SOUTHERN NEVADA HEALTH DISTRICT

Classification Plan Recommendations

Reward Strategy Group (RSG) conducted a thorough analysis of the Health District's position classification plan and developed recommendations for improvement.

Page 2 of this summary report provides a list of 13 existing classes RSG recommends reclassifying into 12 *new* classifications.

Page 3 of this report lists 23 existing classification **titles** for which we are recommending *title changes* into 21 titles.

All the remaining current classifications are sound and appropriate for the work being performed by SNHD employees.

RSG has provided the District with new or updated job descriptions for the 37 new and title-changed classifications.

Reclassifications to New Classes

N=12

New Classification	Previous Classification
Program Supervisor, Tobacco Control	Senior Health Educator
Laboratory Supervisor	Senior Clinical Laboratory Scientist
Eligibility Specialist	Eligibility Worker
IT Project Manager	IT Project Coordinator
Supervisor, Applications Development & Administration	Software Engineer
Senior Network Administrator	Network Administrator
Systems Infrastructure Architect	Computer Systems Analyst
Senior Systems Administrator	Computer Systems Analyst
Grants Coordinator	Accountant I
Senior Human Resources Analyst	Human Resources Analyst
Human Resources Technician	Senior HR Assistant and HR Assistant (combined class)
Facilities Services Manager	Facilities Services Superintendent

Classifications with "Title Changes Only"
N=21

New Title	Old Title
General Counsel	Attorney
Associate General Counsel	Associate Attorney
Legal Executive Assistant	Legal Secretary
Supervising Environmental Health Engineer	Environmental Health Engineer/Supervisor
Disease Investigation Technician I/II	Disease Data Collection Specialist/Interviewer I/II
Senior Scientist – Epidemiology	Senior Scientist
Biostatistician I/II	Surveillance Biostatistician II
Infectious Disease Supervisor	Disease Surveillance Supervisor
EMS & Trauma System Specialist	EMS Program/Project Coordinator
Vital Records Assistant I/II	Vital Records Assistant and Vital Records Clerk
Senior Laboratory Technologist	Clinical Laboratory Scientist
Public Health Informatician Manager	Senior Public Health Informatics Scientist
Public Health Informatician I/II	Public Health Informatics Scientist I/II
Administrative Executive Assistant	Executive Administrative Secretary
Procurement Supervisor	Materials Management Supervisor
Procurement Specialist	Financial Services Specialist
Procurement Support Assistant	Central Supply Assistant
Applications Administrator	Applications/Programmer Analyst II
Senior Database Administrator	Database Administrator Specialist
Systems Administrator	IT Systems Administrator II and Disaster Recovery Specialist
IT Customer Support Technician	Program Systems Specialist II

Summary of the Salary Survey Data Gathering

To compile market data that would contribute to the analyses of SNHD's current salary structure, RSG collected compensation survey materials from seven local comparison agencies and 15 regional public health agencies:

Local Market	Regional Public Health Market
University Medical Center of Southern Nevada	Washoe County Health District
Regional Transportation Commission of Southern Nevada	Maricopa County Department of Public Health
Las Vegas Valley Water District/So. Nevada Water Authority	Pima County Health Department
Clark County	Salt Lake County Health Department
Las Vegas Metropolitan Police Department	San Bernardino County Health Department
City of Las Vegas	Riverside University Health System
City of Henderson	Orange County Health Care Agency
	County of San Diego Health & Human Services Agency
	Los Angeles County Department of Public Health
	Sacramento County Public Health Department
	Fresno County Public Health Department
	San Joaquin County Public Health Department
	Santa Clara County Public Health Department
	City of Long Beach Department of Health & Human Services
	City of Berkeley Public Health Division

Summary of the Salary Survey Data Gathering, continued

RSG gathered material and documents from each of the 22 comparison agencies that would enable us to make professional judgments regarding the job comparability of SNHD's 46 benchmark classifications in each agency.

We built a survey database that compared the Health District's current salary range minimums (Step 1) and range maximums (Step 14) with survey agency range minimums and agency range maximums (or range Control Points).

RSG is quite aware that in order to build a statistically relevant public health salary survey database, it was necessary to include a broader regional marketplace that encompasses employers with whom SNHD is not directly competing for some of its public health jobs. Ultimately, we took this into consideration when assessing and applying the survey data for our salary grade recommendations.

Summary of the Salary Survey Data Gathering, continued

HOW Does the Western Public Health Market Value 5 Core Jobs?
EHS II / CHN II/ Epidemiologist / PHP Planner II / Health Educator II

In four PH survey agencies, RSG found good comparisons for *all five* of these jobs.

In another six agencies, we found good comparisons for *four* of these jobs (not including PHP Planner II).

In another two agencies, we had EHS II and HE II comparisons.

FINDINGS

➢ 6 of the 10 agencies rank CHN II *above* the Epidemiologist and PHP Planner II, and in the 7th agency all three are paid the same.

➢ In the 10 agencies with matches for CHN II and EHS II, all 10 pay the CHN II more, from +6% to +55%, with an *average difference of 20%.*

➢ In the 12 agencies with EHS II and HE II, the Health Educator was *paid the least* in all but one agency (where it was 4th out of five). The EHS II's salary range maximum was from 1.0% to 15.8% higher than the HE II's. The *average* difference in salary range max was almost 7%.

➢ In the limited number of agencies where we identified both EHS IIs and PHP Planner IIs, three of the four provided higher compensation to the PHP Planner.

This set of documents provides RSG's preliminary thinking on appropriate and effective allocation/ reallocation of the District's positions into the current salary grade schedule.

RSG developed these preliminary recommendations through thoughtful analysis of the benchmark salary survey data — and the data context — as well as our understanding of internal job content relationships.

139 classifications have been allocated to current salary grades 40 down to 11. These allocations are presented on four tables following.

- ➢ Table A - Executive classifications.
- ➢ Table B - Manager classifications.
- ➢ Table C - Supervisor classifications.
- ➢ Table D - All non-supervisory classifications.

The classifications are color-coded on the tables. Those displayed in **red** indicate the classification has been recommended for a grade lower than its current grade. Those displayed in **blue** indicate a recommended increase in salary grade. The classifications in black are allocated with *no change* to their current salary grades.

Overall, among all four tables, nine classifications are in **red**, 60 classifications in **blue** and the remaining 70 classes are unchanged.

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Table A - Executive Classifications

Grade #	Range ($000)		Allocated Class		Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
	Min	Max				
40	142.9	198.3	**Director of Community Health (MD)**	MD only	189.8	0
39	135.7	188.7	Director of Clinical Services (MD)		Non-BM	0
38	129.0	179.7	**Director of Community Health (non-MD)**	All comparisons	185.1	+5.1%
37	122.5	171.0				
36	116.5	162.5				
35	110.6	154.4	**Director of Clinical Services (Non-MD)**		156.0	+5.3%
			Director of Environmental Health		147.4	+5.3%
			Director of Administration		147.7	-5.2%
			General Counsel		156.7	0
34	105.1	146.6				
33	99.9	139.3				
32	94.9	132.4	**Chief Administrative Nurse**	No UMC	132.7	+10.8%

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Table B – Manager Classifications

Grade #	Range ($000)		Allocated Class	Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
	Min	Max			
37	122.5	171.0			
36	116.5	162.5	**Medical Epidemiologist**	166.5	0
33	99.9	139.3			
32	94.9	132.4	**IT Manager**	131.4	+16.6%
			Clinical Pharmacist	147.9	-10.8%
			PH Informatician Manager	Non-BM	0
31	90.2	125.8	**HR Administrator**	125.9	0
			Laboratory Director	125.6	0
			Financial Services Manager	122.5	+10.8%
30	85.7	119.5	**Environmental Health Manager**	115.1	+5.3%
			Communicable Diseases Manager BM, but only 4 data pts	NA	+5.3%
			PHP Manager	Non- BM	+5.3%
			CHN Manager	Non-BM	+5.3%
29	81.4	113.5	Chronic Disease Prevention & Health Promotion Manager	Non-BM	0
			EMS & Trauma System Manager	Non-BM	0
			Public Information Manager	Non-BM	0
28	77.4	107.9			
27	73.4	102.5	**Facilities Services Manager**	103.7	+5.2%

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Table C – Supervisor Classifications

Grade #	Range ($000)		Allocated Class	Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
	Min	Max			
29	81.4	113.5	Supervising EH Engineer	Non-BM	+10.7
			Supervisor, App Dev & Admin	Non-BM	+16.5%
28	77.4	107.9			
27	73.4	102.5	**Community Health Nurse Supervisor**	103.6	+5.2%
26	69.8	97.4	**Environmental Health Supervisor**	93.7	0
			Accounting Supervisor (internal relationship = Gr 26)	103.8	0
			Communicable Diseases Supervisor	Non-BM	0
			Infectious Disease Supervisor	Non-BM	0
			Health Education Supervisor	Non-BM	0
			PHP Supervisor	Non-BM	0
			EMS & Trauma System Supervisor	Non-BM	0
			Vital Statistics Supervisor	Non-BM	0
			Laboratory Supervisor	Non-BM	0
			Procurement Supervisor	Non-BM	0
			Health Records Supervisor	Non-BM	0
25	66.3	92.6			
24	63.0	87.9	Program Supervisor - Tobacco Control	Non-BM	+5.3%

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Table D – Non-Supervisory Classifications

Grade #	Range ($000)		Allocated Class		Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
	Min	Max				
38	129.0	179.7	**Clinical Staff Physician**	No Bay Area	178.6	0
37	122.5	171.0				
36	116.5	162.5				
35	110.6	154.4				
34	105.1	146.6				
33	99.9	139.3				
32	94.9	132.4				
31	90.2	125.8				
30	85.7	119.5	Senior Scientist – Epidemiology		Non-BM	0
29	81.4	113.5	**APRN**	Median	110.3	+10.7
			Physician's Assistant	Median	109.5	+10.7
			Associate General Counsel		Non-BM	0
			IT Project Manager		Non-BM	+16.5%
28	77.4	107.9	**EH Engineer II (PE)**	Median	108.1	+10.1%
			Public Health Informatician II		Non-BM	-10.8%
27	73.4	102.5	Systems Infrastructure Architect		Non-BM	+16.6%

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Grade #	Range ($000)		Allocated Class		Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
	Min	Max				
26	69.8	97.4	**Senior HR Analyst**	(internal relationship w/Gr 24 Analyst**)**	103.6	New
			Senior Systems Administrator		99.6	+10.8%
			Accreditation Coordinator		Non-BM	0
			IT Project Coordinator		Non-BM	0
			Senior Network Administrator		Non-BM	+22.7%
			Senior Database Administrator		Non-BM	0
25	66.3	92.6	**Senior Community Health Nurse**	Median-no Bay Area	94.7	+5.3%
			Applications Developer		94.4	+5.3%
			Senior Epidemiologist		Non-BM	+5.3%
			Environmental Health Engineer I		Non-BM	+5.3%
24	63.0	87.9	**Senior Lab Technologist**	No Bay Area	87.3	0
			HR Analyst		89.1	+5.3%
			Systems Administrator		90.6	+10.8%
			Senior PHP Planner		Non-BM	0
			Public Health Informatician I		Non-BM	0
			CHN II - Case Manager		Non-BM	0
			Budget Analyst		Non-BM	+5.3%
			Administrative Analyst		Non-BM	+5.3%
			Applications Administrator		Non-BM	0
			IT Trainer		Non-BM	+5.3%

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Grade #	Range ($000)		Allocated Class		Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
	Min	Max				
23	59.5	83.5	**Community Health Nurse II**	Median - no Bay Area	82.8	+5.2%
			Senior EHS		83.7	0
			Accountant II		85.7	+5.2%
			PHP Training Officer		Non-BM	0
			Senior DIIS		Non-BM	0
			Biostatistician II		Non-BM	0
			Environmental Health Training Officer		Non-BM	0
			Employee Health Nurse		Non-BM	New
			Purchasing Agent		Non-BM	0
			Public Information Officer		Non-BM	0
			Grant Writer		Non-BM	0
22	56.9	79.4	**Epidemiologist**	Median	79.8	0
			Public Health Preparedness Planner II	Median - no Bay Area	79.7	0
			Grants Coordinator		Non-BM	+10.7%
			Executive Assistant (to DHO)		84.1	+10.7%
			Senior Health Educator		Non-BM	-5.2%

Grade #	Min	Max	Allocated Class	Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
21	54.1	75.4	**Laboratory Technologist II**	76.0	-5.2%
			Environmental Health Specialist II	75.0	0
			IT Customer Support Technician	76.1	+5.2%
			DIIS II	Non-BM	0
			Biostatistician I	Non-BM	0
			CHN I	Non-BM	+5.2%
			EMS Field Representative	Non-BM	0
			Accountant I	Non-BM	+5.2%
			Billing Specialist	Non-BM	0
			Procurement Specialist	Non-BM	0
			Community Outreach Coordinator	Non-BM	0; +5.2%
			Web Content Specialist	Non-BM	+5.2%
20	51.4	71.7	**Health Educator II** no Bay Area	69.1	-5.2%
			Administrative Executive Assistant	Non-BM	+5.3%; +10.9%
			PHP Planner I	Non-BM	0
			EMS & Trauma System Specialist	Non-BM	+5.3%
			Legal Executive Assistant	Non-BM	+10.9%
			HVAC Technician	Non-BM	-5.2%

Grade #	Min	Max	Allocated Class		Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
19	48.8	68.1	**Senior Janitor**	Only 2 matches	NA	+5.4%
			DIIS I		Non-BM	0
			Laboratory Technologist I		Non-BM	-5.3%
			Security Specialist		Non-BM	+5.4%
18	46.4	64.6	**HR Technician**	Median	64.5	0
			Accounting Technician II	Median	64.9	+10.6%
			Maintenance Technician		65.0	0
			Administrative Secretary		62.1	0
			Health Educator I		Non-BM	-5.4%
			Licensed Practical Nurse		Non-BM	0
			Payroll Technician		Non-BM	0
			Publication Specialist		Non-BM	+5.2%
			Maintenance Technician		Non-BM	0
17	44.1	61.5	Senior Administrative Assistant		Non-BM	+5.2%
16	41.9	58.4	Senior Vital Records Assistant		Non-BM	0
			Senior Health Records Assistant		Non-BM	0
			Disease Investigation Technician II		Non-BM	0
			HR Assistant		Non-BM	0

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Grade #	Min	Max	Allocated Class	Benchmark Survey Avg - Top Step ($000)	% Change - Current to Recommended Grade
15	39.8	55.5	**Administrative Assistant II**	55.1	+5.2%
			Laboratory Assistant	Non-BM	0
			Accounting Technician I	Non-BM	+5.2
			Procurement Support Assistant	Non-BM	0
			Senior Administrative Clerk	Non-BM	0
14	37.8	52.7	Courier	Non-BM	0
			Disease Investigation Technician I	Non-BM	0
13	35.9	50.1	Administrative Assistant I (int relationship w/II)	Non-BM	+5.3%
			Vital Records Assistant II	Non-BM	+5.3%
			Health Records Assistant II	Non-BM	+5.3%
			Clinical Intake Assistant I	Non-BM	+5.3%
			Environmental Health Support Assistant I	Non-BM	+5.3%
12	34.1	47.6	**Janitor**	48.0	0
			Vital Records Assistant I	Non-BM	+5.2%
			Health Records Assistant I	Non-BM	0
			Security Aide	Non-BM	0
11	32.4	45.3			