

Department: Public Health  
Classification: Competitive  
Grade: 17

SPEC DISK B2  
DOCUMENT 25

### PUBLIC HEALTH PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Public Health Director, the incumbent in this position directs and coordinates the planning and data collection activities of the Health Department. Responsibilities would be planning, coordinating and monitoring various public health programs and essential services throughout the department and community. A high degree of responsibility is exercised in the preparation of statistical and technical reports for projects of particular importance, as well as for securing funding and resources. The Public Health Planner General supervision may be a responsibility of this position. A Public Health Planner also does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops comprehensive plans for various public health programs and essential Services;
- Assess the health needs of certain populations and communities by analyzing and evaluating data, programs and policies to develop plans to achieve population health objectives/outcomes;
- Conducts research projects, compile and document data and develop recommendations to disseminate information to the public pertaining to current public health issues through various means of communications;
- Develops the Department's Community Health Assessment and Community Health Improvement Plan through the support of the staff and community partners;
- Assists the Public Health Director in developing the Department's Strategic Plan and achieving National Accreditation;
- Evaluate current and proposed health programs for the purpose of program development;
- Arranges public meetings and hearings, prepares and distributes publications and literature for community partners;
- Works with counterparts in other counties when it appears that a regional approach would be more effective;
- Prepares written reports, plans, and programs;
- Maintains minutes of all meetings;
- Maintains liaison between Department of Health, community organizations and intra-agencies in interpretation, presentation and dissemination of information regarding evident based approaches to population public health;
- Attend training and meeting as required;

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of data collection and analysis, health care regulations and health care planning; good knowledge of the established policies and practices of the Health Department; good communication skills both written and oral; good computer skills in

word, excel and planning and publication software; good knowledge of community resources, ability to establish and maintain effective working relationships with both government agencies and the public; ability to organize, develop, analyze and interpret planning data; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Examination open to employees currently holding the title of Sr. Public Health educator on a permanent competitive basis for a period of twelve (12) months.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Health, Health or Public Administration, Human Services or a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Health, Health or Public Administration, Human Services or a closely related field and two (2) years' experience in planning, research or evaluation in a health care. Education or human services agency.

Special Requirement: Possession of a valid New York State Driver's license at time of appointment and must maintain that license throughout the term of appointment.

Revised: 9/8/2020