

# **PUBLIC HEALTH SPECIALIST**

## **Steuben County Civil Service**

Competitive Class

In the Department of Public Health & Nursing Services

Adopted by Steuben County 03/27/2023

Revision authorized by Personnel Officer Nathan A. Alderman 03/27/2023

### **DISTINGUISHING FEATURES OF THE CLASS**

This position involves responsibility for planning, developing, administering, coordinating and evaluating activities that help improve the health of all people within the county. The incumbent is responsible for improving effectiveness and efficiency of Public Health programs and processes at the health department. Responsible for preparing statistical and technical reports for projects and is responsible for reporting to funders regarding work plan deliverables. Work responsibilities also involve the responsibility for planning and overseeing a comprehensive quality assurance program to ensure compliance with federal, state, and county mandated quality standards in a Public Health Agency, functions include quality assurance, staff development, in-service training, client review, credentialing, and implementation of the employee wellness program. The work is performed under the direct supervision of the Public Health Director and/or Deputy Director of Public Health with leeway permitted for the exercise of independent judgment in carrying out specific duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

- Develop and maintain a comprehensive Employee Wellness Program that collects and measures participants biostatistics periodically, ensures participants take advantage of wellness physician visits and cancer screenings, providing health education classes that promote better nutrition, physical activity, mental well-being, and promotes healthy eating and increased physical activity, etc.;
- Conducts or participates in staff meetings, conferences, advisory board meetings, trainings involving the development and implementation of an Employee wellness program and quality assurance activities;
- Maintain all necessary documentation including minutes of meetings and report program performance and completion of work plan objectives;
- Assists with the development and implementation of the Performance Management Quality Improvement (PMQI) plan;
- Conducts quality assurance projects as they relate to the program audits and survey readiness, coordinating the collection and analysis and providing feedback;
- Reports Quality Assurance audit results to the PMQI Committee on a monthly basis and Professional Advisory Committee on a quarterly basis;
- Coordinates and oversees Quality Improvement Projects for the agency;
- Coordinates, implements and monitors Accreditation activities for the agency;
- Has charge of the compilation, preparation and analysis of a variety of complex records and reports;
- Assists with grant management regarding Employee Wellness, Quality Assurance, Accreditation or other funds received for public health;
- Monitors, coordinates and participates in the administration of State and Federal special aid programs and funds; and
- Other related duties and responsibilities as may be assigned.



# **PUBLIC HEALTH SPECIALIST**

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

1. Good knowledge of assessing individual and community health needs;
2. Ability to collect reliable data and analyze;
3. Ability to plan, implement and evaluate health education strategies, interventions and programs;
4. Ability to evaluate the effectiveness of all prevention and promotion programs and outreach efforts;
5. Good knowledge of the complexity of New York State laws and regulations, monitor them for changes and have the ability to independently adapt to changes;
6. Good knowledge of the appropriate use of technology in health prevention and promotion and ability to independently adapt to the fast changing landscape of technology;
7. Ability to learn about and work with all cultures, ethnicity, social economic statuses being respectful and non-judgmental;
8. Ability to manage large volume records and reports related to the Performance Management Quality Improvement Plan and Accreditation efforts of the agency;
9. Ability to present, understand and relay all points of view on issues;
10. Good knowledge of the principles, practices and terminology of public health and chronic disease epidemiology;
11. Good knowledge of work site wellness activities and health promotion programs;
12. Demonstrates leadership and management skills;
13. ability to independently manage projects while providing supervisory/oversight to diverse groups of community members; and
14. Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters' degree in Public Health, Public Administration, Healthcare Administration, Business Administration, Education, Nursing, or closely related field.  
Or;
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Public Health, Public Administration, Healthcare Administration, Business Administration, Education, Licensed Registered Professional Nursing, or closely related field and two years of experience working in Public Health / health education programs that include quality improvement and quality assurance or worksite wellness.

## **SPECIAL REQUIREMENTS**

Possession of a valid New York State Driver's license is required at time of appointment and must be maintained on a continuous basis throughout the term of appointment.

---