



City of Kansas City, Missouri Job Class Specification

Job Title:	PUBLIC HEALTH SPECIALIST II	Department:	HEALTH
Job Code:	4039	Status:	NONEXEMPT
		Grade:	NE-6

Summary

This is specialized technical, supervisory, administrative, and research work in the Health Department that involves applying specialized knowledge to public health programs and Health in all policy projects.

Work involves responsibility for developing and coordinating procedures required to attain program goals and objectives and requires considerable knowledge of research and statistical analysis methods. Responsibilities may include assessing community health needs, managing program finances, supervising personnel, and evaluating project progress and success. An incumbent of this class exercises considerable initiative and judgment. Work accomplishments are judged by an administrative superior through conferences, written reports, and results achieved.

Duties and Responsibilities

- Develop policies identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.
- Develops and coordinates procedures for specialized health education, disease prevention, or treatment programs, including mental health initiatives.
- Develops and implements systems for maintenance of accounting and statistical records appropriate to the project assignment.
- Compiles and calculates statistical data in planning, implementation and evaluation of public health and related programs.
- Researches, surveys, and analyzes data regarding a wide variety of public health-related subjects.
- Delivers speeches and assists in writing reports and articles to stimulate interest and disseminate information to the community regarding special public health programs.
- Supervises program activities involving liaison with other community and governmental services, generation of public interest, and participation and coordination of permanent and volunteer staff.
- Maintains required records and prepares assigned reports.
- Performs related duties as assigned.

Technical Skills

Considerable knowledge of:

- The principles and practices of public health, business, and public administration programs. The research techniques, statistical analysis and public education related to public health programs.
- The principles and practices of epidemiological investigation, techniques, and analysis.

Working knowledge of:

- Dietetics, laboratory science, environmental engineering, biological sciences, nursing, clinical psychology, or sociology.

Ability to:

- Properly interpret and make decisions conforming with established laws, regulations, and policies.
- Implement and coordinate procedures in programs and activities related to assigned public health programs.
- Collect, analyze, and interpret data, submit oral and written reports, and present technical material in a clear, precise manner that can be easily understood by a variety of groups.
- Supervise a variety of subordinates engaged in public health programs and evaluate their respective performances.
- Establish and maintain effective working relationships with employees, community leaders, civic group members, health care providers, and the general public.

Education and Experience

Accredited Bachelor's degree and two (2) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

OR

High School Diploma and six (6) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

OR

Accredited Master's degree in Public Health

**Certificates/
Licenses/Special
Requirements**

- Must pass a physical examination as prescribed by the City.
- May be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

- Supervision may be exercised over a small number of subordinate personnel.

**Supervision
Received**

- Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

12/86

Revised

6/02, 1/04, 5/06, 9/06, 10/07, 11/16, 2/19, 8/22, 5/24,8/24