

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Public Health Program Coordinator	
TITLE CODE: 1523	SERIES: Program Management
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$19.15-\$23.81 GRADE: 16 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director or other appropriate supervisor	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs a variety of functions in health services program coordination/management in the areas of project management, policy and procedure development and interpretation, program development and coordinates program/project evaluation, documentation, technical assistance and representation of the department and organization networking.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor's Degree

EXPERIENCE: (AGE, LICENSURE, REGULATION, ETC.) Two (2) years' experience in a Public/Community health agency or health related position that would demonstrate the necessary knowledge, skills and abilities.

SUBSTITUTION CLAUSE: See below.

EDUCATION: Master's Degree in Public Health, Business Administration, Nursing, Nutrition, Epidemiology or Environmental Health may substitute for one (1) year experience.

EXPERIENCE: HS diploma/GED and combined education and experience totaling seven (7) years in a Public/Community health agency or health related position that would demonstrate the necessary knowledge, skills and abilities will substitute for the minimum requirements.

SPECIAL REQUIREMENTS: Specific programs may have specialized requirements that differ from those described.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Coordinates the assigned program or health care projects providing services to clients needing treatment and/or other health care, recommends or develops policies and procedures and interprets their use to ensure compliance in maintaining program accountability and effectiveness, evaluates program/projects as required to improve the quality as well as quantity of service delivery, provides technical assistance to program and office staff in areas of expertise. Represents the department on inter-agency councils and committees and attends meetings relating to area of responsibility, maintains a collaborative relationship with health agencies, prepares statistical reports on program performance, needs, services, information and demographic data. Contributes to and ensures the evaluation of program performance, monitors program operations through on site visits, review of reports and records, provides information and interpretation of the assigned program/special projects to all departmental staff and to the general public and prepares program plans, policy manuals and other informational materials for distribution to staff, patients, clients and the general public to meet federal, state and agency reporting requirements. May Supervise.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

May be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06 **DATE OF LAST REVISION:** 10/3/22

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.