



POSITION DESCRIPTION

1853

Position Title:	Public Health Specialist	Department:	Community Services
Pay Level:	12	FLSA:	Exempt
Date:	November 2016	Reports To:	CHS Administrator/Public Health Supervisor

PURPOSE OF JOB:

Work performed by the Public Health Specialist improves the quality of life and protects the health of clients, families, and the community through understanding of, and advocacy for policy, systems, and environmental change.

SCOPE OF JOB:

The Public Health Specialist serves as the public health expert for environmental health and public health preparedness. The Public Health Specialist will work to ensure that the local public health agency is prepared for public health emergencies by responding to infectious and or environmental incidents that affect the residents of Nobles County and will assist the Community Health Service Administrator in the assessment, evaluation, planning, implementation and coordination of current and new programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and current service delivery standards providing public health and human services.

The Public Health Specialist carries out specific duties associated with the position.

- Investigates public health nuisance complaints, conducts inspections; enforces laws and rules; issues compliance orders; interprets and explains laws and regulations; enforces environmental policy of local environmental health program. Conducts Healthy Homes consultations and connects individuals to needed housing related resources.
- Prepares and writes inspection reports; writes letters to enforce public health nuisance ordinances including abatement orders; and assists the Public Health Director in developing reports and analyzing data; documents all contacts and inspections.
- Serves as the Public Health Preparedness Coordinator. Prepares reports and reviews/updates plans as necessary for state, local and regional preparedness activities. Maintains grant duties and revisions to comply with fiscal responsibilities
- Acts as the Administrator for the Minnesota Response Medical Reserve Corps program. Prepares communications to be sent out publicly and/or directly to volunteer program participants. Other duties include, but not limited to, oversight of Health Advisory/ Health Alerts Network (HANS) communications to providers as directed by MDH.
- Serves as a Public Health knowledge expert for environmental health and public health emergency preparedness to provide public education and outreach on behalf of the Community Services Department. Maintains current knowledge of local, state, and federal rules, regulations and policies, makes recommendations for updating agency policies and environmental health related ordinances as needed. Prepares and presents presentations to various civic groups; serves as agency representative at various meetings and committees.
- Consults with County Attorney, state and various local government agencies for policy change and enforcement issues; attends meetings and seminars concerning population health, environmental health and maintains files.
- Enforces tobacco related laws and rules; issues compliance orders; interprets and explains laws and regulations; issues licenses for tobacco establishments.

- Assists the Public Health Director in facilitating and completing the local public health assessment and planning process, including but not limited to: identifying, engaging, and involving organizations and community groups in the planning and evaluation process, preparation of a written Community Health Improvement Plan every 5 years, collecting and analyzing reports and ongoing data in relation to agency outcomes and success of all services. Assists with the development of goals and objectives for direct and purchased services to establish measurable outcomes in programs and development of agency strategic plan.
- Conducts data analysis for the purposes of program planning and evaluation and policy development or change; including cost benefit analysis and performance measurement. Interprets results and makes recommendations to decision makers.
- Assist Public Health Director in annual data collection and reporting through the Local Public Health Planning and Performance Measurement System (PPMRS).

Serves as a communication representative for the Community Services Department:

- Provides public information on public health programs to individuals, the community, and social groups;
- Represents the Agency in speaking to community groups in regard to programs and services offered; provides Public Health Director with input for the design and implementation of new programs and services,

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree required, Masters preferred in Public Health, Community Health, Public Policy Administration, Environmental Health, Emergency Preparedness, Statistical Sciences, Global Health Sciences or other closely related field with at least 1 year of experience in a related Public Health, Community Health, Policy development, Grant management, Environmental Health field, or Epidemiology; or any equivalent combination of related education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess or be eligible for a valid State of Minnesota driver's license.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Requires ability to apply principals of public health/population health to communities, families and individuals including working with culturally diverse clients and non-English speaking clients with interpreters; demonstrates skills in leadership and implementation of best practice; utilizes professional ethics and maintains professional boundaries while providing compassionate services; demonstrates ability to use available resources creatively, willing to be flexible and adjust to on-going changes in environmental health and various cultures;
- Ability to identify and understand research principles to determine best evaluation methods and techniques for assessment, data analytics to determine gap analysis, with evidenced based practice. Knowledge of local public health department functions and relationships such as County decision making process, policies and procedures. Knowledge of community engagement and public health strategies to improve population health within communities. Knowledge of State and Federal Laws and regulations related to Public Health Law.
- Knowledge and experience using Microsoft Office Suite and other county software;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; interpret graphs; and interpret same, as may be appropriate;
- Ability to resolve problems, make decisions and take independent and collaborative action; considerable judgment and creativity is required;

- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Ability to multitask between diverse duties;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Strong analytical, quantitative and qualitative assessment skills and self –motivated to implement change to improve population health.
- Excellent interpersonal communication skills; ability to communicate effectively both orally and in writing in difficult situations with public, providers, customers, elected/public officials, and advisory groups; demonstrate tact, courtesy, negotiation and a positive approach in communication with other departments, associations, public officials, and agencies;
- Ability to effectively communicate with general public, including non-English speaking clients, to convey or exchange professional, medical, health and safety information.
- Ability to communicate with people to convey or exchange professional information, identify issues, negotiate and settle differences; ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Community Services department in a positive fashion.
- Strong leadership skills, needs to be able to work independently, critical thinking skills to coordinate programming and system change. Ability to build partnerships and negotiate with community partners, individuals. Ability to multitask diverse projects within complex timelines.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Work is normally performed in a client’s home, a place of business, or an office setting. Physical demand requirements are at levels of those for moderate effort. Related, unpredictable occupational hazards are those generally associated with environmental or public health professions including, but not limited to: exposure to disease, sores, human waste and body fluids, and unpredictable human behavior. Occupational hazards associated with this position may include, but are not limited to: heat, cold, odors, wetness, dust, toxic agents, smoke, noise, disease, violence, hostile animals, and insect or vermin infestation.

The Public Health Specialist must be physically able to operate a variety of automated office machines including, but not limited to: phone, computer, printer/copier/scanner, calculator, audio/visual equipment, facsimile machine, paper shredder. The Public Health Specialist must also be capable to move or carry job-related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
PUBLIC HEALTH SPECIALIST – COMMUNITY SERVICES**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 12 Pay Range)

Beginning pay	\$59,841.60/Annual
After 12 more months	\$61,755.20/Annual
After 12 more months	\$63,710.40/Annual
After 12 more months	\$65,665.60/Annual
After 12 more months	\$67,600.00/Annual
After 12 more months	\$69,534.40/Annual
After 12 more months	\$71,489.60/Annual
After 12 more months	\$73,444.80/Annual
After 12 more months	\$75,400.00/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Exempt	
	Annual Accrual	Bi-Weekly Accrual
0 – 2 years	160 hrs	6.154 hours
3 - 5 years	168 hrs	6.462 hours
6 - 10 years	192 hrs	7.385 hours
11 - 15 years	224 hrs	8.616 hours
16 - 20 years	256 hrs	9.847 hours
21 or more years	288 hrs	11.077 hours

HOLIDAYS

There are 11 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	

PENSION

Public Employee’s Retirement Association:

6.5% of the employee’s gross income; 7.5% County Contribution

Social Security:

7.65% of the employee’s gross income; 7.65% County match

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2024 INSURANCE Core Benefits include:

- < **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP. Employees can choose from two networks and three benefit plans.
- < **Dental Insurance** pays 100% of Diagnostic and Preventive costs and 80% of Basic Services with a \$50 deductible with a maximum annual benefit of \$1,000.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

Employees can waive the core benefits but the county contribution is then forfeited. Individual selection is permitted at employee expense.

2024 employee coverage cost: 24 pay periods

(Rates include single dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$176.75	\$646.65	\$549.63	\$686.72
Value Plan – VEBA	\$114.86	\$498.11	\$419.68	\$521.27
HSA Compatible Plan – VEBA or HSA	\$0.00	\$204.91	\$163.18	\$194.67

- Notes:**
1. The above table reflects the employee cost based on **24 pay periods** after the county contribution has been applied.
 2. The county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Employees may waive Health, Dental & Life Insurance
 5. If the core benefits are waived the county contribution is forfeited.
 6. Family Dental is available for \$50.04/24 pay periods.
 7. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability, Short Term Disability, Accident, Critical Illness and Hospitalization group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.