



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: PUBLIC HEALTH ASSOCIATE I-III

DEFINITION: Under general supervision, provides responsible programs, activities and services in a public health setting.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I – Performs the routine duties of the classification.
Grade Level II – Performs the more complex duties of the classification.
Grade Level III – Performs the most complex and difficult duties of the classification and/or acts in a lead capacity.

EXAMPLES OF DUTIES:

- Prepares public health program evaluations and client satisfaction surveys;
- Monitors medical quality assurance activities;
- Evaluates program performance and cost effectiveness in conjunction with public health data;
- Enters, analyzes and interprets public health data to detect local patterns and disease trends.
- Designs, conducts and disseminates epidemiological studies of public health data;
- Prepares grant program documents, subcontracts, budget and other administrative material;
- Disseminates public health information to staff, public health officials, outside agencies and the public;
- Coordinates rotations and training of medical professionals;
- Assists in the development of research proposals and supervision of research assignments;
- May supervise a specialty medical and/or clinical public health component;
- May implement and evaluate medical protocols and procedures;
- May utilize Geographic Information Systems for public health data analysis;
- May conduct quality assurance/quality control studies;
- May conduct physical and chemical analyses of samples or specimens;
- May assign and review the work of subordinate personnel;
- May supervise, train and evaluate subordinate personnel;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

High School diploma or equivalent and four years experience in a specialized public health setting, such as social work, registered nursing, nutrition, phlebotomy, physician's assistance, chemistry, clinical technology or public health GIS. Education may be substituted for experience on a year-for-year basis.

A valid California motor vehicle operator's license may be required.

HISTORY:

- Established: 4/1/2000
- Approval/Adoption Date: 4/1/2000