



City of Kansas City, Missouri Job Class Specification

Job Title:	PUBLIC HEALTH SPECIALIST TRAINEE	Department:	HEALTH
Job Code:	4042	Status:	NONEXEMPT
		Grade:	L-2

Summary

This is the trainee level class in the Public Health Specialist series. Under immediate supervision, a Public Health Specialist Trainee receives on-the-job training to perform basic inspections and investigations for compliance with environmental laws and regulations. As more experience is gained, incumbents at this level will be expected to carry out assignments with greater independence.

This is training or entry level work which stresses professional development in an assigned area through orientation in public health and specific program activities and practical experience in many aspects of the assigned program. Specific instructions are received with all work assignments, and are expected to learn and apply basic principles and practices of the profession, and to perform increasingly difficult paraprofessional and professional work commensurate with the years of formal training and experience.

Work is reviewed by administrative and professional superiors through conferences, written reports and results achieved.

Duties and Responsibilities

- Assists professional employees in any one of several fields with routine duties and to become familiar with operations of the department to which assigned and the techniques of the particular profession involved.
- Assists in conducting interviews and surveys to collect information to be used in administrative, fiscal, budgetary, operational and procedural analysis.
- Assists in compiling and calculating statistical data in planning, implementation and evaluation of public health programs.
- Assists in planning and conducting a public health program or project of limited complexity; assists in determining proper methods and techniques to use in promoting the activities of the assigned unit.
- Assists with speeches and in writing reports and articles to stimulate interest and disseminate information to the community regarding special public health programs.
- Assists with providing basic information to the public and community organizations concerning specific public health problems, needs and concerns.
- Assists an administrative or technical superior in conducting various tasks of a communicable disease control activity.
- Maintains required records and prepares assigned reports.
- Performs related duties as required.

Technical Skills

Some knowledge of:

The principles and practices of public health administration.

The fundamental principles and practices of the program assignment.

Applicable research techniques, methods and procedures.

Ability to:

Properly interpret and make decisions in conformance with established laws, regulations, and policies.

Collect, analyze and interpret data and submit oral and written reports.

Establish and maintain effective working relationships with employees, municipal officials, other agencies, the general public and medical care providers.

Present technical material in a clear precise manner that can be easily understood by a variety of groups.

Education and Experience

Requires high school graduation.

**Certificates/
Licenses/Special
Requirements**

- Must pass a physical examination as prescribed by the City.
- Must pass a preemployment drug screen
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

None

**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

9/16

Revised

04/17,8/2022