need to spray. From the months of April through October, the Coordinator would focus on mosquitoes with vector control, surveillance and abatement. During the months of November through March, the focus would be tick surveillance as St. Joseph County has more cases of Lyme disease than any other county in Indiana. The Vector Specialist - Seasonal would be responsible for protecting our community from infection spreading mosquitos from approximately May through August.