

SENIOR COMMUNITY HEALTH ANALYST – Bilingual

DEFINITION

To address population-based health issues in Lane County by conducting epidemiologic investigations to identify diseases, injuries or other adverse health events, and interventions, programs, or policies to promote and protect public health; by planning, implementing, and evaluating local public health programs, policies and data that effect change at the individual, interpersonal, organizational, and community levels; and by fostering collaboration, and establishing and maintaining partnerships with key community partners to support their efforts as advocates for improved community health.

CLASS CHARACTERISTICS

This is the advanced journey level in the professional Community Health Analyst series. Employees in this classification have full responsibility for advanced analytic work in the surveillance and detection, research, and prevention of disease. Employees in this classification use advanced applied epidemiologic methods to investigate public health issues including acute and chronic disease, maternal and child health, disease clusters, and trend analysis; and apply public health sciences and research when planning, implementing, and evaluating public health programs, policies, and interventions. This classification is distinguished from other classes within the series by the advanced level of knowledge and experience, independent judgment, and decision-making required; the complexity and multiplicity of public health issues and efforts addressed; and the level of involvement in the development and analysis of public health policies.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned management personnel. May provide technical and functional supervision to other employees.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Designing, conducting, and leading public health investigations and epidemiologic studies of acute and chronic conditions or other adverse outcomes in the population.
- Performing specialized data analysis using specified software.
- Preparing, interpreting, and communicating descriptive statistics using advanced computer skills in assigned office software/technology.
- Assuring adherence to the public health code of ethics in the collection, management, dissemination, and use of data.
- Leading public health programs and community public health planning efforts using research and current knowledge of the causes of disease and determinants of health.

- Evaluating public health investigations and epidemiologic studies, programs, and planning efforts by developing and utilizing measurable and relevant goals and objectives, logic models, and evidence-based theories of action.
- Fostering collaboration, strong partnerships, and team building to assure stakeholder input, define community health issues, define/interpret data, develop recommendations, and identify risks and benefits to the community.
- Developing and presenting budgets, maintaining programs within budget constraints, applying budget processes, and developing strategies for determining budget priorities.
- Leading team efforts to identify potential funding sources and preparing effective proposals for funding from external sources.

MINIMUM QUALIFICATIONS

Knowledge of

- Designing, conducting, evaluating, analyzing, interpreting, and presenting ethical and valid data from surveillance, investigations, and epidemiologic studies of community health problems while assuring community input and participation, and providing information regarding risks and benefits to the community.
- Policy development and implementation, including the health, fiscal, administrative, legal, social, and political implications; outcome and feasibility options; decision analysis; and plan development.
- The role of cultural, social, and behavioral factors in understanding the health status of populations and potential determinants of health and illness, in adapting health promotion and disease prevention, and the delivery of any other public health services.
- Public Health Essential Services, core functions, core competencies for Public Health Professionals, Public Health accreditation opportunities and issues, and professional and organizational responsibilities related to services, functions, competencies and accreditation.
- Financial planning; budget development and management; and cost-effectiveness, cost-benefit, and cost-utility analysis.
- Principles, practice, application and value of effective public health strategic planning.

Ability to

- Design, conduct, and lead health investigations and epidemiologic studies.
- Effectively utilize information technology and computer systems for the collection, retrieval, and availability of data for decision-making.
- Articulate the health, fiscal, administrative, legal, social, and political implications of community health issues, programs, and policies.

- Write clear and concise policy statements based on the collection and interpretation of relevant information; determine feasibility and expected outcomes of policies; determine appropriate courses of action, and develop plans to implement policy, including goals, outcomes, process objectives, and implementation steps.
- Identify, interpret, and implement applicable health laws, regulations, and policies.
- Promote a culture of ethical standards and assure that approaches to public health problems are relevant and appropriate for the intended populations.
- Facilitate creation of shared key values, mission, and vision statements and use these principles to guide action within the department/programs and within community coalitions.
- Conduct cost-effectiveness, cost benefit, and cost utility analysis to assure effective program efforts and demonstrate program effectiveness.
- Monitor public policy and legislation having an impact on community health, and collaborate with legal and political systems to effect change that promotes the health of the population.
- Develop and maintain productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and County departments.
- Identify potential funding sources and prepare effective proposals for funding from external sources.

EXPERIENCE AND TRAINING

Training

- Masters degree in Public Health (MPH); Masters of Science degree in Public Health (MSPH); Masters degree in Prevention Science; Masters degree in Planning Public Policy and Management; or a Masters degree with major course work in Public or Mental Health from an accredited college or university.

Experience

- Five years of increasingly responsible experience in Public Health program planning, development and evaluation.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements

- Possession of a State of Oregon medical license at the time of appointment.
- Possession of a Drug Enforcement Agency number at time of appointment.
- Some positions may require a Certified Prevention Specialist designation within two years of hire.

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language - **Spanish**

DEFINITION

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify, they have successfully passed a test demonstrating proficiency in both English and the other language administered by the COUNTY. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES

In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpret between English speakers and LEP persons.
- Orally translate documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS

Knowledge of

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.