

TITLE: Coordinator, COVID Incident Response

CLASSIFICATION: Management Team – Confidential

SALARY RANGE: 8

SCOPE OF POSITION:

Under the direction of the assigned supervisor in Student Health Services and in collaboration with Human Resources, oversee COVID reporting intake, coordinate information from appropriate departments to conduct/oversee contact tracing, facilitate District notice to affected individuals and general District-wide workplace notices.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assist with oversight of District compliance with public health requirements for contact tracing; participate in the development and implementation of contact tracing strategy and COVID-19 Response Team protocols; communicate with the COVID-19 Response Team to address new guidance, protocol updates/changes and training.
2. Serve as a resource and provide guidance to district administrators regarding district protocols, contact tracing, and communication including effective implementation of programs and services.
3. Serve as the primary point of intake for reports of COVID exposure on District sites; assist managers with obtaining information needed to conduct contact tracing and related COVID reporting.
4. Conduct contract tracing and/or oversee others assigned to provide related information needed to assess close contact and related tracing.
5. Serve as a liaison to and provide reports to the Sonoma County Department of Health, and other health agencies; monitor changes in District, County and State regulations that may affect District operations.
6. Maintain and analyze District COVID-19 data; track, analyze, advise, consult, and implement public health guidelines in coordination with Student Health Services and Human Resources, and other district stakeholders.
7. Formulate required individual notices to employees and students, labor unions and general workplace notifications for District-wide distribution; archive incidents and notices required by local, state, and federal agencies related to workplace COVID incidents on District website.
8. Provide technical expertise, information and assistance to the assigned supervisor in Student Health Services regarding assigned functions; assist with preparedness activities, protocols, and responses to changing conditions related to the COVID-19 pandemic.

KNOWLEDGE OF:

1. Oral and written communication skills.
2. Recordkeeping techniques.
3. Applicable laws, codes, regulations, policies and procedures.
4. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Maintain confidentiality.
2. Communicate effectively both orally and in writing.
3. Interpret scientific and statistical information and prepare presentation materials to meet the needs of various audiences.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of reports and, records related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associates degree.

Experience:

2+ years of experience in coordinating and developing programs and/or providing health and safety services.

OTHER REQUIREMENT:

- Valid California driver's license.