



CLASS SPECIFICATION

Modoc County

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| CLASS CODE: | 4025-025 |
| CLASS TITLE: | Health Education Specialist |
| FLSA DESIGNATION: | Non-Exempt |
| RANGE/STEP: | 233 (Step A-F \$3,117-\$3,978) |

JOB SUMMARY:

Under direction, the Health Education Specialist assists with planning and organizing public health education programs, conducts public health education outreach activities and related public information, and performs a variety of other tasks related to health education as required.

DISTINGUISHING CHARACTERISTICS:

This class is responsible for conducting health education and outreach to the community and partner agencies. The distinguishing characteristics of this class compared to Health Program Manager are duties related to supporting and maintaining program goals and objectives. The Health Program Manager provides guidance and direction to the Health Education Specialist to ensure program objectives are achieved. The Health Education Specialist may work in the areas of obesity prevention, oral health, emergency preparedness, health insurance access/assistance, tobacco policy, and education, and other areas of health promotion.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

Duties may include, but are not limited to the following:

- Implements and participates in health education programs related to one or more of the areas mentioned above.
- Maintains up to date knowledge on topics related to assigned program(s).
- Coordinates and conducts a variety of outreach activities designed to educate the public on health issues and the prevention of illness and disease such as presentations, participation in health fairs, and other outreach.
- Prepares educational documents and promotional materials to be utilized in presentations, outreach events, and media posts.
- Assists with the implementation and evaluation of program goals and objectives including collection of data, report writing, maintaining logs, and other documentation required by the program.
- Establishes and maintains cooperative working relationships with partner agencies and the community to coordinate program activities and community outreach.

- All other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Knowledge of or ability to learn principles, practices, and current issue in public health education.
- Knowledge of the principles and techniques of conducting effective oral presentations.

Skill in:

- Ability to apply education principles and practices as they apply to assigned programs.
- Ability to establish and maintain effective working relationships with representatives of other agencies, co-works, and the general public.
- Ability to speak and write clearly and concisely.
- Ability to compile, analyze, and display data.
- Ability to operate data and word processing programs.
- Ability to work weekends, evenings, or other hours as necessary to participate in outreach events.
- Work cooperatively as part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

EXPERIENCE AND TRAINING:

Any combination of education and experience which provides the required knowledge and skills is acceptable. A typical way of gaining the knowledge and skills is outlined below:

- Equivalent to completion of two years of college or possession of an Associates of Art degree with course work in social science, psychology, peer counseling or related field. Additional related experience may be substituted for education on a year for year basis.

Special Requirements:

Possess a valid California Class C driver’s license. Exceptions to this requirement may be considered on a case by case basis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

Position created and approved by the Board of Supervisors July 27, 2021

Effective: August 1, 2021

Final verified classification approved by:

DocuSigned by:

Human Resources and Risk Manager Director

Reviewed and approved by:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board