

# 2010 ASTHO State and Territorial Public Health Survey

## Part D: Workforce

To be completed by Human Resources Director.

### CONTACT INFORMATION

NAME

POSITION / TITLE

STREET ADDRESS

CITY

STATE

POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS

### INSTRUCTIONS

The purpose of this section is to collect general workforce data about state/territorial public health employees, identify the workforce shortage areas and trends, and gather information about retirement eligible state/territorial health agency employees. Please exclude employees or other workers hired as a result of The American Recovery and Reinvestment Act of 2009 (ARRA), unless otherwise stated.

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**D1. Please indicate the current number of staff members and FTEs working in your state/territorial public health agency. (A full-time employee is counted as 1.00 FTE. For example, an employee who works part-time at 50% of the normal work hours for the position would be counted as a .50 FTE.)**

\_\_\_\_\_ Number of staff members  
 \_\_\_\_\_ Number of Full-time Equivalents (FTEs)

**D2. Please indicate the current number of workers in the following categories:**

\_\_\_\_\_ Number of part-time workers  
 \_\_\_\_\_ Number of contractual workers  
 \_\_\_\_\_ Number of hourly (temporary or as needed) workers  
 \_\_\_\_\_ Number of state/territory workers assigned to local health departments  
 \_\_\_\_\_ Number of state/territory workers assigned to regional/district offices  
 \_\_\_\_\_ Number of state/territory workers assigned to other state/territorial agencies  
 \_\_\_\_\_ Total number of workers hired using ARRA funding (include part-time, contractual, hourly workers and state/territory workers assigned to local health departments, regional/district offices and other state/territorial agencies)

**D3. For each occupational classification listed in the following table, please provide the total current FTE count, the annual salary range and employee and fringe benefits (benefits provided in addition to salary paid by the employer, such as health insurance, unemployment insurance, disability insurance, paid vacation, paid sick leave, retirement and other benefit or payroll costs) for staff working in your state/territorial public health agency. Please use the “other” rows to add additional classifications.**

Additional instructions for reporting on occupational classifications: Please count individuals by their function as opposed to their degree, education or experience. For instance, if a registered nurse is serving as a “public health manager,” please count this individual as a “public health manager” in the following chart, not as a “public health nurse”.

Total current FTE count for each Occupational Classification	Annual Salary Range (in whole dollar amounts)		Employee and Fringe Benefits (as a percentage of salary)	Occupational Classifications	Descriptions and Examples of occupational classifications
	Minimum	Maximum			
	\$	\$	%	Administrative or clerical personnel	Support staff providing assistance in agency programs or operations.
	\$	\$	%	Public health nurse	Registered nurse conducting public health nursing (e.g. school nurse, community health nurse, nurse practitioner).
	\$	\$	%	Environmental health worker	Environmental health specialists, scientists and technicians, including registered and other sanitarians.

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	\$	\$	%	Laboratory worker	Laboratorians, laboratory scientists, laboratory technicians, and microbiologists planning, designing and implementing laboratory procedures.
	\$	\$	%	Public health manager	Health service managers, administrators, and health directors overseeing the operations of a department/division.
	\$	\$	%	Social worker	Behavioral health professional (e.g. community organizers, HIV/AIDS counselors and public health social workers).
	\$	\$	%	Epidemiologist/Statistician	Conducts on-going surveillance, field investigations, analytic studies and evaluation of disease occurrence and disease potential and makes recommendations on appropriate interventions.
	\$	\$	%	Health educator	Designs, implements, evaluates, and provides consultation on educational programs and strategies to support and modify health-related behaviors of individuals, families, organizations and communities and to promote the effective use of health programs and services.
	\$	\$	%	Public health informatics specialist	Also known as public health information systems specialists or public health informaticists.
	\$	\$	%	Nutritionist	Dietitian developing, implementing and evaluating population-based strategies to assure effective interventions related to nutrition and physical activity behaviors, the nutrition environment and food and nutrition policy. May directly provide nutrition services.

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	\$	\$	%	Public health physician	Physician who identifies persons or groups at risk of illness or disability and develops, implements and evaluates programs or interventions designed to prevent treat or improve such risks. May provide direct medical services.
	\$	\$	%	Public information specialist	Also known as public information officer.
	\$	\$	%	Preparedness director	
	\$	\$	%	Public health dentist	
	\$	\$	%	Primary Care Office Director	Identifies health professional shortage areas and medically underserved areas/populations which allow primary care providers to receive federal funding, recruit National Health Corps providers and receive enhanced reimbursement from Medicare and Medicaid addresses recruitment and retention issues of primary care providers to increase access to care; works with HRSA's bureaus to address primary care provider shortages; works with or is the state/territorial office of rural health; works with the state office of minority health.
	\$	\$	%	Other (specify):	
	\$	\$	%	Other (specify):	
	\$	\$	%	Other (specify):	

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**D4. With regard to staff working in your state/territorial public health agency, please rate each occupational classification listed in the following table to indicate how much each category of worker is affected by the worker shortage crisis. Please use the "other" rows to add additional classifications.**

Not affected by shortage	Slightly affected by shortage	Moderately affected by shortage	Very affected by shortage	Most affected by shortage	N/A or Don't Know	Occupational Classifications	Descriptions and Examples of occupational classifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative or clerical personnel	Support staff providing assistance in agency programs or operations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public health nurse	Registered nurse conducting public health nursing (e.g. school nurse, community health nurse, nurse practitioner).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental health worker	Environmental health specialists, scientists and technicians, including registered and other sanitarians.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory worker	Laboratorians, laboratory scientists, laboratory technicians, and microbiologists planning, designing and implementing laboratory procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public health manager	Health service managers, administrators, and health directors overseeing the operations of a department/division.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social worker	Behavioral health professional (e.g. community organizers, HIV/AIDS counselors and public health social workers).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Epidemiologists/Statistician	Conducts on-going surveillance, field investigations, analytic studies and evaluation of disease occurrence and disease potential and makes recommendations on appropriate interventions.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health educator	Designs, implements, evaluates, and provides consultation on educational programs and strategies to support and modify health-related behaviors of individuals, families, organizations and communities and to promote the effective use of health programs and services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public health informatics specialist	Also known as public health information systems specialists or public health informaticists.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutritionist	Dietitian developing, implementing and evaluating population-based strategies to assure effective interventions related to nutrition and physical activity behaviors, the nutrition environment and food and nutrition policy. May directly provide nutrition services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public health physician	Physician who identifies persons or groups at risk of illness or disability and develops, implements and evaluates programs or interventions designed to prevent treat or improve such risks. May provide direct medical services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public information specialist	Also known as public information officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preparedness director	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public health dentist	

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary Care Office Director	Identifies health professional shortage areas and medically underserved areas/populations which allow primary care providers to receive federal funding, recruit National Health Corps providers and receive enhanced reimbursement from Medicare and Medicaid addresses recruitment and retention issues of primary care providers to increase access to care; works with HRSA's bureaus to address primary care provider shortages; works with or is the state/territorial office of rural health; works with the state office of minority health.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	

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**D5.** The purpose of this question is to gather compensation information about the leaders of your State and Territorial Health Agencies. For each occupational category listed in the following table, please provide the annual salary range and fringe benefits (benefits provided in addition to salary paid by the employer, such as health insurance, unemployment insurance, disability insurance, paid vacation, paid sick leave, retirement and other benefit or payroll costs). If your agency has multiple positions considered “Senior Deputies,” please fill in as many of the first five lines as necessary. In addition, please enter the actual position title, if different from the occupational category listed.

Annual Salary Range (in whole dollar amounts)		Employee and Fringe Benefits (as a percentage of salary)	Occupational Category	Position Title (specify only if different than Occupational Category listed)
Minimum	Maximum			
\$	\$	%	Senior Deputy	
\$	\$	%	Senior Deputy	
\$	\$	%	Senior Deputy	
\$	\$	%	Senior Deputy	
\$	\$	%	Senior Deputy	
\$	\$	%	Chief Medical Officer	
\$	\$	%	Chief Science Officer	
\$	\$	%	Chief Financial Officer	
\$	\$	%	Chief Information Officer	
\$	\$	%	State/Territorial Epidemiologist	
\$	\$	%	State/Territorial Laboratory Director	
\$	\$	%	Local Health Department Liaison	



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**D6. What percentage of your current state/territorial health agency workforce is a member of a labor union?**

\_\_\_\_\_  
%

**D7. What are the average age (total age for all employees divided by total number of employees), median age (the value of the middle age for all employees), and average number of years of service (total years of service for all employees divided by the total number of employees) for current full-time health agency employees?**

\_\_\_\_\_  
Average Age of Employees  
\_\_\_\_\_  
Median Age of Employees  
\_\_\_\_\_  
Average Number of Years of Service

**D8. What was the average age of new employees hired for each of the last three fiscal years?**

\_\_\_\_\_  
Average Age in Fiscal Year 2007  
\_\_\_\_\_  
Average Age in Fiscal Year 2008  
\_\_\_\_\_  
Average Age in Fiscal Year 2009

**D9. What has been the turnover rate (the ratio of the number of non-temporary employees that separated from the state/territory service to the average number o**

\_\_\_\_\_  
Turnover Rate in Fiscal Year 2007  
\_\_\_\_\_  
Turnover Rate in Fiscal Year 2008  
\_\_\_\_\_  
Turnover Rate in Fiscal Year 2009

**D10. What is the percentage of state/territorial health agency positions which are currently vacant?**

\_\_\_\_\_  
%

**D11. What is the number of vacant positions in the state/territorial health agency?**

\_\_\_\_\_

**D12. How many positions are being actively recruited by your HR department?**

\_\_\_\_\_

**D13. What is the percentage of current full-time classified employees who will be eligible for retirement for each of the following fiscal years? (Please include all employees who are eligible for partial/reduced and full benefits)**

\_\_\_\_\_  
Fiscal year 2010  
\_\_\_\_\_  
Fiscal year 2011  
\_\_\_\_\_  
Fiscal year 2012  
\_\_\_\_\_  
Fiscal year 2013  
\_\_\_\_\_  
Fiscal year 2014

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**D14. Do you have a state/territory-sponsored loan repayment program in place to increase the state/territory's supply of the following?** (select all that apply)

- ☐ Physicians
- ☐ Dentists
- ☐ Mid-level providers
- ☐ Nurses
- ☐ Other primary care professionals - specify: