



Office of Human Resources
Public Health Administrator – CE2893
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General Statement of Duties

Performs full-performance professional level work administering a variety of projects/programs in specialized public health area(s) to enhance prevention planning, develop and recommend public health policies, and develop, implement, and evaluate prevention strategies and programs that promote healthy behaviors.

Distinguishing Characteristics

The Public Health Administrator classification is distinguished from the Environmental Administrator Classification series which assesses environmental impact. The Environmental Administrator Classifications are also responsible for administering environmental programs where significant regulatory and scientific expertise is required. The Public Health Administrator class is also distinguished from the EPH Analyst and EPH Investigator classifications, which do not administer projects/programs as primary duties.

Level of Supervision Exercised

By position, performs supervisory duties.

Essential Duties

Administers public health projects/programs and makes policy recommendations to internal and external stakeholders by establishing and achieving public health project/program objectives. Conducts needs assessments and directs project/program evaluation.

Provides supportive, interpretive, and advisory information to higher-level management and/or other stakeholders. Makes recommendations on public health projects/programs to City management, the public, affected industries, and/or other governmental agencies.

Investigates sources of program funding, writes proposals, administers expenditure budget and grant funds, assists in the development and implementation of the budget, approves expenditures, and ensures grant funds are used correctly.

Ensures public health projects/programs operate in compliance with departmental objectives, pertinent laws, rules, and regulations. Monitors federal, state, and/or regional regulatory changes to determine application of appropriate revision(s). Communicates applicable revision(s) to internal/external stakeholders.

Conducts research, collects and evaluates the public health issues and data. Develops and implements quality management standards for public health projects/programs. Determines the public health significance and recommends or requires necessary action(s) to improve or correct present situation.

Prepares articles for publication, press releases, and promotional materials. Develops and implements fund-raising plans and public education and awareness programs and delivers presentations at conferences, public meetings, and seminars.

Provides technical assistance, education and training on complex multidisciplinary public health technical issues.

By position, develops volunteer programs and act as a point of reference, develops training curriculum, and recruits, trains, and directs volunteers.

By position, develops or modifies work plans, methods, and procedures and determines work priorities, assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion, and resolves operational problems.

By position, provides work instruction and assists employees with difficult and/or unusual assignments.

By position, contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds to formal and informal employee grievances and prepares written response, documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situation

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Knowledge of the principles and theories of the social, physical and biological sciences sufficient to be able to investigate, monitor and protect public health and the environment.

Knowledge of project management sufficient to be able to coordinate assigned projects, establish schedules, identify the proper construction sequence, identify the scope of the project and manage project budget and documentation.

Education Requirement

Bachelor's Degree in Public Health, or a related field.

Experience Requirement

Three (3) years of experience conducting public health programs or related community health programs.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to pressure due to demands of working with multiple stakeholders.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arms(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/30/2019

Revised By: LS

Class History: 6/30/19 – LS - Added emergency response language to essential duties.