Public Health and Prevention Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PUBLIC HEALTH AND PREVENTION SPECIALIST I	4072	B14	$37,144 - $55,134
PUBLIC HEALTH AND PREVENTION SPECIALIST II	4074	B16	$40,918 - $61,130
PUBLIC HEALTH AND PREVENTION SPECIALIST III	4076	B18	$45,521 - $71,055
PUBLIC HEALTH AND PREVENTION SPECIALIST IV	4078	B20	$51,158 - $81,351
PUBLIC HEALTH AND PREVENTION SPECIALIST V	4080	B22	$57,614 - $93,138

GENERAL DESCRIPTION

Performs public health work by planning and developing public health education program activities and providing assistance to program staff, governmental agencies, and community organizations.

EXAMPLES OF WORK PERFORMED

Confers with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of communicable and chronic diseases.

Participates in planning and conducting public health training courses.

Serves as a resource in creating awareness of public health problems and public health education programs.

Collects data for use in planning and evaluating the effectiveness of public health education programs.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels (levels I-II) include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

PUBLIC HEALTH AND PREVENTION SPECIALIST I: Performs routine (journey-level) public health work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

PUBLIC HEALTH AND PREVENTION SPECIALIST II: Performs complex (journey-level) public health work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Distribute information on public health and health education programs.
- Prepare and review training materials used in public health training courses.

***Note**: A senior-level employee (levels III-V) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will normally be found at the IV and V levels. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may coordinate and/or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; and the nature, complexity, scope, and impact of the work performed.*

PUBLIC HEALTH AND PREVENTION SPECIALIST III: Performs highly complex (senior-level) public health work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop goals and objectives for public health education programs.
- Analyze data for planning and coordinating public health education programs.
- Formulate definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations.
- Recommend courses of action for correcting violations of public health laws and regulations.

PUBLIC HEALTH AND PREVENTION SPECIALIST IV: Performs advanced (senior-level) public health work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor and evaluate the impact of public health training and education programs.
- Collect, organize, analyze, and prepare materials in response to public health information requests.
- Analyze the application and variations of public health programs and develop action plans to improve or initiate programs.

PUBLIC HEALTH AND PREVENTION SPECIALIST V: Performs highly advanced (senior-level) public health work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop public health policies, procedures, manuals, standards, and plan in accordance with public health program objectives and goals.
- Consult with public and private agencies that have interest in public health to resolve problems, identify training needs, and discuss public health program effectiveness.
- Analyze public health statistics and trends.
- Analyze legislation to determine the impact on public health policies and programs; and identify issues related to the implementation, improvement, and change in funding levels.
- Provide input into public health program budget requests.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of social, economic, and public health issues; public health laws and regulations; and medical terminology.
- Skill in the use of a computer and applicable software.
- Ability to interpret public health laws and regulations, to analyze and evaluate public health needs, and to communicate effectively.

Additional for Public Health and Prevention Specialist III – V levels

- Knowledge of local, state, and federal laws related to public health and consumer protection and of public administration and management techniques.

Additional for Public Health and Prevention Specialist IV – V levels

- Ability to develop and evaluate policies and procedures and prepare reports.