

70-22-6



City of Methuen, Massachusetts

OFFICE OF THE CITY COUNCIL

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Methuen, Massachusetts 01844

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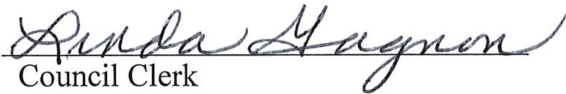
EMERGENCY PREAMBLE:

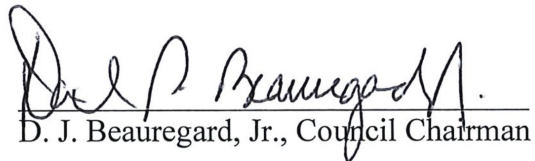
WHEREAS: It is in the public interest and to the furtherance of the public welfare of the citizens of the City Methuen that the attached resolution be passed forthwith

BE IT ORDERED: That Order #984 and is hereby declared an Emergency Measure, as provided in Article 2, Section 2-9(b) of the Methuen Home Rule Charter

First Read: January 19, 2022
Adopted: January 19, 2022 (as an emergency)
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing emergency preamble was adopted by a 7 to 2 vote on January 19, 2022.


Council Clerk


D. J. Beaugard, Jr., Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved: 
Neil Perry, Mayor

2022 MAR 10 AM 11:32
CITY CLERK'S OFFICE
METHUEN, MA

984

An Ordinance Amending the Wage and Salary Classification Plan, Unaffiliated, to add the new position of Epidemiologist (EPA Requested)

WHEREAS: A critical need exists within the health, human services, and inspections department for a full-time epidemiologist to support investigation efforts and analysis of pertinent public health trends, as well as develop and implement public education pertaining to important public health issues within the City of Methuen; and,

WHEREAS: The City has created a position to support such responsibilities; therefore,

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, unaffiliated, respectively, is amended by inserting the new position of "Epidemiologist" and new salary schedule, to wit:

Department: Health, Human Services, and Inspections
Position: Epidemiologist

	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
Epidemiologist	Upon passage	\$ 1,204.98	\$ 1,240.43	\$ 1,276.99	\$ 1,314.76	\$ 1,356.24
	Annual	\$ 62,659	\$ 64,503	\$ 66,404	\$ 68,367	\$ 70,524

This Ordinance shall be effective upon passage

Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.



City of Methuen – Job Description – Pandemic Response and Mitigation Coordinator

Job Title:	Pandemic Recovery and Mitigation Coordinator	FLSA Category (Exempt? Y/N):	Y
Department:	Health, Human Services, and Inspections	Affiliation:	Unaffiliated
Classification/ Salary Range:	\$60,000-\$65,000 annually	Reports To:	Director of Health, Human Services, and Inspections
HR Contact:	Lisa Crowley	Number of openings:	1

Job Description

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Incumbent will serve as the full-time Pandemic Recovery and Mitigation Coordinator (Coordinator) within the Department of Health, Human Services, and Inspections (HHS-ISD). The Coordinator will serve as a key contact in the HHS-ISD for contact tracing, human services, and information related to the City’s response and mitigation planning related to the COVID-19 Pandemic. The Coordinator will supervise the Community Health Workers / Contact Tracers. The Coordinator will advise City leadership on downstream outcomes resulting from the Pandemic and assist in creating and implementing programs targeting these outcomes.

ESSENTIAL DUTIES AND RESONSIBILITIES:

- Assists with contact tracing and case investigations;
- Reports all data into MAVEN and assists the Epidemiologist and other HHS-ISD staff with questions regarding the incumbent’s particular case(s);
- Provides information and orientations to Methuen residents about available community services and resources;
- Develops, plans, and implements all aspects programs and interventions related to the downstream effects from the COVID-19 pandemic;
- Supervises Community Health Workers / Contact Tracers and the COVID-19 Data Analyst Contractor;
- Supervises student interns, as assigned, related to human services and the downstream effects of the COVID-19 pandemic;
- Assists residents in determining eligibility and obtaining relevant resources;
- Remains current on all referral sources, including but not limited to: housing, mental health, nutrition services, peer programs, MassHealth/Healthy Start, advocacy services, transportation, and substance abuse services;
- Actively participates with the C.A.R.E.S. substance use programming;
- Serving as a liaison between the City of Methuen and the Greater Lawrence Community Health Center and Greater Lawrence Community Action Council for relevant programs;
- Follows up with assigned cases with regular contact through telephone calls, office visits,

- agency visits, home visits, and hospital visits (as applicable);
- Works collaboratively and cooperatively with other departments, staff, and community organizations;
- Performs other public health and human services assignments as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have at least five (5) years or more of human services program development, implementation, and/or management experience;
- Bilingual (Spanish and English) preferred;
- Ability to communicate effectively verbally and in writing; and
- Proficiency in Microsoft Office 365 required

PURPOSE AND IMPACT

The purpose of this position is to improve the health of Methuen residents by connecting people with eligible services that are available to our residents.

NATURE AND PURPOSE OF PERSONAL CONTACTS

In the process of carrying out work responsibilities, incumbent is likely to come into contact with other city officials and community partners. Members of the general public may call upon the incumbent for advice and guidance.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Since most of the work calls for the incumbent to be in the field, incumbent often works under adverse environmental conditions, including weather. There are no lifting or excessive physical demands, but mobility and agility are certainly physical attributes of the job.

SUPERVISION AND MANAGEMENT

The incumbent will supervise two (2) Community Health Workers / Contact Tracers, one (1) COVID-19 Data Analyst / Contact Tracer Contractor, and other associated contractors and staff as assigned.

SUPERVISION RECEIVED:

Incumbent reports directly to the Director of Health, Human Services, and Inspections or his / her designee.

EDUCATIONAL REQUIREMENTS:

Degree in Human Services, Health Services, or Public Health preferred.

ADDITIONAL NOTES:

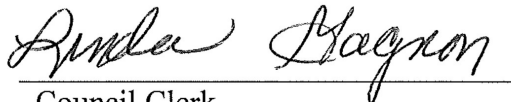
- Training in cultural competency within diverse communities preferred;
- Understanding of the core competencies of public health preferred;

- Valid Massachusetts Driver’s license and access to reliable transportation; and
- This is a grant-funded position that is currently funded through June 30, 2023. Potential for extension beyond June 30, 2023 is based upon funding and operational needs.

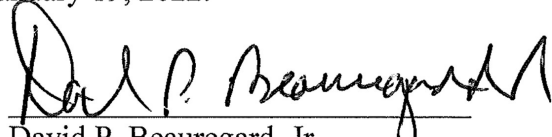
Reviewed by:		Date:	
Approved By:		Date:	
Last Updated By:	Felix I Zemel	Date:	01/10/2022

First Read: January 19, 2022
Adopted: January 19, 2022 (as an emergency)
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous on January 19, 2022.



Council Clerk



David P. Beauregard, Jr.,
City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved:  1/26/22

Neil Perry, Mayor