



Waggoner • Irwin • Scheele
& Associates INC

MEMORANDUM

DATE: December 30, 2020

TO: Shirley Mennen, HR Director

FROM: Lori Seelen and Allison Collins

SUBJECT: New Position Request – Health

As requested, Waggoner, Irwin, Scheele and Associates (WIS) reviewed the new position request for the Harm Reduction Site Manager position for the Tippecanoe County Health Department.

Harm Reduction Site Manager:

This is a new position request. The department is requesting the creation of a new position to expand HIV prevention, harm reduction, and testing services in the county and remove additional pressure of existing staff that are currently performing the duties. A job description has been created, and the position will be responsible for managing the Gateway to Hope program, education, and prevention of harm reduction services in Tippecanoe County.

Job duties for this position include: Managing operational side of harm reduction program; Maintaining and updating harm reduction intake forms and syringe service program database; Answering telephone and greeting office visitors; Assisting other department personnel with preparing correspondences; Maintaining patient confidentiality; and Participating in community action groups regarding substance use, HIV preventions, STD prevention, and harm reduction practices.

Job requirements include: High School diploma/GED; and Possession of and ability to retain possession of required certifications, including HIV testing and counseling certification and National Incident Management System certification.

We have assessed this position respective of other positions in the COMOT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position at 310 COMOT factor points. Therefore, if the Harm Reduction Site Manager position is approved, it is recommended the position be classified at COMOT III Non-exempt.