

**Sierra County
Job Classification**

Class Title: Public/Community Health Educator

Class Code: 30 – Topography A

Status:

DEFINITION

Under general direction, employees in this class are responsible for the development and implementation of the county's public health programs.

DISTINGUISHING CHARACTERISTICS

This class requires knowledge and experience in principles, methods, and materials of public health education, program design, grant management, community relations and outreach, media relations, public speaking, and health promotion.

REPORTS TO

Director, Mental Health/Public Health/Drug & Alcohol/Social Services

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Work in conjunction with health and human services staff to initiate, develop and maintain public health education programs such as Bioterrorism / Emergency Preparedness; Women, Infants and Children (WIC); and Tobacco Prevention Programs
- Conceptualize, organize and coordinate county, regional and state resources to develop and produce public health education programs
- Write funding applications, grant proposals, progress reports and end-of-year reports for public health programs
- Provide leadership on local, regional and state levels for program and project development and implementation
- Develop and present trainings, workshops, classes, seminars, and treatment groups that promote sound public health practices and education

- Develop and facilitate required local, joint county, and regional exercises and drills
- Collect, analyze, and report on health education program data and disseminate related information to pertinent local, regional, and state departments and agencies
- Provide representation and serve in key positions on advisory boards, local and regional committees and coalitions, and organizations concerned with public health issues and potential problems (Maternal, Child and Adolescent Health Advisory Board; Emergency Medical Care Committee; NorCal Public Health Preparedness and Response Coalition; Sierra County Operational Area Emergency Committee; Nevada/California Border Counties; Nor-Cal EMS; and Region III Bioterrorism / Emergency Preparedness Coordinator's meetings)
- Serve as Bioterrorism / Emergency Preparedness Coordinator and Women, Infants and Children Coordinator
- Serve as project coordinator/co-coordinator for regional special projects and trainings (NorCalBT.com regional partnership project)
- Develops, co-develops Bioterrorism and Public Health Emergency Plan activities to support meeting critical capacities and benchmarks as required by the plan
- Initiates, develops, writes and updates state and federal required plans for Sierra County Health and Human Services (Pandemic Influenza Plan, Smallpox Plan, Crisis Emergency Risk Communication Plan, Strategic National Stockpile Plan, Mass Prophylaxis Plan, Mass Vaccination Plan)
- Maintains and outfits Sierra County Public Health Mobile Field Unit
- Attend and participate in local, regional, state, and federal trainings and conferences (NDMS [National Disaster Medical Services], CESA [California Emergency Services Association], UCLA trainings)
- Serve as Public Health Information Officer for Sierra County Public Health
- Member of National Public Health Information Coalition (NPHIC)

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; operate a vehicle; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, satellite cell phones, calculator, copiers, facsimile and other related peripheral equipment such as printers and scanners.

TYPICAL WORKING CONDITIONS

Work is performed predominantly in an office environment; outside work is required as the need arises due to emergency situations; travel by vehicle when necessary to satellite office; local, regional and state trainings or meetings; continuous contact with other staff and contact with the public; work may involve stressful situations and include exposure to erratic and sometimes threatening behavior.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience:

- * Bachelor's Degree in Behavioral Science or related field 14 points max
- * Graduate Degree in Behavioral Science or related field extra 4 points
- * Completed substantial work in college courses in Behavioral Science 8 points max
- * Substantial relevant work experience, with Progressive advancement 20 points max
- * Relevant Supervisory responsibility and experience 2 points max
- * In addition, the successful candidate should possess the following knowledge and special skills: 4 points
 - Principles and practices of public health education and public administration
 - Principles and practices of operations, policies, and procedures of county, regional, state and federal government
 - Strategic planning skills
 - Group dynamics and community outreach
 - Correct English usage, spelling, grammar, and punctuation
 - Modern office practices, methods, procedures, and automated systems
 - The ability to learn and apply program changes and skill in program operations
 - Patience, tact, and excellent communication skills

Minimum points needed for consideration for employment:

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This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the ever-changing types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

Ability to:

- Understand and apply pertinent local and state rules, regulations, and procedures of Public Health Programs
- Establish and maintain cooperative working relationships with staff; public; other community and public agencies; and other local, regional, state and federal agencies
- Communicate effectively in both oral and written forms
- Organize workload and set priorities
- Work independently as needed
- Provide coordination and leadership during public health emergency situation
- Prepare and present a wide variety of reports
- Maintain and organize records and files

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

EDUCATION:

Graduation from an accredited four (4) year college or university with major course work in public health, education, behavioral or life sciences, or related field, or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

Reviewed by: _____
Personnel Director Date

Assessor Date

Received and filed by: _____
County Clerk Date

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

- | | |
|--|-----------------------------------|
| A=Rarely (Once or twice, or never performed) | E=Daily (From 0-1 hours per day) |
| B=Seldom (On a quarterly to yearly basis) | F=Daily (From 1-4 hours per day) |
| C=Occasionally (On a monthly/bi-monthly basis) | G=Daily (From 4-8+ hours per day) |
| D=Frequently (On a weekly basis) | |

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.			X					
2.	STOOPING	Bending body downward and forward by bending spine at waist.							X	
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.					X			
4.	CROUCH	Bending the body downward and forward by bending leg and spine.					X			
5.	CRAWLING	Moving about on hands and knees or hands and feet.			X					
6.	REACHING	Extending hand(s) and arm(s) in any direction.							X	
7.	STANDING	Standing for long periods of time.					X			
8.	WALKING	Moving about on foot.							X	
9.	SITTING	Sits for extended periods of time.							X	
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	X							
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		X						
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.								X
13.	GRASPING	Applying pressure to an object with the fingers and palm.							X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin					X			
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16.	HEARING	Receive detailed information through oral communication.								X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).			X					

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)
 D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.					X		
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.				X			
6.	Work performed requires the ability to distinguish shades of color.		X					
7.	Work performed requires depth perception.						X	

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.					X		
2.	Repetitive use of foot control. right only				X			
	left only				X			
	both				X			
3.	Repetitive use of hands. right only						X	
	left only						X	
	both							X

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box which indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)
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ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.	X						
2.	Works inside.	X						
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.	X						
8.	Works in environment with constant noise (to cause worker to shout to be heard).	X						
9.	Exposed to dust.	X						
10.	Exposed to silica.	X						
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						
13.	Exposed to electrical energy.	X						
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.	X						
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.						X	
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.	X						
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

		ACTIVITY					WEIGHT/HOURS PER DAY	
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.	LIFTING		X					.
2.	CARRYING		X					.
3.	PUSHING		X					.
4.	PULLING		X					.
5.	REACHING		X					.
6.	OTHER (Specify)							