

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Public Health Program Specialist	
TITLE CODE: 1526	SERIES: Program Management
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$17.04-\$21.19 GRADE: 14 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.

Serves as a subject matter expert in an assigned program area of responsibility and develops procedures, monitors program effectiveness, interprets and provides information to other staff and general public of their assigned program, receives and reviews reports and expenditures to determine financial status of the program.

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.). None

SUBSTITUTION CLAUSE: see below

EDUCATION: see below

EXPERIENCE: HS diploma/GED and combined education and experience totaling five (5) years in Public/Community health agency or a health related position that would demonstrate the necessary knowledge, skills and abilities will substitute for the required education.

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.

Establish program goals and objectives, monitor effectiveness, determine priorities to identify planning gaps and develop training, exercise activities and corrective action plans for the program area of responsibility. Attend monthly meetings. Prepares reports and analyses. Reviews records and reports submitted by program requests or agency staff Serves as liaison with funding authority and departmental fiscal unit, make recommendations as necessary to local or state officials which may include preparation or review of annual and quarterly reports and analyses, implementing procedures, processes, services, and systems necessary to be in compliance with laws, regulations, policies and procedures regarding program requirements. Conducts educational outreach activities and develops program information materials for distribution, Train employees in proper methods and procedures and ensure correctness of work, interprets laws, regulations, policies and procedures regarding program requirements, Market training programs, present and or facilitate lectures and trainings, facilitate and promote the use of the TRAIN learning management system. Provides administrative assistance to departmental staff within the assigned program area.

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:** 10/3/2022

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.