

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 05/02/11

PUBLIC HEALTH PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and professional position under the general direction of the Public Health Director and includes work of a complex nature that involves the coordination of the development and implementation of planning and data collection activities of the Health Department. Incumbent will be responsible for the planning, coordination, and monitoring of various public health programs and essential services including a plan to address public health emergencies including threats of bio-terrorism. A high degree of responsibility is exercised in the preparation of statistical and technical reports for projects of statistical importance. General supervision may be a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, evaluates and monitors the Health Department's preparedness plans, which include emergency response policy, integration with other departmental functions;

Develops, implements and participates in readiness strategies, plans, training and drills to test the efficiency of the local public health preparedness plan;

Develops, evaluates and monitors comprehensive plans for various public health and essential services;

Prepares and submits various health assessment plans and reports, including Community Health Assessment and Municipal Public Health Service Plans;

Collaborates with various public and private agencies regarding strategic planning of health programs and operations of health services in the community;

Attends and participates in professional, governmental, and community group meetings in order to promote public health and emergency preparedness plans;

Compiles and analyzes health department and health services statistics and demographic, socio-economic, and financial data to assess need for new or improved health programs;

Prepares periodic reports and grants regarding bio-terrorism planning (e.g. status or deliverables) as requested or required by the State Department of Health;

Prepares written reports, plans, protocols, and procedures;

Assists in the preparation and/or review of grant applications/contracts for funding county public health programs;

Participates as a member of planning committees, both internal and external to the Department;

Acts as a resource person for issues dealing with public health planning and bioterrorism preparedness;

Compiles departmental and other data using a personal computer and converting data into various formats for reporting to departmental, county, and state officials;

Retrieves appropriate information using a personal computer from various areas, i.e., HIN, CDC, and other web sites.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, methods, terminology and NYS Public Health Law, rules, and regulations related to public health planning; good knowledge regarding health emergency response preparedness and response programs, with emphasis on bio-terrorism, chemical and nuclear events, practices and procedures; ability to assist in the development and implementation of various public health and emergency health preparedness plans; ability to collaborate with members of the department and other county officials in public health planning activities; ability to organize, develop, analyze, and interpret planning data; ability to establish and maintain effective working relationships and collaborate with government and non-governmental agencies and the general public; ability to prepare narrative and graphic reports; ability to prepare and review grant proposals; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited New York State registered college or university with a Master's Degree in Public Health, Public Administration, or City, Regional, or Urban Planning **AND** three (3) years of experience in the field of public health preparing long and/or short term plans;
- (B) Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree in Public Health or Health Administration **AND** four (4) years of experience in the field of public health, one (1) year of experience which must have involved health planning in emergency preparedness at a program manager level with experience in health planning.

NOTE: Verifiable part-time experience as stated in (B) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.