

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Technical Consultant	
<b>TITLE CODE:</b> 1500	<b>SERIES:</b> Program Management Series
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$16.89-\$21.42</b> <b>GRADE: 20</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate program staff assigned	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Serve as a primary expert, consultant and liaison at the regional or statewide level for local assigned agency staff or community partners. Provide assistance with agency, state, local and federal standards, regulations, training, and quality assurance and documentation requirements for the assigned area. Requires the independent application of experienced judgment and skills. Participate in Bioterrorism and Emergency Preparedness activities as required.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Associate degree in Public Health, Community Health, Business or Public Administration or health related field.

**EXPERIENCE:** Two (2) years of Public/Community health or professional coordination/management experience in a health related organization.

**SUBSTITUTION CLAUSE:** None

**EDUCATION:** N/A

**EXPERIENCE:** Bachelor's in Health related or Business Administration field may substitute for one (1) year required experience. Master's Degree in Health related or Business Administration field may substitute for the two (2) years of experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)

Must meet programs requirements to provide direct supervision of staff.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provide daily guidance, instruction and consultation for assigned program staff on regional or state wide level. Conduct annual onsite visits and follow-up review and evaluation of program to ensure quality assurance of service delivery as well as quantity of service requirements; assures that agency staff have needed equipment and information in order to comply with assigned area's rules and guidelines; follow-up site visits for both work and administrative matters pertaining to assigned area. As needed, develop and conduct training, provide assistance or guidance in establishing policies or procedures of new and proposed legislation and licensing laws; these may include preparation of local or state required reports or grants as requested or required within areas of assignment and may include distribution to staff and general public. Act as liaison between the agency and state and federal officials to maintain and provide guidance and assistance to agencies and staff on confidentiality, privacy and ethics per guidelines; maintains confidentiality and privacy per guidelines. On a limited basis, may serve as working supervisor to assigned staff consistent with local and state guidelines. May on a limited basis and as required, provide other program duties within the agency established policies, procedures and licensing laws. May act as Supervisor for local program staff as assigned and if program requirements are met.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work requires travel within the state of Kentucky within the community, to patient homes if program required, or as assigned.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 8-20-10

**DATE OF LAST REVISION:**

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.