



WORKING TITLE: COMMUNITY HEALTH ANALYST	CLASSIFICATION: MANAGEMENT ANALYST
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: PUBLIC HEALTH
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs technical and professional level health promotion functions including data collection and analysis; develops quality improvement strategies on performance management issues; prepares reports and develops policies; designs, organizes, implements, communicates, provides advice on and evaluates the effect of health promotion programs and strategies designed to support and modify health-related behaviors of individuals, families, organizations and communities. Participates in Public Health Emergency Preparedness and Response activities as needed. Performs other tasks as required by the Public Health Manager, HHS Director, or Health Officer.

SUPERVISION RECEIVED:

Works under the supervision of Public Health Manager.

SUPERVISION EXERCISED:

May supervise work done by support or technical employees, volunteers or interns.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Researches, evaluates, and collects data on technical issues relating to Public Health.
- Formulates proposed program or department policy or procedure on items of Public Health interest.
- Prepares periodic or special reports on public health performance management.
- Coordinates maintenance of public health performance management systems.
- Works closely with YCPH staff and collaborates on program issues.
- Provides public information and serve as media liaison within assigned program areas.
- Develops and implements social marketing strategies to conduct targeted community awareness including public presentations in various settings.
- Organizes, trains, and manages volunteers as needed to meet program objectives.
- Prepares reports and written plans to meet requirements of funding sources and local community groups.
- Organizes and otherwise facilitates community meetings as related to program area or as requested by Public Health Manager, including but not limited to setting agendas, taking

meeting minutes, scheduling meeting sites and other steps necessary to facilitate community collaborations.

- Procures, organizes, and creates public access to educational materials, maintains program information on YCPH website.
- Assists with special health awareness and community-wide prevention projects, for example: tobacco reduction, immunization promotion, and emergency preparedness.
- Arranges and coordinates community involvement efforts related to the program health topic and prepares evaluations of program activities as required.
- Conducts initial and on-going assessment activities.
- Analyzes data related to county-wide health issues and populations.
- Communicates regularly with Public Health Manager and co-workers.
- Prepares, writes, and submits grant applications.
- Participates in public health emergency preparedness and response as needed.
- Other activities as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Works within the division to maintain the division's Performance Management System.
- Performs regular updates on Yamhill County Public Health website program pages.
- Works closely with Public Health Manager, the HHS Director, Health Officer, and key stakeholders and community members on strategic plan and policy development.

JOB SPECIFICATION

KNOWLEDGE OF:

- Public health accreditation.
- Performance management Systems.
- Strategic planning.
- Quality improvement best practices.
- Public health emergency preparedness and incident command system
- The seven competencies of health education.
- The 10 Essential Services of Public Health.
- Communication techniques, public information and public speaking methods, and materials preparation.
- Methods of effecting attitudinal and behavior change.
- Volunteer management techniques.
- Current public health issues and concerns, including healthcare transformation.

SKILLED IN:

- Community health systems development.
- Community health assessment
- Community collaboration, including meeting facilitation and coordination.
- Collective impact assessment.
- Quality improvement processes and tools.

ABILITY TO:

- Operate usual and customary office equipment.
- Utilize Microsoft Office systems at an expert level, including Word, Outlook, PowerPoint and Excel
- Communicate effectively with coworkers, community members, and others in written form as well as in person
- Prepare displays for presentation of visual and written materials, including 3-D displays, PowerPoint slide shows, brochures and flyers
- Establish and maintain cooperative working relationships with co-workers, community groups, and members of the public.
- Work independently as well as being an effective member of the Public Health team.
- Recruit, train, and supervise volunteers
- Attend work as scheduled and/or required

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in health education or related field required. Must have experience or academic preparation in public health programs; excellent leadership, teamwork and communication skills; proficiency in computer use including databases, Publisher, PowerPoint, or equivalent and basic Microsoft Office software.

SPECIAL QUALIFICATIONS:

Master's degree in public health or related field is preferred. CHES or MCHES is preferred. Bi-lingual and bi-cultural proficiency in interpreting and translating in Spanish language is preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070

May be subject to successful completion of a background check

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to meetings and trainings, some of which may require overnight stays. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.