



## **PUBLIC HEALTH SPECIALIST**

Jurisdiction Class: Competitive  
Civil Division: County  
Adoption by PO: 10/21/2016  
Revised by PO: 10/15/2021

### **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 participating in assessing community needs, assets and capacity; planning and implementing appropriate strategies, interventions and programs to address the identified needs; and serving as a community resource. The incumbent is also responsible for preparing statistical and technical reports for projects and is responsible for reporting to funders regarding work plan deliverables. The activities of the public health specialist occur at individual, family, community and system levels dependent on specific responsibilities of the position. Work responsibilities may also involve case management or service coordination for families enrolled in the early intervention and preschool special education programs and in conducting communicable disease and rabies case investigations. The work is performed under the general supervision of the Deputy Director of Public Health and the Director of Public Health, with leeway allowed for use of independent judgement. Supervision may be exercised over various subordinate professional, technical and clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Assess the health status of those served and their related determinants of health, and use this knowledge to plan, educate, inform and make referrals as appropriate;  
Assist with and promote/support various health assessment plans including the Community Health Assessment and Community Health Improvement Plan;  
Research evidence based-strategies, promising practices and potential funding streams to promote population health;  
Assist in the design of program services and development of strategies to address community health needs with particular focus on reducing health disparities, and conduct evaluation of public health programs;  
Teach classes, address or facilitate groups and participate in community/regional partnerships to promote population health and appropriate for the position;  
Participates in the conduct of surveys and assessments related to health matters;  
Compiles and uses records, reports and statistical information for planning and evaluation of public health programs;  
Participates in or leads quality improvement projects;  
Develop demographic, statistical, programmatic and scientific presentations, brochures and products utilizing new technologies and media;  
Maintain all necessary documentation including minutes of meetings and report program performance and completion of work plan objectives;  
Conduct communicable disease and rabies investigations as trained and assigned;  
Participate in public health preparedness activities as trained and assigned;  
Performs other required duties, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the current Core Competencies for Public Health Professionals  
Ability to distinguish between quantitative and qualitative data;  
Working knowledge of how to access basic public health data and information;  
Ability to identify the health status of populations and their related determinants of health and illness;  
Ability to analyze data to identify trends, health problems, environmental health hazards, and social or economic conditions that adversely affect the public's health;  
Ability to adhere to ethical principles in the collection, maintenance, use, and dissemination of data and information;  
Working knowledge of how policy options can influence public health programs;  
Ability to collaborate in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies;  
Good knowledge of strategies for continuous individual and departmental performance management and quality improvement;  
Ability to deliver linguistically and culturally appropriate information to target audiences including individuals population

groups, policy makers and governing bodies, using a variety of approaches;  
Working knowledge of the Incident Command System and ability to function within it;  
Ability to maintain partnerships with key stakeholders and collaborates with community partners to promote the health of the population;  
Ability to apply basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health policy development and programs;  
Good working knowledge of relevant federal, state, and local laws, codes and rules and regulations in particular pertaining to Chronic Disease, Community Health Assessment and Special Children's Services;  
Ability to adhere to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources;  
Ability to participate in the reporting of program performance;  
Ability to demonstrate knowledge of applicable public health principles and skill in applying to community health programs;  
Ability to operate a personal computer, utilize the internet, common office software programs, including Word, Excel, Publisher, etc., and ability to learn proprietary software applications;  
Physical condition that is commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher with specialization in Public Health, Health Education, Home Economics, Education, Community Health or another related field.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.