



Office of the City Manager

CONSENT CALENDAR

July 30, 2024

To: Honorable Mayor and Members of the City Council

From: LaTanya Bellow, Interim City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Salary – Public Health Investigator

RECOMMENDATION

Adopt a Resolution establishing the job class specification and salary of Public Health Investigator with an hourly salary range of \$35.5512 - \$43.2127.

FISCAL IMPACT

If staffed as a full-time career classification, the proposed hourly range of \$35.5512 - \$43.2127 (\$73,946.49 - \$89,882.42 annually) will have a fiscal impact of approximately \$129,066.20 - \$156,880.77 when full benefits are applied.

CURRENT SITUATION AND ITS EFFECTS

The Health, Housing and Community Services Department (Public Health Officer Unit) and the Human Resources Department identified the need for the new job class of Public Health Investigator to perform investigations for the identification and control of communicable and infectious diseases affecting the community. This class will work under the Communicable Disease and Prevention Unit of the Public Health Officer Unit (PHOU) and report to the Supervising Public Health Nurse.

BACKGROUND

Public Health departments in California are responsible for the reporting and control of communicable diseases under Title 17 of the California Code of Regulations. These health departments are usually managed by counties. The City of Berkeley is one of only three cities in California that operate an independent health department and are responsible for complying with the State-mandated requirements under Title 17. Over the years, the work involved in investigating and providing services related to the identification and control of communicable and infectious diseases has been performed by City nurses. Although nurses play an important role in public health services, the narrower focus of identifying and controlling the spread of reported diseases does not

require a nursing license and may be accomplished through public health investigators who specialize in this field.

Additionally, creating this class to perform public health investigations will help to free up time for nurses to do the broader scope of nursing work. Of key importance, the addition of this class will allow the City to better serve the community with investigators especially trained to perform work involving case investigation, intervention, and educational activities, and to comply with the State mandated requirements under Title 17.

The recommended hourly salary range of \$35.5512 - \$43.2127 is within the market mean and median of comparable classifications of counties in the Bay Area, as well as internal City classifications which are at a similar level of responsibility and complexity.

The new classification was approved by the Personnel Board at its meeting of July 8 by unanimous vote.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

#### RATIONALE FOR RECOMMENDATION

The classification is being created to perform investigations for the identification and control of communicable and infectious diseases affecting the community.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

#### ATTACHMENTS

1: Resolution

Exhibit A: Public Health Investigator – Job Class Specifications and Salary Range

RESOLUTION NO. xxxxx - N.S.

NEW JOB SPECIFICATIONS AND SALARY RANGE FOR PUBLIC HEALTH INVESTIGATOR

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, job specifications are foundational components of the City’s Classification and Compensation plan; and

WHEREAS, the Human Resources Department developed job specifications for the Public Health Investigator classification with an hourly salary range of \$35.5512 - \$43.2127 to perform investigations for the identification and control of communicable and infectious diseases affecting the community; and

WHEREAS, the Personnel Board recommended on July 8, 2024 to adopt the new job specifications and salary range for the Public Health Investigator class;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Public Health Investigator is established with a salary range and classification as shown in Exhibit A, effective July 30, 2024;

BE IT FURTHER RESOLVED that the Public Health Investigator classification have an hourly salary range of \$35.5512 to \$43.2127 over five (5) salary steps:

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
\$35.5512	\$37.3288	\$39.1952	\$41.1550	\$43.2127

Exhibit A:  
Public Health Investigator – Job Class Specifications and Salary Range

# EXHIBIT A

## CITY OF BERKELEY PUBLIC HEALTH INVESTIGATOR

Class Code: XXXX  
Bargaining Unit: Unrepresented Classification  
Established Date: July XX, 2024

SALARY RANGE  
\$35.5512 - \$43.2127 Hourly  
\$2,844.10 - \$3,457.02 Biweekly  
\$6,162.21 - \$7,490.20 Monthly  
\$73,946.49 - \$89,882.42 Annually

### Description

#### DEFINITION

Under general supervision, performs investigations for the identification and control of communicable and infectious diseases; conducts field investigations, interviews, contact tracing, interpretation of laboratory results, and data collection and analysis of reported cases; and provides testing and referral services to clients/patients to prevent the further transmission of diseases.

#### CLASS CHARACTERISTICS

This classification is assigned to the Public Health Officer Unit (PHOU), Communicable Disease and Prevention and is responsible for investigating existing or suspected cases of communicable diseases in the office, clinical, and field settings. Supervision and guidance are provided by the Supervising Public Health Nurse and lead direction may be received from higher-level staff. The incumbent is expected to work independently or as a team on case investigation, intervention, and educational activities. The Public Health Investigator is distinguished from the Public Health Nurse in that the latter requires a license to practice as a registered nurse and has broad responsibilities in public health and nursing services, including the prevention of disease, promotion of healthful behavior, and the identification and assessment of the physical, mental, and emotional problems of individuals, families, and special populations for treatment and referral plans.

#### Example of Duties

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement, or a logical assignment to the classification.

1. Conducts investigations in the office, clinical, and field settings to identify infectious diseases and public health threats;
2. Locates, interviews, screens, and educates clients/patients and other individuals suspected to be the source of, or infected with, communicable diseases, including sexually transmitted diseases (STDs);
3. Elicits information from clients/patients who have a communicable disease about their contacts, location of potential disease transmission, and details about their personal behavior;
4. Refers individuals potentially exposed of a communicable disease to appropriate facility for medical examination and necessary treatment;

5. Reviews and records the medical history of patients and evaluates the need for further examination by a physician;
6. Interviews healthcare providers to obtain additional information;
7. Interprets laboratory results to determine the infectious status of individuals suspected of having a communicable disease and the classification of communicable disease cases;
8. Conducts follow-up with reported cases and contacts to ensure examination, appropriate treatment, and successful case closure;
9. Monitors and analyzes data related to communicable diseases, identifying trends and potential outbreaks;
10. Collaborates with healthcare providers, laboratories, and public health agencies to ensure timely and accurate reporting of communicable diseases;
11. Maintains accurate and up-to-date records, including confidential patient data, epidemiological records, and contacts related to communicable disease cases, interventions, and outcomes;
12. Responds promptly to outbreaks, coordinating with the appropriate individuals and agencies to implement effective control measures;
13. Provides timely and accurate information to the public as directed regarding health risks and preventive measures during outbreaks;

### **Knowledge, Skills, and Abilities**

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Investigation, interviewing, and information gathering practices and techniques;
2. Public health laws, regulations, and practices relating to the control of communicable diseases;
3. Symptoms, methods of transmission, control procedures, diagnosis, and treatment of communicable and sexually transmitted diseases;
4. Diagnostic tests for communicable diseases;
5. Medical terminology and clinic operations;
6. Personal safety techniques; and
7. Common computer applications and equipment, including electronic data management systems.

Skill and Ability to:

1. Conduct investigations to identify infectious diseases and public health threats;
2. Conduct effective interviews of a highly personal and confidential nature, eliciting detailed and accurate information;
3. Perform contact tracing;
4. Compile, organize, and analyze data using electronic databases and reporting systems to streamline data collection and reporting;
5. Effectively organize and prioritize work;
6. Work independently or as part of a team;
7. Apply rules and regulations relative to communicable disease control;
8. Respond to public health emergencies;
9. Communicate effectively and tactfully with others, orally and in writing; and
10. Establish and maintain effective relationships with those contacted through the course of work, including peers, management, public health agency representatives, and the public.

### **Minimum Qualifications**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to the completion of two (2) years of college in public health, health science, biological science, behavioral science, or a closely related field and one (1) year of full-time paid experience in the public health investigation field or in a comparable capacity conducting field investigations, interviewing clients to obtain confidential or personal history information, assessing health risks, or collecting and analyzing epidemiological data. A bachelor's degree in public health or related field is desirable.

#### OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities.

Positions may require bilingual skills.

#### CLASSIFICATION HISTORY

Classification Code: XXXX

Classification Established: July XX, 2024

FLSA Status: Non-Exempt

Representation Unit: Unrepresented

Probationary Period: 1 year

Workers' Comp Code: 8810