



Marion Public Health Position Descriptions

Review and Revision History

May 2015

January 2016

January 2017

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MARION PUBLIC HEALTH

POSITION DESCRIPTION: Director, Office of Policy and Planning

MOST RECENT REVIEW/REVISION: April 22, 2017

Position Title: Director, Office of Policy and Planning **Reports To:** Health Commissioner

Employment Status: Full-Time

Normal Hours: Typically between 7:30am-6:30pm

Civil Service Status: Unclassified

FLSA Status: Exempt

Pay: Salary

Hourly Rate Range: \$24.00 - \$34.16

POSITION INTRODUCTION

As a member of the Senior Leadership Team, the Director of Policy and Planning is responsible for directing and managing all activities, personnel, and budgets within the Policy and Planning Division. As a member of the Senior Leadership Team, the Director assures the development, maintenance, and implementation of the Community Health Improvement Plan. The Director provides support to the other Senior Leadership Team members with regard to the plans for which they serve as the point person. The Director manages the Vital Records unit. The Director is expected to exercise sound professional and strategic judgement in developing the workforce and the activities of the division. The Director will meet regularly with the Health Commissioner to discuss both opportunities and challenges regarding the administration of the agency. The Director directly supervises the Executive Administrative Assistant. The Director is responsible for assuring the development of a practical budget for the agency. The Director is responsible for the review of all contracts. The Director assures the appropriate preparation of fiscal, travel, and contract information to be disseminated to the Board of Health. The Director is responsible for assuring that the policy manual and position descriptions are reviewed annually.

MINIMUM QUALIFICATIONS

- Completion of an undergraduate degree in a subject matter related to administration, management, plus three years of professional experience with administrative or supervisory experience, or equivalent combination of education and/or experience.
- A master's degree is preferred.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, strategic planning efforts and promote the same among staff
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Assures the effective delivery of administrative support to programs.
- Plans and assures the effective implementation of programs to promote and protect the health of the Marion population through active participation with Marion Public Health Strategic Planning,

Quality Improvement planning and implementation, Workforce Development planning and implementation, and Performance Management implementation.

- Develops and manages an operating budget for the division.
- Assures the appropriate management of all grant funding of the division's programs, consistent with the Ohio Grants Administration Policies and Procedures.
- Assures the appropriate management of all contracts for services associated with the Division.
- Approves or declines division staff requests for time away (sick, vacation, training/travel, other) in a manner that assures adequate staffing levels.
- Interviews all candidates for positions within the division and makes hiring recommendations to the Health Commissioner.
- Leads by example with regard to regular and predictable attendance.
- Assures division's compliance with the agency's records retention policy.
- Assures division's compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Assures Health Commissioner is apprised of communication from the Board of Health.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services

Communication Skills

- Identifies the literacy of populations served

- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Describes the laws, regulations, policies, and procedures for the ethical conduct of research
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Describes financial analysis methods used in making decisions about policies, programs, and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals

- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- **Organization** – Effective management, organization, and prioritization of office functions as well as the workday/week/month for support staff, management, and other stakeholders. Gathering and analyzing information in order to make recommendations on proper course of action.
- **Communication** – Clearly conveying and receiving messages to meet the needs of all. This involves listening, interpreting and delivering verbal, non-verbal, written and electronic messages. Significant knowledge and awareness as it applies to executive operational requirements for handling various issues with discretion and judgment in matters of a sensitive nature.
- **Service Delivery** – Understanding and meeting the needs of agency to include customers and agency divisions, board, and stakeholders.
- **Technical** – Ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.
- **Adaptability** – Personal willingness and ability to work in, and adapt to change.
- **Interpersonal** – Working cooperatively and productively with others to achieve results. Responsible for timely completion of reports, independent adherence to deadlines for job related tasks, prioritizing divisional meeting times on a regular basis and understands what issues can be handled independently of Director's input and oversight.
- **Budgeting**– Assists with allocations of funds and expenditures based on approved budget.
- **Performance Management**-Directly supervises Administrative Support Professionals and is involved and responsible for standards of work accomplishment i.e. works with employees under their direct supervision in matters of performance, conduct, and informal or formal disciplinary actions. Help develop and implement new processes and procedures in response to changing work conditions.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Division Director.

- Activities are operating within an approved budget.
 - Revenues are trending to meet or exceed budgeted expectations

- Expenditures are trending to meet or fall below budgeted expectations
- Activities are meeting performance metrics.
 - Programs have performance metrics in place
 - Program performance is being monitored and evaluated
 - Programs are meeting or exceeding targets
- Division personnel are adequately prepared to successfully engage in activities.
 - Staff Individual Development Plans are being followed
 - Division personnel are credentialed as appropriate
- Division personnel are adequately supported to successfully engage in activities.
 - Staff supervision (group and individual) is being delivered
- The Division is following/advancing a sound strategic plan.
 - The Director can clearly articulate the plan for the Division.
 - Divisional Personnel are able to clearly articulate the plans for their own activities.

Director, Office of Policy and Planning

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Executive Administrative Assistant

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Executive Administrative Assistant	Reports To: Director, Office of Policy and Planning
Employment Status: Full-Time	Normal Hours: 8:00am-4:30pm
Civil Service Status: Unclassified	FLSA Status: Non-Exempt
Pay: Hourly	Hourly Rate Range: \$18.00 - \$25.62

POSITION INTRODUCTION

As a member of the Senior Leadership Team, the Executive Administrative Assistant is responsible for supervising the administrative assistant staff. The Executive Administrative Assistant is expected to exercise sound professional and strategic judgement in developing the workforce and the activities of the administrative team, including Vital Statistics. The executive administrative assistant is responsible for supporting the senior leadership team, Board of Health, and District Advisory Council. This position also provides fiscal and human resources support to the agency. The Director of Administration directly supervises the Executive Administrative Assistant. The Executive Administrative Assistant, as a member of the leadership team, is the point person for assuring the development and implementation of the Recruitment and Retention Plan and chairs the Staff Policy Review Committee.

MINIMUM QUALIFICATIONS

- Completion of a secondary education or equivalent (high school or GED), supplemented by coursework in office practices and procedures and computer operations, plus six (6) months clerical experience, or equivalent combination of education and experience.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts and promote the same among staff
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status
- Ability to work well with all levels of internal management and staff as well as outside vendors and clients

ESSENTIAL FUNCTIONS OF THE POSITION

- Performs a variety of routine and confidential secretarial duties to facilitate administrative division operations (e.g., types sensitive correspondence, disciplinary actions, memos, meeting schedules, board minutes, agendas, resolutions, etc.); reviews and proofreads completed work to ensure accuracy, completeness, and adherence to office standards; files duplicates of outgoing correspondence in accordance with policy and procedure.

- Maintains department personnel records and files in accordance with applicable policy and procedure (e.g., disciplinary actions, W-2 and tax information, sick leave, vacation leave, evaluations, etc.); reviews records to ensure accuracy, completeness, and proper authorization for any new documents.
- Provides initial contact between the public and the Marion Public Health District; greets office visitors and callers; responds to routine inquiries or refers the matter to the appropriate staff member; monitors the lobby; keeps caller/visitor records.
- Performs a variety of clerical duties in order to facilitate health department operations (e.g., sorts and distributes mail, makes copies, files and retrieves documents, screens and distributes email, prepares program material packets, prepares monthly and annual reports, enters data in to computer system, etc.).
- Assumes responsibility for the accurate collection and recording of monies coming into the department (e.g., receives cash and checks for services; verifies identity of the individual issuing payment; issues receipts; etc.); counts and records monies gathered for services; prepares monies received for deposit, records amounts, and processes funds for deposit to the Auditor and Treasurer's Offices.
- Assumes responsibility for the maintenance of office supplies and equipment; monitors supply levels and usage; orders new supplies as needed; maintains equipment inventory records; schedules maintenance and repair on equipment; maintains records of other miscellaneous office expenditures (e.g., postage, copier usage, etc.).
- Attends periodic meetings concerning health district operations (e.g., Board of Health, District Advisory Council, District Licensing Council, etc.); takes minutes and records actions taken by officials; reviews records to ensure accuracy and distributes copies to board members for review.
- Performs administrative duties for senior level management
- Supervises support staff
- Manages day to day operations of office
- Provides human resources and fiscal oversight in conjunction with Director of Administration

GENERAL PUBLIC HEALTH COMPETENCIES:

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- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- **Organization** – Effective management, organization, and prioritization of office functions as well as the workday/week/month for support staff, management, and other stakeholders. Gathering and analyzing information in order to make recommendations on proper course of action.
- **Communication** – Clearly conveying and receiving messages to meet the needs of all. This involves listening, interpreting and delivering verbal, non-verbal, written and electronic messages. Significant knowledge and awareness as it applies to executive operational requirements for handling various issues with discretion and judgment in matters of a sensitive nature.
- **Service Delivery** – Understanding and meeting the needs of agency to include customers and agency divisions, board, and stakeholders.
- **Technical** – Ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.
- **Adaptability** – Personal willingness and ability to work in, and adapt to change.
- **Interpersonal** – Working cooperatively and productively with others to achieve results. Responsible for timely completion of reports, independent adherence to deadlines for job related tasks, prioritizing divisional meeting times on a regular basis and understands what issues can be handled independently of Director's input and oversight.
- **Budgeting**– Assists with allocations of funds and expenditures based on approved budget.
- **Performance Management**-Directly supervises Administrative Support Professionals and is involved and responsible for standards of work accomplishment i.e. works with employees under their direct supervision in matters of performance, conduct, and informal or formal disciplinary actions. Help develop and implement new processes and procedures in response to changing work conditions.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Executive Administrative Assistant.

- Fiscal monitoring and tracking is completed accurately and timely
- Human resources activities and documentation requirements are followed/maintained
- Division personnel are adequately prepared to successfully engage in activities.
 - Staff Individual Development Plans are being followed
 - Division personnel are credentialed as appropriate
- Division personnel are adequately supported to successfully engage in activities.
 - Staff supervision (group and individual) is being delivered

Executive Administrative Assistant

Date

Director, Office of Policy and Planning

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Registrar

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Registrar	Reports To: Executive Administrative Assistant
Employment Status: Full-Time	Normal Hours: 8:00am-4:30pm
Civil Service Status: Classified	FLSA Status: Non-Exempt
Pay: Hourly	Hourly Rate Range: \$13.00 - \$18.50*

POSITION INTRODUCTION

As a member of the Administration Division, the registrar is responsible for assuring the issuance of birth and death certificates as well as burial permits in a manner consistent with Ohio law. Additionally, the Registrar is responsible for assuring the security of storage of all vital records as well as the security paper upon which they are printed when issued. The registrar is expected to exercise sound professional and strategic judgement in meeting the needs of divisions and the public. The registrar will meet regularly with the Director of Administration and the Executive Administrative Assistant to discuss both opportunities and challenges regarding the registrar's discharge of duties. The registrar reports directly to the Executive Administrative Assistant. The registrar is responsible for assuring agency processes, procedures, and tasks occur appropriately. The registrar may assist in the preparation of fiscal and programmatic reports. The registrar is responsible for maintaining open and appropriate communication between and among agency personnel, directors, and the public.

MINIMUM QUALIFICATIONS

- Completion of a secondary education or equivalent (high school or GED), supplemented by coursework in office practices and procedures and computer operation, or an equivalent combination of training, education, and/or experience
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in workforce development
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status
- Willingness to communicate openly and appropriately to provide effective service

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans, develops, and evaluates the vital statistics service
- Monitors state vital statistics policies and procedures and applicable laws
- Collects, organizes, and analyzes vital statistics information
- Reviews vital statistics office operations and develops new or revised local policies and procedures for program administration within local scope of authority
- Monitors vital statistics service effectiveness
- Makes recommendations to the Executive Administrative Assistant for new or revised office policies.

- Prepares documents and maintains records involving vital statistics (e.g., correspondence, permits, certificates, Childhood Fatality Review Records, monthly activity reports, annual reports, etc.)
- Assists with the preparation of budgetary and fiscal reports
- Updates records to ensure accuracy and completeness
- Ensures that office records are maintained in accordance with applicable policy and procedure.
- Maintains thorough knowledge, understanding and skill using IPHIS, EDRS, HDIS and other data bases.
- Assumes responsibility for the accurate collection and recording of monies coming into the Vital Statistics Office (e.g., receives cash and checks for services; verifies identity of the individual issuing payment; issues receipts; etc.)
- Counts and records monies gathered for vital statistics (e.g., certified birth/death certificates, burial permits, etc.), records amounts, and delivers funds for deposit in accordance with applicable policy and procedure.
- Attends meetings and conferences related to vital statistics
- Receives and responds to questions from the public and/or officials
- Speaks on vital statistics office matters.
- Ensures compliance with state vital statistics policies and procedures and applicable laws
- Issues burial permits, certified birth and death certificates; provides consultation and assistance to physicians, funeral directors, and the public on vital statistics matters.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Provides initial contact between the public and the Marion Public Health District and serves to facilitate their satisfactory service.
- Performs a variety of clerical duties in order to facilitate operations (e.g., sorts and distributes mail, makes copies, files and retrieves documents, data entry, scanning records, screens and distributes email, gathers data and prepares monthly division reports for Board of Health and submission to ODH, etc.).
- Distributes client information, forms, and required documentation for services. Prepares mailings including certified mailings.
- Assists in the tracking of purchases orders, expenses, and revenue to assist in fiscal monitoring, budget creation, and reporting
- Coordinates between divisions in resolving day to day administrative and operational problems

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes assets and resources that can be used for improving the health of a community
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Communicates in writing and orally with linguistic and cultural proficiency
- Conveys data and information to professionals and the public using a variety of approaches

- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Informs the public about policies, programs, and resources that improve health in a community

Financial Planning and Management Skills

- Adheres to organizational policies and procedures
- Provides information for development of contracts and other agreements for programs and services

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes needs for professional development
- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- **Organization** – Effective management, organization, and prioritization of office functions as well as the workday/week/month for people, management and other stake-holders.
- **Communication** – Clearly conveying and receiving messages to meet the needs of all. This involves listening, interpreting and delivering verbal, non-verbal, written and electronic messages.
- **Service Delivery** – Understanding and meeting the needs of clients. Clients are individuals or groups who use the department's services.
- **Technical** – Ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.
- **Adaptability** – Personal willingness and ability to work in, and adapt to change.
- **Interpersonal** – Working cooperatively and productively with others to achieve results.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Registrar.

- Accurate and complete collection and recording of monies
- Accurate and complete data entry
- Assurance of proper and secure storage of vital records and of security paper
- Appropriate communication used to identify and solve problems
- Meet deadlines for reporting and tracking

Registrar

Date

Executive Administrative Assistant

Date

Director, Office of Policy and Planning

Date

Health Commissioner

Date

*The incumbent's rate is currently higher than the established range for the position as a product of past practice. The current position description will not cause the incumbent's rate to change, only to assure the successor will be paid within the currently established rate.

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Administrative Support Professional

MOST RECENT REVISION: January 5, 2017

Position Title: Administrative Support Professional	Reports To: Executive Administrative Assistant
Employment Status: Full-Time/Part-Time	Normal Hours: 8:00am-4:30pm
Civil Service Status: Classified	FLSA Status: Non-Exempt
Pay: Hourly	Hourly Rate Range: \$13.00 - \$18.50

POSITION INTRODUCTION

As a member of the Administration Division, the administrative assistant is responsible for supporting Marion Public Health staff, program, and clients. The administrative assistant is expected to exercise sound professional and strategic judgement in meeting the needs of divisions and the public. The administrative assistant will meet regularly with the Director of Administration and the Executive Administrative Assistant to discuss both opportunities and challenges regarding the administration and support of the agency. The administrative assistant reports directly to the Executive Administrative Assistant, however tasks and assignments flow from division directors based on agency needs. The administrative assistant is responsible for assuring agency processes, procedures, and tasks occur appropriately. The administrative assistant is responsible for supporting division directors. The administrative assistant assists in the preparation of fiscal and programmatic reports. The administrative assistant is responsible for maintaining open and appropriate communication between and among agency personnel, directors, and the public.

MINIMUM QUALIFICATIONS

- Completion of a secondary education or equivalent (high school or GED), supplemented by coursework in office practices and procedures and computer operation, or an equivalent combination of training, education, and/or experience
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status
- Willingness to communicate openly and appropriately to provide effective service

ESSENTIAL FUNCTIONS OF THE POSITION

- Provides initial contact between the public and the Marion Public Health District; greets office visitors and callers; responds to routine inquiries or refers the matter to the appropriate staff member; monitors the lobby; keeps caller/visitor records.
- Performs a variety of clerical duties in order to facilitate operations (e.g., sorts and distributes mail, makes copies, files and retrieves documents, data entry, scanning records, screens and distributes

email, gathers data and prepares monthly division reports for Board of Health and submission to ODH, etc.). Distributes client information, forms, and required documentation for services. Prepares mailings including certified mailings.

- Assists in the collection and maintenance of information through data entry systems and other methods as assigned
- Assists in the transmittal of fees, invoices, and payments
- Assumes responsibility for the accurate collection and recording of monies coming into the agency (e.g., receives cash and checks for services; verifies identity of the individual issuing payment; issues receipts; etc.); counts and records monies gathered, records amounts, and delivers funds for deposit in accordance with applicable policy and procedure.
- Assists in the tracking of purchases orders, expenses, and revenue to assist in fiscal monitoring, budget creation, and reporting
- Performs various secretarial duties to facilitate operations; places phone calls to set or follow up on appointments; prepares correspondence; orders materials and supplies for agency or division.
- Coordinates between divisions in resolving day to day administrative and operational problems
- Addresses resident concerns in accordance with department policy
- Performs multifaceted general office support
- Performs administrative and office support activities for multiple supervisors
- May perform billing functions where appropriate

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes assets and resources that can be used for improving the health of a community
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Communicates in writing and orally with linguistic and cultural proficiency
- Conveys data and information to professionals and the public using a variety of approaches
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Informs the public about policies, programs, and resources that improve health in a community

Financial Planning and Management Skills

- Adheres to organizational policies and procedures

- Provides information for development of contracts and other agreements for programs and services

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes needs for professional development
- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- **Organization** – Effective management, organization, and prioritization of office functions as well as the workday/week/month for people, management and other stake-holders.
- **Communication** – Clearly conveying and receiving messages to meet the needs of all. This involves listening, interpreting and delivering verbal, non-verbal, written and electronic messages.
- **Service Delivery** – Understanding and meeting the needs of clients. Clients are individuals or groups who use the department's services.
- **Technical** – Ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.
- **Adaptability** – Personal willingness and ability to work in, and adapt to change.
- **Interpersonal** – Working cooperatively and productively with others to achieve results.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Administrative Assistant.

- Accurate and complete collection and recording of monies
- Accurate and complete data entry
- Appropriate communication used to identify and solve problems
- Meet deadlines for reporting and tracking

Administrative Assistant

Date

Executive Administrative Assistant

Date

Director, Office of Policy and Planning

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Director of Nursing

MOST RECENT REVIEW/REVISION: April 22, 2017

Position Title: Nursing Director
Employment Status: Full-Time
Civil Service Status: Unclassified
Pay: Salary

Reports To: Health Commissioner
Normal Hours: Typically between 7:30am-6:30pm
FLSA Status: Exempt
Hourly Rate Range: \$24.00 - \$34.16

POSITION INTRODUCTION

As a member of the Senior Leadership Team, the Nursing Director is responsible for directing and managing personnel, budgets, and program performance related to the reporting, surveillance, investigation, and prophylaxis of communicable diseases. The Nursing Director is responsible for the supervision of the CMHP and epidemiology personnel. The Nursing Director is responsible for assuring appropriate case management for Elevated Lead and TB cases. The Nursing Director is expected to exercise sound professional and strategic judgement in developing the workforce Nursing Division. The Nursing Director will meet regularly with the Health Commissioner to discuss both opportunities and challenges regarding the promotion and protection of the health of Marion's population. The Nursing Director will represent Marion Public Health in the community. As a member of the Senior Leadership Team, the Nursing Director will be the point person to assure the development, maintenance, and implementation of the MPH Workforce Development Plan. The Director provides support to the other Senior Leadership Team members with regard to the plans for which they serve as the point person.

MINIMUM QUALIFICATIONS

- Bachelor's degree in nursing, plus five (5) years nursing experience with two (2) years of administrative or supervisory experience, or equivalent combination of education and/or experience; must be a Registered Nurse.
- An MPH and/or CPH is preferred for all supervisory positions.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts and promote the same among staff
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans and assures the effective implementation of programs to promote and protect the health of the Marion population through active participation with Community Health Assessment, Community Health Improvement Planning, Marion Public Health Strategic Planning, Quality Improvement planning and implementation, Workforce Development planning and implementation, and Performance Management implementation.

- Develops, proposes, and manages an operating budget for the communicable disease control operations, including but not limited to the immunization program.
- Assures the appropriate management of all grant funding of the communicable disease control operations, consistent with the Ohio Grants Administration Policies and Procedures.
- Assures the appropriate management of all billing for services.
- Assures the appropriate management of all contracts for services associated with the communicable disease control operations.
- Leads by example with regard to regular and predictable attendance.
- Assures program compliance with the agency's records retention policy.
- Assures program personnel compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Assures Health Commissioner is apprised of communication from the Board of Health.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data
- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan

- Contributes to implementation of organizational strategic plan
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- Describes the importance of community-based participatory research

Public Health Sciences

- Describes the scientific foundation of the field of public health

- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Describes the laws, regulations, policies, and procedures for the ethical conduct of research
- Contributes to the public health evidence base
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Describes financial analysis methods used in making decisions about policies, programs, and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Collaborates with others to achieve common goals and to optimize delivery of services
- Employs strategies and facilitates team-building skills
- Identifies, analyzes, and manages risk, adverse events and safety to self, staff, customer, and public

- Implement strategies for performance management and continuous quality improvement
- Implement strategies for workforce development, recruitment, and retention
- Integrate systems thinking into public health practice and use cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Division Director.

- Programs are operating within an approved budget.
 - Revenues are trending to meet or exceed budgeted expectations
 - Expenditures are trending to meet or fall below budgeted expectations
- Programs are meeting performance metrics.
 - Programs have performance metrics in place
 - Program performance is being monitored and evaluated
 - Programs are meeting or exceeding targets
- Division personnel are adequately prepared to successfully engage in programming.
 - Staff Individual Development Plans are being followed
 - Division personnel are credentialed as appropriate
- Division personnel are adequately supported to successfully engage in programming.
 - Staff supervision (group and individual) is being delivered
- The Division is following/advancing a sound strategic plan.
 - The Director can clearly articulate the plan for the Division.
 - Divisional Personnel are able to clearly articulate the plans for their own programs.

Nursing Director

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: RN Public Health Nurse

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Public Health Nurse (RN)	Reports To: Director of Nursing
Employment Status: Full-Time/Part-Time	Normal Hours: 8:00am-4:30pm
Civil Service Status: Classified	FLSA Status: Not Exempt
Pay: Hourly	Hourly Rate Range: \$20.00 - \$28.47

POSITION INTRODUCTION

The RN Public Health Nurse is responsible for educating people about health issues, improving community health and safety and increasing access to care. The RN will assist in program planning to alleviate or eliminate health disparities in the community and assist in emergency preparedness procedures and disaster relief efforts. The RN Public Health Nurse position is funded through the Board of Health and may be supported by other grants within Marion Public Health.

MINIMUM QUALIFICATIONS

- Completion of a bachelor's degree in nursing, plus previous clinical or public health experience, or equivalent combination of education, training, and/or experience.
- Must be a registered nurse licensed in the State of Ohio
- Must possess a valid State of Ohio motor vehicle operator's license and remain insurable in accordance with the District's vehicle insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Assists with the planning and coordination of services to be delivered as part of the Marion Public Health Department's nursing programs
- Identifies program objectives and formulates plans for service delivery
- Compiles and prepares program materials
- Determines the need for and monitors the delivery of contract services to clients
- Delivers various complex public health services to program participants
- Conducts home visits, interviews clients to determine needs for services
- Develops and administers treatment plans based on client needs
- Disseminates education materials to program participants
- Refers clients to other public health agencies, social service programs, or medical specialists as needed
- Documents the delivery of services in accordance with policy and procedures.
- Delivers various complex public health services as part of the immunization program

- Interviews and assesses clients to determine treatment needs
- Reviews medical history to ensure proper service delivery
- Examines clients and administers necessary treatments
- Disseminates educational material concerning treatments
- Computes proper documentation detailing service delivery in accordance with policy and procedures.
- Continually reviews program operations and develops or revises new and existing service protocols as needed.
- Receives and responds to incidences of communicable disease outbreak
- Gathers data and information necessary to determine the source of outbreak and public health risk
- Interviews persons involved
- Analyzes findings and develops conclusions concerning cause, risk to public, and future prevention
- Takes further action if warranted in accordance with policy and procedure.
- Assumes responsibility for maintaining the supply and materials inventory necessary for clinic operations
- Monitors vaccine stock and clinical materials inventory
- Tracks usage and orders supplies as needed
- Receives inventory shipments and updates records to reflect receipt of items
- Performs monthly inventory of supplies and prepares reports of item usage in accordance with policy and procedure.
- Prepares documents and maintains records involving nursing programs and other activities (e.g., communicable disease statistics, client correspondence, services rendered, service costs, mileage, activity reports, etc.)
- Compiles and prepares reports for submission to the appropriate entity i.e. ODH
- Updates records to ensure accuracy and completeness
- Ensures that all treatment records are maintained in accordance with applicable privacy laws, policies, and procedures.
- Attends meetings, conferences, and seminars to stay current on public health issues and promote community awareness
- Receives and responds to various inquiries concerning public health
- Represents agency at various official meetings, public gatherings, etc.
- Provides information to the public and speaks on various public health topics (e.g., BCMH, immunization, communicable disease, etc.).
- Assists in writing, directing and executing grant requirements.
- Maintains required licensure and certification.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community

- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations

Cultural Competency Skills

- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

Financial Planning and Management Skills

- Adheres to organizational policies and procedures

- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Contributes to development of a vision for a healthy community
- Participates in professional development opportunities
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

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POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Public Health Nurse RN:

- Reports submitted on time or before including grant deliverables when applicable.
- Data collection efforts are accurate and timely.
- Performance adheres to the Marion Public Health Staff Code of Conduct.

Public Health Nurse, RN

Date

Nursing Director

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Health Policy Specialist

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Health Policy Specialist

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Policy and Planning

Normal Hours: 8:00am-4:30pm

FLSA Status: Non Exempt

Hourly Rate Range: \$20.00 - \$28.47

POSITION INTRODUCTION

The Health Policy Specialist is responsible for collaborating with community organizations, programs and members to develop policy, system and environmental changes to eliminate health disparities in the community. This position is required to complete grant or program deliverables and submit in a timely manner. The Health Policy Specialist is paid through a federal grant or through the Board of Health and reports to the Director of Population Health.

MINIMUM QUALIFICATIONS

- Completion of an undergraduate degree in a subject matter relevant to the promotion and protection of the public's health, including but not limited to public health nursing and/or social work.
- Two years of professional experience, or equivalent combination of education and/or experience.
- An MPH and/or CPH is preferred.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire colleagues to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Researches, develops, and implements evidence and population based interventions which support health promotion, chronic disease risk reduction strategies, and health equity
- Advocates for the implementation of policy that support long term wellness for the community
- Works with various community members forming an alliance of individuals willing to participate in the development and implementation of a community wellness plan
- Mobilizes community resources to make recommendations and establish coalition strategies to improve and promote healthy lifestyles and working towards eliminating health inequities.
- Develops and implements methods for the evaluation of strategies to assess the impact on the targeted communities
- Ensures measurable outcomes are attainable for the targeted population

- Coordinates and collaborates with other staff and management in obtaining statistical data for the targeted communities and developing health promotion strategies.
- Responsible for compliance with ODH grant requirements where applicable
- Prepares and submits periodic reports to comply with grant requirements where applicable, including program and expenditure reports
- May participate in budget development and planning
- Monitors expenditures and ensures grant specifications are adhered to
- Maintains electronic grant files and documentation.
- Attends meetings with representatives of funding sources
- Attends sponsored training and may attend training opportunities within the region relating to chronic disease and health promotion strategies.
- Builds and sustains relationships with community partners within the broad public health system and with nontraditional public health partners.
- Uses a systems approach to facilitate the creation of environments where healthy options are accessible equitably throughout the community.
- Identifies opportunities for funding of health policy and health system development.
- Engages in programming that supports the development and adoption of healthy policies.
- Develops and shares healthy policies with partners.
- Helps to plan and implement programs to promote and protect the health of the Marion population.
- Operates within the program budget.
- Maintains compliance with all funding requirements.
- Maintains regular and predictable attendance.
- Complies with the agency's records retention policy.
- Complies with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health as requested.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data

- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- Describes the importance of community-based participatory research

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Describes the laws, regulations, policies, and procedures for the ethical conduct of research
- Contributes to the public health evidence base
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Describes financial analysis methods used in making decisions about policies, programs, and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels

- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

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POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Health Policy Specialist.

- Writes and submits request for proposal for grant on or before schedule
- Grant deliverables are submitted on or before schedule.
- Maintain diverse coalition membership and communication with public partners.
- Performance adheres to the Marion Public Health Staff Code of Conduct.

Health Policy Specialist

Date

Director, Office of Policy and Planning

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Epidemiologist

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Epidemiologist
Employment Status: Full-Time
Civil Service Status: Classified
Pay: Hourly

Reports To: Director of Nursing
Normal Hours: 8:00am-4:30pm
FLSA Status: Not Exempt
Hourly Rate Range: \$20.00 - \$29.97

POSITION INTRODUCTION

The Epidemiologist provides support for the surveillance and investigation of communicable diseases and for various community assessment efforts. The Epidemiologist is responsible for assuring all deliverables associated with the Public Health Emergency Preparedness grant are completed in a timely manner and will assure that all emergency preparedness plans are completed, kept current, are disseminated, and that staff are appropriately trained with regard to the plans and to appropriate NIMS capabilities to be able to execute the plans in the event of a public health emergency. The Epidemiologist is organizationally positioned in the Nursing division and reports directly to the Director of Nursing.

MINIMUM QUALIFICATIONS

- Completion of a Master's degree in Public Health. Previous experience in emergency response procedures and protocols, or an equivalent combination of training, education, and/or experience is desired.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist staff and the public independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION

- Assumes responsibility for the planning and development of Marion Public Health's Emergency Response Plan
- Assesses county needs and develops emergency response procedures
- Facilitates After Action Reporting (AAR) activities and related quality improvement
- Attends on-going training sessions and meetings related to emergency response
- Reviews, revises, and distributes changes to Marion Public Health's Response Plan to the public, agencies, and officials as necessary.
- Conducts various emergency preparedness education and awareness programs for the public and community organizations (e.g., Fire Department, EMA Agency, Police Department, local businesses, etc.)

- Prepares and distributes education materials
- Receives and responds to questions and inquiries from program participants, the public, the media, etc.
- Assesses emergency response infrastructure needs under the emergency response plan (e.g., IT, computer, communication systems, protective equipment, etc.)
- Researches and evaluates vendor reliability and equipment quality
- Makes purchasing recommendations for equipment and services to be utilized in emergency response incidents
- Ensures that the proper materials and equipment is available for use in emergency response situations.
- Prepares and submits information necessary to maintain funding for health department bioterrorism response activities
- Gathers expenditure and activity data for on-going report requirements
- Reviews information for accuracy and completeness
- Ensures that all reporting information is prepared and submitted in a timely manner.
- Assures 24/7 coverage for emergency response is available through Marion Public Health
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Contributes to development of program budgets
- Provides information for development of contracts and other agreements for programs and services
- Operates programs within budget
- Uses evaluation results to improve program and organizational performance

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community

- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Ability to access and monitor ODRS, Epi Center, Surgenet, ohtrac, NRDM, RODS, IMATS, COHDMIS, and other disease surveillance sites as directed by the DON or health commissioner.
- Ability to enter data into ODRS, and manage each specific communicable disease case.
- Ability to perform disease investigation and obtain sufficient data for each case as required by ODH and to contact ODH for technical assistance as needed.
- Ability to gather, analyze, interpret, and report disease information for presentation to health professional and lay audiences.
- Ability to identify and/or create data collection tools appropriate for quantitative and qualitative investigation of community health states, assets, resource gaps, and program evaluation.
- Ability to analyze, interpret, and report on quantitative and qualitative data describing community health states, assets, resource gaps, and program evaluation.
- Ability to develop and maintain public health emergency planning documents, assure appropriate staff training, and to successfully apply for associated operating grant funding.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the PHEP Coordinator.

- The Emergency Operation Plan is current.
- Staff are appropriately familiar with the plan.
- Staff have the appropriate levels of NIMS / ICS training.
- Grant deliverables are submitted on or before schedule.
- Marion Public Health is appropriately integrated with other response partners in the community.
- Performance adheres to the Marion Public Health Staff Code of Conduct.

Epidemiologist

Date

Director of Nursing

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Director of Environmental Health

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Director, Environmental Health	Reports To: Health Commissioner
Employment Status: Full-Time	Normal Hours: 8:00am-4:30pm
Civil Service Status: Unclassified	FLSA Status: Exempt
Pay: Salary	Hourly Rate Range: \$24.00 - \$34.16

POSITION INTRODUCTION

As a member of the Senior Leadership Team, the Director of Environmental Health is responsible for directing and managing all programs, personnel, and budgets within the Environmental Health Division. The Director is expected to exercise sound professional and strategic judgement in developing the workforce and the programming of the Division. As a member of the Senior Leadership Team, the Environmental Health Director assures the development, maintenance, and implementation of the MPH Performance Management Plan and assures that staff have been appropriately trained to execute the plan. The Director provides support to the other Senior Leadership Team members with regard to the plans for which they serve as the point person. The Director will meet regularly with the Health Commissioner to discuss both opportunities and challenges regarding the promotion and protection of the health of Marion's population. The Director will represent Marion Public Health in the community.

MINIMUM QUALIFICATIONS

- Registered Sanitarian Must possess a Certificate of Registration as Sanitarian issued by the State Board of Sanitarian Registration in accordance with Chapter 4736 of the Ohio Revised Code
- Completion of an undergraduate degree in a subject matter relevant to the promotion and protection of the public's health, plus three five years of professional experience with administrative or supervisory experience, or equivalent combination of education and/or experience.
- An MPH and/or CPH is preferred for all supervisory positions.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts and promote the same among staff
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans and assures the effective implementation of programs to promote and protect the health of the Marion population through active participation with Community Health Assessment, Community Health Improvement Planning, Marion Public Health Strategic Planning, Quality Improvement planning and implementation, Workforce Development planning and implementation, and Performance Management implementation.

- Develops and manages an operating budget for the division.
- Assures the establishment of correct and appropriate fees for fee based services.
- Assures the appropriate management of all grant funding of the division's programs, consistent with the Ohio Grants Administration Policies and Procedures.
- Assures the appropriate management of all billing for services.
- Assures the appropriate management of all contracts for services associated with the Division.
- Approves or declines division staff requests for time away (sick, vacation, training/travel, other) in a manner that assures adequate staffing levels.
- Interviews all candidates for positions within the division and makes hiring recommendations to the Health Commissioner.
- Leads by example with regard to regular and predictable attendance.
- Assures division's compliance with the agency's records retention policy.
- Assures division's compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Assures Health Commissioner is apprised of communication from the Board of Health.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data
- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

- Describes the importance of community-based participatory research

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Describes the laws, regulations, policies, and procedures for the ethical conduct of research
- Contributes to the public health evidence base
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Describes financial analysis methods used in making decisions about policies, programs, and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- The capacity to identify sources and compile relevant and appropriate information when needed, and the knowledge of where to go to obtain the information.
- The capacity to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.
- The capacity to evaluate the effectiveness or performance of procedures, interventions, and programs.
- The capacity to develop insight into and appropriate solutions to environmental health problems.
- The capacity to function effectively within the culture of the organization and to be an effective team player.
- The capacity to plan, implement, and maintain fiscally responsible programs and projects using skills and prioritize projects across the employee's entire workload.
- The capacity to use information technology as needed to produce work products.
- The capacity to produce reports to document actions, keep records, and inform appropriate parties.
- The capacity to form partnerships and alliances with other individuals and organizations to enhance performance on the job.
- The capacity to use the environmental health practitioner's front-line role to effectively educate the public on environmental health issues and the public health rationale for recommendations.
- The capacity to effectively communicate risk and exchange information with colleagues, other practitioners, clients, policy-makers, interest groups, media, and the public through public speaking, print and electronic media, and interpersonal relations.
- The capacity to facilitate resolution of conflicts within the agency, in the community, and with regulated parties.
- The capacity to articulate basic concepts of environmental health and public health and convey an understanding of their value and importance to clients and the public.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Division Director.

- Programs are operating within an approved budget.
 - Revenues are trending to meet or exceed budgeted expectations
 - Expenditures are trending to meet or fall below budgeted expectations
- Programs are meeting performance metrics.
 - Programs have performance metrics in place
 - Program performance is being monitored and evaluated
 - Programs are meeting or exceeding targets
- Division personnel are adequately prepared to successfully engage in programming.
 - Staff Individual Development Plans are being followed
 - Division personnel are credentialed as appropriate
- Division personnel are adequately supported to successfully engage in programming.
 - Staff supervision (group and individual) is being delivered
- The Division is following/advancing a sound strategic plan.
 - The Director can clearly articulate the plan for the Division.
 - Divisional personnel are able to clearly articulate the plans for their own programs.

Director, Environmental Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Registered Sanitarian

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Registered Sanitarian

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Environmental Health

Normal Hours: 8:00am-4:30pm

FLSA Status: Non-Exempt

Hourly Rate Range: \$18.00-\$25.62

POSITION INTRODUCTION

A Registered Sanitarian functions as part of the Environmental Health (EH) team. The goal of Environmental Health is to promote health for all through a healthy environment. A Sanitarian provides education and training as a strategy to achieve compliance of regulated entities to pertinent environmental health codes and healthy practices. The enforcement of codes is done consistently across settings and respectfully across all populations.

MINIMUM QUALIFICATIONS

- Must be a Registered Sanitarian licensed in the State of Ohio
- Must have earned a Bachelor's Degree in a natural science or related field, and previous experience in environmental health, or an equivalent combination of training, education, and/or experience
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies

ESSENTIAL FUNCTIONS OF THE POSITION

- Receives and responds to complaints regarding improper sewage discharge, animal bites, food borne illness, and nuisances; gathers data and information necessary to determine complaint validity; interviews persons involved; analyzes findings and develops recommendations on complaint validity or nuisance abatement; takes further enforcement action if warranted in accordance with policy and procedure.
- Plans, organizes, and conducts inspections of establishments under the food service program (e.g., restaurants, vending operations, etc.); contacts operators to schedule appointments; inspects site to ensure compliance with all environmental health regulations (e.g., proper storage of food stuff, proper serving temperatures, adequate sanitary procedures in preparation areas, etc.); documents findings and takes action in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
- Plans, organizes, and conducts inspections of sewage, septic, and water systems and new housing sites (e.g., reviews contractor registration; inspects system installation; monitors water hauler vehicles and equipment; drains water samples and delivers samples for analysis; etc.); documents

findings and activities in accordance with applicable policy and procedure; follows up on violations to ensure compliance.

- Provides consultation to homeowners, builders, contractors, etc., on sewage and water system construction issues; analyzes plans for proposed systems; evaluates existing systems; reviews survey plats for proposed subdivision and home construction; approves plans and issues permits.
- Plans, organizes, and conducts septage and solid waste and infection waste facility inspections (e.g., scavenger trucks, solid waste haulers, disposal sites, etc.); contacts operators to schedule appointments; inspects equipment to ensure compliance with all environmental health regulations; documents findings in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
- Plans, organizes, and conducts inspections of recreational and public facilities (e.g., mobile home parks, campgrounds, swimming pools, spas, schools, etc.); contacts operators or officials to schedule appointments; inspects site to ensure compliance with all environmental health regulations (e.g., checks PH levels and records; inspects public restroom facilities; reviews cafeteria operations; etc.); documents findings in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
- Prepares documents and maintains records related to inspection and investigation activities (e.g., correspondence, permits, activity reports, mileage, investigation findings, etc.); updates records to ensure accuracy and completeness; ensures that departmental records are maintained in accordance with applicable policy and procedure.
- Attends meetings, conferences, and seminars dealing with environmental health issues and food service regulations; receives and responds to questions from operators, officials, and the general public on food program issues; distributes educational materials; provides guidance and consultation on food service compliance issues.
- Maintains required licensure and certification.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Marion Public Health District.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Collects valid and reliable quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Describes organizational strategic plan

- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Contributes to the public health evidence base
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Describes program performance standards and measures

- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Contributes to development of a vision for a healthy community
- Describes needs for professional development
- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- The capacity to identify sources and compile relevant and appropriate information when needed, and the knowledge of where to go to obtain the information.
- The capacity to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.
- The capacity to evaluate the effectiveness or performance of procedures, interventions, and programs.
- The capacity to develop insight into and appropriate solutions to environmental health problems.
- The capacity to function effectively within the culture of the organization and to be an effective team player.
- The capacity to use information technology as needed to produce work products.
- The capacity to produce reports to document actions, keep records, and inform appropriate parties.
- The capacity to form partnerships and alliances with other individuals and organizations to enhance performance on the job.
- The capacity to use the environmental health practitioner's front-line role to effectively educate the public on environmental health issues and the public health rationale for recommendations.
- The capacity to effectively communicate risk and exchange information with colleagues, other practitioners, clients, policy-makers, interest groups, media, and the public through public speaking, print and electronic media, and interpersonal relations.
- The capacity to facilitate resolution of conflicts within the agency, in the community, and with regulated parties.
- The capacity to articulate basic concepts of environmental health and public health and convey an understanding of their value and importance to clients and the public

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Registered Sanitarian.

- EH clients are assisted in a manner consistent with state and local policies and procedures.
- Position responsibilities are executed in a manner consistent with Marion Public Health's True North.
- Adherence to the Marion Public Health Staff Code of Conduct.
- Contribution to goal setting and strategic planning within the EH division.
- Accurate and prompt data entry for each program is completed.

Sanitarian

Date

Director, Environmental Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Sanitarian-in-Training

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Sanitarian-in-Training

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Environmental Health

Normal Hours: 8:00am-4:30pm

FLSA Status: Non-Exempt

Hourly Rate Range: \$16.00-\$22.77

POSITION INTRODUCTION

A Sanitarian-in-Training functions as part of the Environmental Health (EH) team. The goal of Environmental Health is to promote health for all through a healthy environment. A Sanitarian-in-Training provides education and training as a strategy to achieve compliance of regulated entities to pertinent environmental health codes and healthy practices. The enforcement of codes is done consistently across settings and respectfully across all populations.

MINIMUM QUALIFICATIONS

- Must be a Registered Sanitarian-in-Training (SIT) in the State of Ohio
- Must have earned a Bachelor's Degree in a natural science or related field, and previous experience in environmental health, or an equivalent combination of training, education, and/or experience
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Receives and responds to complaints regarding improper sewage discharge, animal bites, food borne illness, and nuisances; gathers data and information necessary to determine complaint validity; interviews persons involved; analyzes findings and develops recommendations on complaint validity or nuisance abatement; takes further enforcement action if warranted in accordance with policy and procedure.
- Plans, organizes, and conducts inspections of establishments under the food service program (e.g., restaurants, vending operations, etc.); contacts operators to schedule appointments; inspects site to ensure compliance with all environmental health regulations (e.g., proper storage of food stuff, proper serving temperatures, adequate sanitary procedures in preparation areas, etc.); documents findings and takes action in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
- Plans, organizes, and conducts inspections of sewage, septic, and water systems and new housing sites (e.g., reviews contractor registration; inspects system installation; monitors water hauler

vehicles and equipment; drains water samples and delivers samples for analysis; etc.); documents findings and activities in accordance with applicable policy and procedure; follows up on violations to ensure compliance.

- Provides consultation to homeowners, builders, contractors, etc., on sewage and water system construction issues; analyzes plans for proposed systems; evaluates existing systems; reviews survey plats for proposed subdivision and home construction; approves plans and issues permits.
- Plans, organizes, and conducts septage and solid waste and infection waste facility, compost facility inspections (e.g., scavenger trucks, solid waste haulers, disposal sites, etc.); contacts operators to schedule appointments; inspects equipment to ensure compliance with all environmental health regulations; documents findings in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
- Plans, organizes, and conducts inspections of recreational and public facilities (e.g., mobile home parks, campgrounds, swimming pools, spas, schools, etc.); contacts operators or officials to schedule appointments; inspects site to ensure compliance with all environmental health regulations (e.g., checks PH levels and records; inspects public restroom facilities; reviews cafeteria operations; etc.); documents findings in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
- Prepares documents and maintains records related to inspection and investigation activities (e.g., correspondence, permits, activity reports, mileage, investigation findings, etc.); updates records to ensure accuracy and completeness; ensures that departmental records are maintained in accordance with applicable policy and procedure; ensures prompt and precise data entry.
- Attends meetings, conferences, and seminars dealing with environmental health; receives and responds to questions from operators, officials, and the general public on environmental health issues; distributes educational materials; provides guidance and consultation on environmental health issues.
- Maintains required licensure and certification in good standing
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Marion Public Health District.

REQUISITE KNOWLEDGE:

The following are examples only and are not intended to be all inclusive.

- Environmental health inspection techniques
- Code enforcement procedures
- Environmental health laws and/or regulations
- Department policies and procedures
- Environmental health
- Public relations
- Office practices and procedures
- English grammar and spelling
- Records management
- Sanitary practices

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data
- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community

- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services

Financial Planning and Management Skills

- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- The capacity to identify sources and compile relevant and appropriate information when needed, and the knowledge of where to go to obtain the information.
- The capacity to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.
- The capacity to evaluate the effectiveness or performance of procedures, interventions, and programs.
- The capacity to develop insight into and appropriate solutions to environmental health problems.
- The capacity to function effectively within the culture of the organization and to be an effective team player.
- The capacity to use information technology as needed to produce work products.
- The capacity to produce reports to document actions, keep records, and inform appropriate parties.

- The capacity to form partnerships and alliances with other individuals and organizations to enhance performance on the job.
- The capacity to use the environmental health practitioner's front-line role to effectively educate the public on environmental health issues and the public health rationale for recommendations.
- The capacity to effectively communicate risk and exchange information with colleagues, other practitioners, clients, policy-makers, interest groups, media, and the public through public speaking, print and electronic media, and interpersonal relations.
- The capacity to facilitate resolution of conflicts within the agency, in the community, and with regulated parties.
- The capacity to articulate basic concepts of environmental health and public health and convey an understanding of their value and importance to clients and the public.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the SIT.

- EH clients are assisted in a manner consistent with state and local policies and procedures.
- Position responsibilities are executed in a manner consistent with Marion Public Health's True North.
- Adherence to the Marion Public Health Staff Code of Conduct.
- Contribution to goal setting and strategic planning within the EH division.
- Accurate and prompt data entry for each program is completed.

Sanitarian-in-Training

Date

Director, Environmental Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Code Enforcement Officer

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Code Enforcement Officer

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Environmental Health

Normal Hours: 8:00am-4:30pm

FLSA Status: Non-Exempt

Hourly Rate Range: \$13.00-\$18.50

POSITION INTRODUCTION

A Code Enforcement Officer functions as part of the Environmental Health (EH) team. The goal of Environmental Health is to promote health for all through a healthy environment. An EH employee provides education and training to all clients with the ability of enforcement through laws, rules, ordinances, and guidelines.

MINIMUM QUALIFICATIONS

- Prior work experience required
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Must have a positive and respectful demeanor with all clientele
- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans, organizes, and conducts inspections; and receives and responds to complaints regarding housing, animal bites, vectors, rodents, solid wastes, grass/weed nuisances and any other programs or issues as assigned by the director; gathers data and information necessary to determine complaint validity; interviews persons involved; documents, analyzes findings and develops recommendations on complaint validity or nuisance abatement; takes further enforcement action if warranted in accordance with policy and procedure, follows up on violations to ensure compliance.
- Prepares documents and maintains records related to inspection and investigation activities (e.g., correspondence, permits, activity reports, mileage, investigation findings, etc.); updates records to ensure accuracy and completeness; ensures that departmental records are maintained in accordance with applicable policy and procedure; ensures prompt and precise data entry.
- Attends meetings, conferences, and seminars dealing with environmental health; receives and responds to questions from operators, officials, and the general public on environmental health issues; distributes educational materials; provides guidance and consultation on environmental health issues.
- Maintains required licensure and certification in good standing

- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Marion Public Health District.

REQUISITE KNOWLEDGE:

The following are examples only and are not intended to be all inclusive.

- Environmental health inspection techniques
- Code enforcement procedures
- Environmental health laws and/or regulations
- Department policies and procedures
- Environmental health
- Public relations
- Office practices and procedures
- English grammar and spelling
- Records management
- Sanitary practices

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data
- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services

- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services

Financial Planning and Management Skills

- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Contributes to development of a vision for a healthy community

- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- The capacity to identify sources and compile relevant and appropriate information when needed, and the knowledge of where to go to obtain the information.
- The capacity to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.
- The capacity to evaluate the effectiveness or performance of procedures, interventions, and programs.
- The capacity to develop insight into and appropriate solutions to environmental health problems.
- The capacity to function effectively within the culture of the organization and to be an effective team player.
- The capacity to use information technology as needed to produce work products.
- The capacity to produce reports to document actions, keep records, and inform appropriate parties.
- The capacity to form partnerships and alliances with other individuals and organizations to enhance performance on the job.
- The capacity to use the environmental health practitioner's front-line role to effectively educate the public on environmental health issues and the public health rationale for recommendations.
- The capacity to effectively communicate risk and exchange information with colleagues, other practitioners, clients, policy-makers, interest groups, media, and the public through public speaking, print and electronic media, and interpersonal relations.
- The capacity to facilitate resolution of conflicts within the agency, in the community, and with regulated parties.
- The capacity to articulate basic concepts of environmental health and public health and convey an understanding of their value and importance to clients and the public.

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Code Enforcement Officer.

- EH clients are assisted in a manner consistent with state and local policies and procedures.
- Position responsibilities are executed in a manner consistent with Marion Public Health's True North.
- Adherence to the Marion Public Health Staff Code of Conduct.
- Contribution to goal setting and strategic planning within the EH division.
- Accurate and prompt data entry for each program is completed.

Code Enforcement Officer

Date

Director, Environmental Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Director of Maternal and Child Health

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Director of Maternal and Child Health

Employment Status: Full-Time

Civil Service Status: Unclassified

Pay: Salary

Reports To: Health Commissioner

Normal Hours: 8:00-4:30pm & late clinics

FLSA Status: Exempt

Hourly Rate Range: \$24.00 - \$34.16

POSITION INTRODUCTION

As a member of the Senior Leadership Team, the Director of Maternal and Child Health is responsible for directing and managing all programs, personnel, and budgets within the Maternal and Child Health Division. The Director is expected to exercise sound professional and strategic judgement in developing the workforce and the programming of the Division. As a member of the Senior Leadership Team, the Director of Maternal and Child Health assures the development, maintenance, and implementation of the MPH Quality Improvement Plan and assures that staff have been appropriately trained to execute the plan. The Director provides support to the other Senior Leadership Team members with regard to the plans for which they serve as the point person. The Director will serve as the agency's Accreditation Coordinator during the pursuit of PHAB Accreditation. The Director will meet regularly with the Health Commissioner to discuss both opportunities and challenges regarding the promotion and protection of the health of Marion's population. The Director will represent Marion Public Health in the community.

MINIMUM QUALIFICATIONS

- Bachelor's degree in nutrition, dietetics, or related field. Registered Dietitian licensed in the state of Ohio (preferred), or Registered Nurse, plus three years of professional experience with administrative or supervisory experience, or equivalent combination of education and/or experience.
- A master's degree in a related field is preferred.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts and promote the same among staff
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist in all clinic functions.
- Willingness to assist clients and staff independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans and assures the effective implementation of programs to promote and protect the health of the Marion population through active participation with Community Health Assessment, Community Health Improvement Planning, Marion Public Health Strategic Planning, Quality Improvement

planning and implementation, Workforce Development planning and implementation, and Performance Management implementation.

- Meets all deliverables as defined in the state WIC grant prior to established deadlines.
- Develops and manages an operating budget for the division.
- Assures the appropriate management of all grant funding of the division's programs, consistent with the Ohio Grants Administration Policies and Procedures.
- Assures the appropriate management of all contracts for services associated with the Division.
- Approves or declines division staff requests for time away (sick, vacation, training/travel, other) in a manner that assures adequate staffing levels.
- Ensures a clinic environment that is supportive of breastfeeding.
- Provides guidance and supervision to non-licensed nutrition professionals as required by Ohio Board of Dietetics.
- Interviews all candidates for positions within the division and makes hiring recommendations to the Health Commissioner.
- Leads by example with regard to regular and predictable attendance.
- Assures division's compliance with the agency's records retention policy.
- Assures division's compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends and contributes to meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Assures Health Commissioner is apprised of communication from the Board of Health.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data
- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community

- Contributes to assessments of community health status and factors influencing health in a community
- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community

- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- Describes the importance of community-based participatory research

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Describes the laws, regulations, policies, and procedures for the ethical conduct of research
- Contributes to the public health evidence base
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Describes financial analysis methods used in making decisions about policies, programs, and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
- Describes needs for professional development

- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Collaborates with others to achieve common goals and to optimize delivery of services
- Employs strategies and facilitates team-building skills
- Identifies, analyzes, and manages risk, adverse events and safety to self, staff, customer, and public
- Implement strategies for performance management and continuous quality improvement
- Implement strategies for workforce development, recruitment, and retention
- Integrate systems thinking into public health practice and use cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Division Director.

- Programs are operating within an approved budget.
 - Revenues are trending to meet or exceed budgeted expectations
 - Expenditures are trending to meet or fall below budgeted expectations
- Programs are meeting performance metrics.
 - Programs have performance metrics in place
 - Program performance is being monitored and evaluated
 - Programs are meeting or exceeding targets
- Division personnel are adequately prepared to successfully engage in programming.
 - Staff Individual Development Plans are being followed
 - Division personnel are credentialed as appropriate
- Division personnel are adequately supported to successfully engage in programming.
 - Staff supervision (group and individual) is being delivered
- The Division is following/advancing a sound strategic plan.
 - The Director can clearly articulate the plan for the Division.
 - Divisional Personnel are able to clearly articulate the plans for their own programs.

Director, Maternal and Child Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: WIC Nutritionist

MOST RECENT REVIEW/REVISION: March 23, 2017

Position Title: WIC Nutritionist

Employment Status: Full-Time/Part-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Maternal and Child Health

Normal Hours: 8:00am-4:30pm, 9-6 during late clinics

FLSA Status: Not Exempt

Hourly Rate Range: \$15.25 - \$21.25 (for RD)

\$14.50 - \$18.50 (non RD)

POSITION INTRODUCTION

The WIC Nutritionist functions as part of the Maternal and Child Health team in efforts to improve health outcomes for participants. The WIC Nutritionist conducts health, growth, and nutrition assessments for program participants. Provides nutrition and breastfeeding education/counseling and assists in developing local agency action plans for clinic education and outreach. This position may also be responsible for the delivery of other Maternal and Child Health programs such as Baby and Me Tobacco Free and Cribs for Kids.

MINIMUM QUALIFICATIONS

- Completion of an undergraduate program in dietetics (or related field). Registered Dietitian with Ohio Dietetic License preferred. Course work and/or experience in nutrition science and behavior change.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION

- Performs anthropometric (height and weight) measurements; obtains blood samples for hematological testing; reads and records results; obtains clinical data in accordance with State WIC policies and procedures.
- Completes health and nutrition assessments for program participants, assigns health and nutrition risks consistent with WIC policies and procedures, and issues WIC food benefits.
- Provides breastfeeding and nutrition education/counseling in a manner that is sensitive to the participant's personal and cultural values and norms.
- Utilizes motivational interviewing techniques and additional behavior change theories to assist participants in reaching their personal goals.
- Promotes and supports breastfeeding; participates in clinic and community breastfeeding initiatives.

- Assists in the development of clinic goals and objectives including, but not limited to, assessing clinic assets and opportunities; developing, executing, and evaluating nutrition, breastfeeding, and outreach action plans; and evaluating performance management data
- Assists in additional clinic activities as needed including, but not limited to, greeting participants; screening participants for program eligibility; advising participants on the proper use of WIC benefits; and ensuring participant understanding of their rights and responsibilities as a WIC participant.
- Screens immunization records, updates computer data, and refers to immunization services.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Additional responsibilities (for Registered Dietitians) serving as the clinic's Breastfeeding Coordinator (for example: mentoring breastfeeding peer helpers, completing breastfeeding reports, and maintaining IBCLC credentials) as assigned by the Maternal and Child Health Director.
- Additional responsibilities (for Registered Dietitians) serving as the clinic's Nutrition Coordinator (for example: developing and approving lesson plans, providing nutrition counseling to individuals with greater health and/or dietary needs, and providing nutrition related training to clinic staff) as assigned by the Maternal and Child Health Director.
- Additional responsibilities (for Baby and Me Tobacco Free Program) include: conducting outreach to potential referral sources, screening women and their partners for program eligibility, providing smoking cessation education prenatally and during the postpartum period, compiling and reporting program participation and program outcomes.
- Additional responsibilities (for Cribs for Kids Program) include: conducting outreach to potential referral sources, screening women and their partners for program eligibility, providing safe sleep education, compiling and reporting program participation and program outcomes.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Communicates information to influence behavior and improve health

Cultural Competency Skills

- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Recognizes relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
- Suggests relationships that may be needed to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health

Financial Planning and Management Skills

- Adheres to organizational policies and procedures
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Describes program performance standards and measures

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Contributes to development of a vision for a healthy community
- Describes needs for professional development
- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Integrates policies and adheres to infection prevention and control measures
- Applies current food and nutrition science and principles in dietetics practice (DTR/Dietetics Degree)
- Interprets and applies current food and nutrition science and principles in dietetics practice (RD)
- Recognizes and respects the physical, social, cultural, institutional, and economic environments of the individual, group, and community in practice
- Demonstrates and applies knowledge of culinary practices to affect behavior change, taking into consideration the customer needs and demands

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the WIC Nutritionist.

- WIC participants are assisted in a manner consistent with state and local policies and procedures.
- Position responsibilities are executed in a manner consistent with Marion Public Health's True North.
- Adherence to the Marion Public Health Staff Code of Conduct.
- Contribution to goal setting and strategic planning within the Maternal and Child Health division.

WIC Nutritionist

Date

Director of Maternal and Child Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: WIC Service Coordinator

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: WIC Service Coordinator

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Maternal and Child Health

Normal Hours: 8:00am-4:30pm, 9-6 during late clinics

FLSA Status: Not Exempt

Hourly Rate Range: \$13.00 - \$18.50

POSITION INTRODUCTION

The WIC Service Coordinator functions as part of the WIC team in efforts to improve health outcomes for participants. The WIC Service Coordinator screens participants for program eligibility, provides guidance to participants regarding WIC benefits, is responsible for general office duties, and assists other WIC staff in clinic needs.

MINIMUM QUALIFICATIONS

- Completion of a secondary education or equivalent (high school or GED), supplemented by coursework in office practices and procedures and computer operations, plus three (3) years clerical experience preferred, or equivalent combination of education and experience.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION

- Provides initial contact between the public and the WIC program; greets office visitors and callers; responds to routine inquiries or refers the matter to the appropriate staff member; monitors the lobby; maintains caller/visitor records.
- Performs a variety of clerical duties in order to facilitate WIC grant operations (e.g., sorts and distributes mail, makes copies, files and retrieves documents, data entry, gathers data and assists in the preparation of WIC reports).
- Interviews clients to determine eligibility for services and completes data entry for intake procedures; prepares charts for new participants.
- Communicates rights and responsibilities of program participation to clients; ensures client understanding of program benefits; issues benefits to clients.
- Promotes and supports breastfeeding; participates in clinic and community breastfeeding initiatives.
- Performs various secretarial duties to facilitate WIC operations; schedules client appointments; follows up on missed appointments; prepares correspondence concerning appointments and

certifications (e.g., letters, appointment reminders, etc.); orders pamphlets, forms, and other materials used by WIC personnel.

- Performs anthropometric (height and weight) measurements; obtains blood samples for hematological testing; reads and records results; obtains clinical data in accordance with State WIC policies and procedures.
- Screens immunization records, updates computer data, and refers to immunization services.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Communicates information to influence behavior and improve health

Cultural Competency Skills

- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Recognizes relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
- Suggests relationships that may be needed to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health

Financial Planning and Management Skills

- Adheres to organizational policies and procedures
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals

- Describes program performance standards and measures

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Contributes to development of a vision for a healthy community
- Describes needs for professional development
- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Advocates for the customer and facilitates acquisition of services and resources
- Reflects, integrates, and evaluates using critical thinking when faced with problems, issues, and challenges
- Implements individualized services to reflect customer-centered approach as it pertains to the physical, social, cultural, and institutional environment

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the WIC Service Coordinator.

- WIC participants are assisted in a manner consistent with state and local policies and procedures.
- Position responsibilities are executed in a manner consistent with Marion Public Health's True North.
- Adherence to the Marion Public Health Staff Code of Conduct.
- Contribution to goal setting and strategic planning within the WIC division.

WIC Service Coordinator

Date

Director of Maternal and Child Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: WIC Breastfeeding Peer Helper

MOST RECENT REVISION: April 20, 2017

Position Title: WIC Breastfeeding Peer Helper

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Director of Maternal and Child Health

Normal Hours: 8:00am-4:30pm, 9-6 during late clinics

FLSA Status: Not Exempt

Hourly Rate Range: \$13.50-\$17.50

POSITION INTRODUCTION

The WIC Breastfeeding Peer Helper functions as part of the Maternal and Child Health team in efforts to improve health outcomes for participants. The WIC Breastfeeding Peer Helper educates and counsels women prenatally and post-partum regarding breastfeeding.

MINIMUM QUALIFICATIONS

- Completion of secondary education (high school diploma or GED), experience breastfeeding, and familiarity with the WIC program. Lactation support certification (i.e. CLC, CLS, or IBCLC) preferred.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in performance management, quality improvement, workforce development, and strategic planning efforts
- Willingness to participate in agency-wide initiatives beyond WIC programming
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION

- Provides breastfeeding education/counseling in a manner that is sensitive to the participant's personal and cultural values and norms.
- Utilizes motivational interviewing techniques and additional behavior change theories to assist participants in reaching their personal goals.
- Participates in community breastfeeding initiatives.
- Assists in the development of clinic goals and objectives relating to breastfeeding.
- Refers questions and concerns outside of scope of practice to appropriate health professionals.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Communicates information to influence behavior and improve health

Cultural Competency Skills

- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Recognizes relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
- Suggests relationships that may be needed to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health

Financial Planning and Management Skills

- Adheres to organizational policies and procedures
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Describes program performance standards and measures

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Contributes to development of a vision for a healthy community
- Describes needs for professional development
- Participates in professional development opportunities

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Advocate for the customer and facilitates acquisition of services and resources
- Understanding of the role of breastfeeding and human milk in maintaining health and preventing disease
- Provide mothers with evidence-based breastfeeding information
- Seek assistance from and refer to appropriate lactation specialists

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the WIC Service Coordinator.

- WIC participants are assisted in a manner consistent with state and local policies and procedures.
- Position responsibilities are executed in a manner consistent with Marion Public Health's True North.
- Adherence to the Marion Public Health Staff Code of Conduct.
- Contribution to goal setting and strategic planning within the WIC division.

WIC Breastfeeding Peer Helper

Date

Director of Maternal and Child Health

Date

Health Commissioner

Date

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Health Commissioner

MOST RECENT REVIEW/REVISION: January 5, 2017

Position Title: Health Commissioner	Reports To: Board of Health
Employment Status: Full-Time	Normal Hours: Flexible minimum 35 hours/week
Civil Service Status: Unclassified	FLSA Status: Exempt
Pay: Salary	Salary: \$75,000 annually per contract (7/15/2013-12/31/2018)

POSITION INTRODUCTION

The Health Commissioner is the chief executive officer of the health department. The Health Commissioner is responsible for the direct supervision of the division directors (Office of Policy and Planning, Maternal and Child Health, Environmental Health, and Nursing). The Health Commissioner assures the development, maintenance, and implementation of the MPH Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Workforce Development Plan, Performance Management Plan, Quality Improvement Plan, Branding and Marketing Plan, and Recruitment and Retention Plan consistent with the standards identified by the Public Health Accreditation Board (PHAB). The Health Commissioner is authorized to approve and implement all decisions regarding personnel that fall within the budget, support the approved strategic plan, and are compliant with local, state, and federal laws and regulations. The Health Commissioner is the primary representative of the department in the community and is the point of contact for elected officials.

MINIMUM QUALIFICATIONS

- Completion of a Master's degree in public health (MPH) or a closely related field relevant to the promotion and protection of the public's health, plus 7 years of professional public health experience that includes a minimum of 4 years of administrative or supervisory experience in governmental public health.
- A CPH is preferred.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

STATUTORY REQUIREMENTS:

The person appointed as commissioner shall be a licensed physician, licensed dentist, a licensed veterinarian, licensed podiatrist, licensed chiropractor, or the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health in a general health district. He [she] shall be secretary of the board, and shall devote such time to the duties of his [her] office as may be fixed by contract with the board. The commissioner shall be the executive officer of the board and shall carry out all orders of the board and of the [Ohio] department of health. He [she] shall be charged with the enforcement of all sanitary laws and regulations in the district. The commissioner shall keep the public informed in regard to all matters affecting the health of the district. *[Ohio Revised Code Section 3709.11]*

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base and inspire others to do the same
- Willingness to participate in workforce development and promote the same among staff

- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans and assures the effective implementation of programs to promote and protect the health of the Marion population through active participation with Community Health Assessment, Community Health Improvement Planning, Marion Public Health Strategic Planning, Quality Improvement planning and implementation, Workforce Development planning and implementation, and Performance Management implementation.
- Approves or declines division staff requests for time away (sick, vacation, training/travel, other) in a manner that assures adequate staffing levels.
- Reviews recommendations resulting from employment Interviews of all candidates and approves all new hires.
- Leads by example with regard to regular and predictable attendance.
- Assures agency's compliance with the agency's records retention policy.
- Assures agency's compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

TASKS ASSOCIATED WITH FUNCTIONS, COMPETENCIES AND SKILLS

- Assures that the agency conducts organizational strategic planning and monitors progress toward strategic goals
- Assures that the agency participates in or leads ongoing community health assessment and planning in partnership with other community stakeholders, e.g., hospitals and other health departments
- Identifies and pursues funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments
- Seeks volunteer leadership positions with local funding agencies, e.g., United Way, Family First Council, community foundations, to encourage them to support public health priorities identified through community health assessment processes
- Serves on boards and committees of other community organizations to assure that the agency is fully integrated into the local public health system
- Chairs the Marion County Child Fatality Review Board; assures that the Review Board complies with statutory reporting requirements and communicates its findings to the community
- Educates state and federal legislators and policymakers about funding and policy changes needed to address current and emerging public health problems
- Participates in research activities with academic and practice partners to increase the evidence-base for public health practice
- Serves as primary media spokesperson for the organization on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic

- Leads organizational efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board (PHAB)
- Coaches and supports managers and staff to help them achieve organizational and personal improvement goals and identify measures of success; creates and promotes leadership development and succession planning opportunities for managers and staff
- Communicates regularly and frequently with Board of Health members, managers, staff, external stakeholders, and the public through in-person meetings, community forums, email, newsletters and/or written reports about trends and events of importance to the organization and the public
- Actively involves herself/himself in peer professional organizations, e.g., National Association of County and City Health Officials, Association of Ohio Health Commissioners, Ohio Public Health Association, American Public Health Association
- Actively involves herself/himself in stakeholder organizations
- Continuously monitors organizational climate through surveys, focus groups and other media to assure a high level of staff morale and performance
- Assesses job performance of direct reports on an annual basis or more frequently if necessary and identifies opportunities for individual performance improvement
- Drafts and reviews local public health regulations that address emerging public health problems for adoption by the Board of Health
- Convenes administrative hearings with individuals and business entities subject to enforcement action in order to resolve complaints and avoid escalated enforcement action, i.e., Board of Health orders or court action
- Identifies and recruits community members for service on organizational advisory boards and committees
- Prepares agendas and meeting materials for Board of Health meetings and meetings of its committees
- Mobilizes support among the public and policymakers for public policy changes that improve health
- Consults with municipal, township and village leaders to assure that mutual expectations for public health services are being met
- Develops new community collaborations, coalitions and initiatives when appropriate to address emerging public health issues

GENERAL PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Identifies quantitative and qualitative data and information that can be used for assessing the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Selects valid and reliable data
- Selects comparable data
- Identifies gaps in data
- Collects valid and reliable quantitative and qualitative data
- Describes public health applications of quantitative and qualitative data
- Uses quantitative and qualitative data

- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community
- Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- Describes how evidence is used in decision making

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Contributes to implementation of organizational strategic plan
- Identifies current trends affecting the health of a community
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community
- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- Describes the effects of policies, programs, and services on different populations in a community
- Describes the value of a diverse public health workforce

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community

- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- Describes the importance of community-based participatory research

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Identifies prominent events in the history of public health
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
- Retrieves evidence to support decision making
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Describes the laws, regulations, policies, and procedures for the ethical conduct of research
- Contributes to the public health evidence base
- Suggests partnerships that may increase use of evidence in public health practice

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes public health funding mechanisms
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Describes financial analysis methods used in making decisions about policies, programs, and services
- Operates programs within budget
- Describes how teams help achieve program and organizational goals
- Motivates colleagues for the purpose of achieving program and organizational goals
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Contributes to development of a vision for a healthy community
- Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services

- Describes needs for professional development
- Participates in professional development opportunities
- Describes the impact of changes on organizational practices
- Describes ways to improve individual and program performance

POSITION-SPECIFIC COMPETENCIES:

The following are professional competencies expected of the incumbent in this position.

- Collaborates with others to achieve common goals and to optimize delivery of services
- Employs strategies and facilitates team-building skills
- Identifies, analyzes, and manages risk, adverse events and safety to self, staff, customer, and public
- Implement strategies for performance management and continuous quality improvement
- Implement strategies for workforce development, recruitment, and retention
- Integrate systems thinking into public health practice and use cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making

POSITION PERFORMANCE EVALUATION METRICS:

The following are the metrics that will be used to evaluate the performance of the Division Director. The Health Commissioner is evaluated by the Board of Health on or about July 15.

- The Agency is following a sound strategic plan.
 - The objectives stated in the plan are being met
- The agency has a current Community Health Assessment
- The agency has a current Community Health Improvement Plan
 - The agency is participating in the plan
- Programs have performance metrics.
 - Program performance is being monitored and evaluated
- Agency personnel are adequately supported to successfully engage in programming.
 - Staff supervision (group and individual) is being delivered
 - Staff Individual Development Plans are being followed
 - Agency personnel are credentialed as appropriate
- The Agency is operating within the approved annual budget.
- The Agency is respected by community partner organizations, stakeholders, and the public.

Health Commissioner

Date

Marion Public Health Annual Performance Review



Employee Name: _____
Employee Title: _____
Reviewer Name: _____
Reviewer Title: _____
Review Period: From _____ To _____

Attachments

1. Attach a current position description. If performance goals were set at the last performance review, be certain to integrate them into this review with a status update.
-

Performance Narrative *(Name and respond to at least one. If more than three, prioritize and respond to only the top three.)*

1. Major Function:
Narrative evaluation of areas of strength and opportunities for improvement relative to this function:
 2. Major Function:
Narrative evaluation of areas of strength and opportunities for improvement relative to this function:
 3. Major Function:
Narrative evaluation of areas of strength and opportunities for improvement relative to this function:
-

Position Specific Competency Narrative *(Name and respond to at least one. If more than three, prioritize and respond to only the top three.)*

1. Position Specific Competency:
Narrative evaluation of the employee's demonstration of this competency:
2. Position Specific Competency:
Narrative evaluation of the employee's demonstration of this competency:
3. Position Specific Competency:
Narrative evaluation of the employee's demonstration of this competency:

Performance Goals

1. List the employee's performance goals for the coming year.
 2. How do these align with program performance metrics?
-

Performance Competencies *(If satisfactory, no comment is needed other than "satisfactory". If this is an area of particular strength, identify it as such and provide at least one specific example. If this is an opportunity for improvement, identify it as such and provide both a specific example and a specific improvement strategy.)*

1. The employee demonstrates the requisite skills to carry out assignments successfully.
 2. The employee demonstrates the ability to plan, organize, and prioritize his/her workload.
 3. The employee takes ownership of the responsibility to complete tasks in a timely manner.
 4. The employee demonstrates proficiency at improving work methods and procedures as a means toward greater efficiency.
 5. The employee communicates effectively with supervisor, peers, and customers
 6. The employee demonstrates the ability to work independently and cooperatively with others.
 7. The employee is reliable (demonstrated through attendance, punctuality, meeting deadlines).
 8. The employee can analyze facts, problem solve, make decisions, and demonstrate good judgment.
 9. **(Leadership Team)** The director/supervisor identifies performance expectations, gives timely feedback and conducts formal performance appraisals.
 10. **(Leadership Team)** The director/supervisor helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.
 11. **(Leadership Team)** The director/supervisor delegates responsibility where appropriate, based on the employee's ability and potential.
 12. **(Leadership Team)** The director/supervisor takes timely and appropriate corrective/disciplinary action with employees.
 13. **(Leadership Team)** The director/supervisor provides appropriate fiscal oversight of programs and makes strategic fiscal decisions effectively.
-

(Leadership Team) 360° Review Input: *The supervisor/director provided the following questions (2-3) for which they wanted feedback from the members of his or her team. Staff were also asked if there was any additional feedback they wanted to provide. The following narrative is a summary of the responses to those questions.*

This annual performance review will become part of your Marion Public Health personnel file. Please sign below to acknowledge that you have received this document.

Employee Signature:

Date:

Reviewer Signature:

Date: