

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Preparedness Specialist	
<b>TITLE CODE:</b> 1556	<b>SERIES:</b> Program Management Series
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY:</b> (MIN-MID) \$11.40-\$14.18 <b>GRADE:</b> 14 <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 supervisor or assigned staff	
<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 subject matter expert in the Public Health Preparedness program. Assist with development of procedures, monitor program effectiveness, interpret and provide information to other staff and general public of their assigned program, may receive and review reports and expenditures to determine financial status of the program and make recommendations to supervisor for improvements.

**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:** Bachelor's Degree.

**EXPERIENCE:** None

**SUBSTITUTION CLAUSE:** See Below.

**EDUCATION:** See Below

**EXPERIENCE:** A combination of education and experience totaling five (5) years in local, regional, state or federal health planning/policy development, emergency services or military service which have received training to respond to public health threats will substitute for the education requirement.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.). none.

**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. None

**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.

Establish program goals and objectives to identify planning gaps and develop training, exercise activities and corrective action plans. Prepare and ensure readiness of public health personnel to support local, regional and statewide response to incidents of bioterrorism, infectious disease or other public health threats. Coordinate with local and regional emergency response partners to ensure awareness of PH Emergency operations plan. Develop training that includes detailed preparations to receive, store, manage and rapidly administer vaccines and other pharmaceuticals to large populations. Market training programs to all state and local public health workforce, health care professionals, hospital and medical community staffs and first responders. Present and or facilitate lectures and trainings on public health related courses and emergency preparedness. Facilitate and promote the use of the TRAIN learning management system. Attend monthly regional health care preparedness meetings. Monitor and evaluate program effectiveness, make recommendations as necessary to local or state officials which may include preparation or review of annual and quarterly reports and analyses, implementing procedures, processes, services and systems necessary to be in compliance with laws, regulations, policies and procedures regarding program requirements.

**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 typically is spent within the agency or may require travel to emergency events or training sites.

**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:** 9-6-10

**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.