

## **Public Health Program Specialist**

### **Definition:**

Under direction, the Public Health Program Specialist is responsible for a broad program. The Public Health Program Specialist requires program development; location and acquisition of funding; and coordination between projects within a program for the Public Health Department.

Incumbents usually supervise a staff of departmental employees and/or oversee contracted service providers. As needed, they may perform the same type of work as subordinates/contractors in addition to their supervisory duties.

The Public Health Program Specialist is distinguished from Public Health Project Specialist in that the latter classification handles a special focus project within an established program. A Public Health Program Specialist may supervise one or more Public Health Project Specialists or other administrative support staff.

### **Essential Functions:**

- Reviews program proposals and plans to determine time frames and funding limitations; develops and recommends methods and procedures for accomplishment of program objectives, staffing requirements and allotment of funds to various program activities.
- Collects, compiles and analyzes data regarding community needs and determines needs that can be appropriately served by the program.
- Coordinates and consults with other public and private health care providers and community organizations regarding program priorities, procedures and services.
- Provides recommendations for and assistance with development and implementation of program policies, procedures and protocols.
- Evaluates program performance against stated goals and objectives as set forth in the program plan; prepares progress and status summary reports for the program funding source.
- Ensures that subordinates and/or service providers know and comply with program procedures, policies and protocols, and with federal, state and local laws and regulations which govern the assigned programs and services; personally monitors program providers to ensure compliance within established guidelines.
- Assists in the preparation and dissemination of information regarding the program to the public; assists in planning and implementing special events to promote the program.
- Serves on committees or work groups involved with the program and makes public presentations.
- Serves as a resource within the department, and for other County departments, other public and private agencies, and the public regarding specific program assignments.
- Supervises staff, including interviewing; training; assigning, reviewing, scheduling and evaluating work; and other personnel matters.
- Maintains current knowledge of federal, state and local laws and regulations which govern the assigned programs and services; disseminates this information to and ensures compliance by appropriate staff.
- Performs other job-related duties as required.

### **Employment Standards:**

Completion of 60 semester or 90 quarter units from an accredited university or college, with an emphasis in Nursing, Health Care Administration, Business Administration, Public Administration, a

health science, a behavioral science, or a closely related field, AND two years of experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

(Examples of qualifying work experience include, but is not limited to: planning for and/or coordination of clinics and other public health activities and events; conducting needs assessments; making referrals for services; interviewing clients or patients; verifying documents to determine eligibility for social services and/or healthcare coverage; conducting outreach, education, and/or health promotion; conducting home or field visits)

**OR**

One (1) year of experience as a Public Health Project Specialist.

**OR**

A Bachelor's Degree in Nursing, Health Care Administration, Business Administration, Public Administration, a health science, a behavioral science, or a closely related field.

**OR**

any equivalent combination of education, training, or experience;

Possession of a valid California Motor Vehicle Driver's License is required.

**Knowledge of:** Procedures required to obtain and track special funding; community needs as they relate to the program; diverse social and economic factors as they influence the program; community resources with goals related to the program; basic supervision; medical terminology; statistics; and marketing principles and practices as they relate to promoting a public health program.

**Ability to:** Follow procedures to obtain and track special funding, and to meet the requirements of the funding source; plan, organize, direct and control the work of subordinates or contract personnel; coordinate the provision of services; compile and analyze data; communicate effectively orally and in writing; establish and maintain effective working relationships with persons from diverse groups.

**Supplemental:**

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.