

CLASSIFICATION: PUBLIC HEALTH PROGRAM COORDINATOR

Class Code: 7207-20

Date Established: 03-21-74

Occupational Code: 7-4-1

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate the development and implementation of one or more public health programs within the state.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides consultation and assistance to local communities in the planning and preparation for specific health service programs.
- Recommends policies and procedures to fit local conditions and to ensure continuity and quality of public health service programs.
- Negotiates and arranges contracts with direct service facilities for the delivery of program services to target populations.
- Collects, records and analyzes program data so as to identify services provided and to assess areas in need of alternative methods of program delivery.
- Attends and participates in seminars and public health meetings on a state and regional basis to describe and promote a model service program.
- Prepares annual budget and project narrative to be submitted to a variety of funding resources for the purpose of properly funding a public health program.
- Prepares statistical studies for program accountability and ongoing evaluation in keeping with stated program goals and objectives.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

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Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in health administration, one of the social sciences or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in public health or social services in the area of administration, planning, consultation or direct service. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Considerable knowledge of the provisions, objectives, goals and policies of community health services and facilities. Knowledge of the structure, organization and methods of public and private health and social agencies and institutions. Ability to accurately project the operating needs regarding costs, personnel and administrative capabilities of the organization involved. Ability to work effectively with federal, state and local governmental authorities to bring about a coordinated program to reach stated objectives. Ability to express ideas clearly and concisely. Ability to establish and maintain harmonious relationships with professional and civic groups, associates and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.