



LANE COUNTY
*B076
Established 12/15/09
Updated 12/2/14
Updated 12/14/16

COMMUNITY HEALTH ANALYST 2 - Bilingual

CLASS SUMMARY: To address population-based health issues in Lane County by conducting epidemiologic investigations to identify specific diseases, injuries or other adverse health events, and interventions to promote and protect public health; by planning, implementing, and evaluating local public health programs 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 full journey level in the professional Community Health Analyst series. Employees within this classification are responsible for carrying out a broad range of investigative and analytical activities related to the surveillance, detection, and prevention of diseases and injuries; and for the planning, implementation, and evaluation of complex public health programs and policies that address differing community public health needs.

This classification is distinguished from the Senior Community Health Analyst in that the latter has full responsibility for advanced research in specific fields including acute and chronic disease, maternal and child health, disease clusters, trend analysis, and geographic distribution of disease; the variety and complexity of public health policy development, program planning, implementation, and evaluation; and the advanced level of knowledge and experience, independence, and decision-making authority required.

SUPERVISION RECEIVED: Receives direction from assigned management personnel. May exercise functional or technical supervision over clerical staff and volunteers.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Conducting epidemiologic investigations of specific diseases, injuries, or other adverse health events using relevant qualitative and quantitative data and information; sharing relevant data with community stakeholders using the public health code of ethics. |
| 2. | Collecting quantitative and qualitative data. |
| 3. | Performing specialized data analysis using specified software. |
| 4. | Developing, implementing, and updating community health assessments that identify community health issues, needs, assets, and priorities. |

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| 5. | Implementing and enforcing public health laws, regulations, and policies related to specific public health programs. |
| 6. | Mobilizing and facilitating community coalitions to address public health issues. |
| 7. | Advocating for public health programs, projects and strategies to improve public's health. |
| 8. | Preparing, interpreting, and communicating descriptive statistics using advanced computer skills in assigned office software/technology. |
| 9. | Selecting and employing appropriate methods for the design, implementation and evaluation of public health programs and interventions that address population-based health issues. |
| 10. | Contributing to the development and administration of program budgets; maintaining programs within budget constraints; and developing strategies for determining budget priorities. |
| 11. | Participating in the identification of potential funding sources and preparation of effective proposals for funding from external sources. |
| 12. | Preparing, interpreting, and communicating descriptive statistics using the public health code of ethics in the collection, management, dissemination, and use of data. |
| 13. | Participating in the development, implementation, and monitoring of program and organizational performance standards. |
| 14. | Preparing plans, including goals, outcome and process objectives, and implementation steps (may include emergency response plans). |
| 15. | May assist in budget preparation and cost-effectiveness, cost-benefit, and cost-utility analysis. |

Knowledge of (position requirements at entry):

- Public health sciences including: epidemiology and biostatistics, behavioral and social sciences, program planning and evaluation, environmental public health, and prevention of chronic and infectious diseases and injuries.
- Data collection processes and the ethical and legal principles pertaining to the collection, maintenance, use, and dissemination of data and information.
- Application of the public health ecological framework to assessing and addressing the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention.
- Strategies for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.

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- Community dimensions of public health practice including strategies to accomplish effective community engagements.
- Specialized data bases and statistical software.
- Strategic planning, public health essential services, core functions, and core competencies.
- Strategies for the effective presentation of accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences.
- Use of media, advanced technologies, and community networks to effectively communicate information relevant to the community's health.
- Principles and practices of public health management; program planning, development, evaluation, and fiscal administration.
- Strategic planning processes; public health performance standards, core competencies, and accreditation.
- Community mobilization; community collaboration and partnership promotion, development, facilitation, and maintenance; and the relevance of community linkages, engagement, and input to the assessment and promotion of community health.

Skills in (position requirements at entry):

- Use established scientific and technical methods and practices to identify community health conditions.
- Collaborate with internal and external partners to promote the health of the community.
- Communicate effectively in writing and orally; prepare written and oral reports and presentations.
- Listen to others in an unbiased manner, respecting other points of view, and promoting the expression of diverse opinions and perspectives.
- Develop and adapt approaches to problems that take into account cultural differences.
- Utilize office computer programs used in the organization.
- Effectively utilize information technology and computer systems for the collection, retrieval, and availability of data for analysis.
- Identify relevant and appropriate qualitative and quantitative data and information sources; uses and limitations of data; relevant variables; integrity and comparability of data; and application of ethical principles to the collection, maintenance, use, and dissemination of data.
- Effectively utilize public health sciences including epidemiology and biostatistics; behavioral and social sciences; public health program planning and evaluation; environmental public health; and prevention of chronic and infectious diseases and injuries.
- Contribute to the development, implementation, and monitoring of performance standards.
- Use leadership, team building, and conflict resolution skills to maintain linkages with key stakeholders and build community partnerships to promote the health of the population.
- Interact with both diverse individuals and communities to produce or impact an intended public health outcome.
- Advocate for public health programs and resources; describe the role of government in the delivery of community health services; and identify individual and organizational responsibilities within the context of the Essential Public Health Services and core functions.
- Identify the role of cultural, social, and behavioral factors in determining the delivery of public health services and the health of communities; develop and adapt approaches to problems that take into account cultural differences.

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- Foster and facilitate collaboration with internal and external groups to ensure participation of key stakeholders.
- Ability to (continued):
- Identify and implement public health population-based strategies.
- Implement identified public health laws, regulations, and policies.

Training and Experience (positions in this class typically require):

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

Three years of increasingly responsible experience in Public Health program planning, implementation and evaluation. An equivalent combination of program relevant experience and training that demonstrates the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

Some positions may require a Certified Prevention Specialist designation within two years of hire.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Established per Board Order 09-12-15-3

FLSA Status: Exempt

**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:

- Interpreting between English speakers and LEP persons.
- Orally translating 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.