NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 12
Fiscal Year: 2015/2016
Posted Date: 07/31/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

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<th>Item #</th>
<th>Job Code</th>
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<td>2819</td>
<td>Assistant Health Educator</td>
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<td>2</td>
<td>2822</td>
<td>Health Educator</td>
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<td>3</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
INTRODUCTION

Under supervision, participates in the development, promotion, implementation, and evaluation of a wide variety of health education programs within the Department of Public Health; assists in the development of written and visual health information communication strategies and materials for public consumption; conducts evaluative studies community assessments and prepares reports; and performs related duties as required.

DISTINGUISHING FEATURES

The Assistant Health Educator is the entry level (non-Master's degree) classification in the Health Education series. The Assistant Health Educator differs from the professional Health Educator and Mental Health Educator classes in that the former work under supervision of and provides assistance to employees in the latter classifications who are responsible for developing and implementing health education programs.

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Participates in the development, promotion, implementation and evaluation of health education programs; conducts educational sessions with target groups on specific health subjects; encourages provides direct referrals to treatment centers within the Department of Public Health.

2. Assists in monitoring State and Federal legislation, research and demonstration projects affecting health promotion and education; participates in the development and implementation of periodic orientation programs for employees and other health care agencies regarding the services of the Department of Public Health Conducts community assessments including surveys, focus groups and/or direct education with community members and community agency staff.

3. Provide assistance in the development of health education materials for public dissemination communication strategies and materials, such as pamphlets, flyers, transparencies and slides; conducts evaluative studies and prepares written reports on programs; may act as liaison with other health agencies presentations and social media.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires knowledge of public health education, public health programs, principles and practices; community structure and public relations. Requires ability and skill to assist in planning and developing health education programs, preparation of health education
Title: Assistant Health Educator  
Job Code: 2819

- materials, establishing effective working relationships; and communicating with groups and community agencies.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education: Requires completion of Possession of a baccalaureate degree with a major in Community Public Health Education, sociology, biological sciences, or a closely related field; or an equivalent combination of training and experience.

A Master's Degree in Public Health Education or Community Public Health Education may be required in order to qualify for higher classifications in the Health Education series.

Experience: 

License and Certification: 

Substitution:

Professional health educator work experience performing duties equivalent to those of City and County of San Francisco Class 2819 Assistant Health Educator may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

A Master's Degree in Public Health may be required in order to qualify for higher classifications in the Health Education series.

PROMOTIVE LINES

To: 2822 Health Educator  
From: Entry-level in series

ORIGINATION DATE:

AMENDED DATE: 8/xx/2015

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities
Title: Assistant Health Educator
Job Code: 2819

defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA
INTRODUCTION

Under direction, supervises various public health education services; plans and conducts special and continuing programs in health education; may supervise subordinates engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES

This is the fully trained professional level in the Health Education series which has responsibility for the provision of public health education services. Positions differ from the 2819 Assistant Health Educator class in that they have full responsibility for health education activities in either a specialized program area or a public health district center. This class is distinguished from the next higher class of 2825 Sr. Health Educator in that the latter is responsible for city-wide health promotion and department-wide training and evaluation activities.

SUPERVISION EXERCISED

May supervise Assistant Health Educators or other staff engaged in related work.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Acts as health education consultant to departmental divisions; may supervise assistant health educators engaged in providing various health education services; attends staff conferences and advises on means by which programs and objectives can gain community support; prepares written materials, such as pamphlets and radio scripts, and utilize graphic material, such as posters, to interpret and publicize department services and programs.

2. Works with community organizations to promote interest and support of the objectives and programs of the health department; attends and addresses meetings; acts as advisor to organizations and provides such services as arranging meetings and obtaining speakers; recruits volunteer workers for department programs.

3. Conducts an information service to fill department and community needs; screens published material for acquisition and maintains a stock of pamphlets, leaflets, films, posters and other health education materials for distribution to the public and the department staff; maintains the staff library and acquires references, periodicals and other material of professional interest.

4. Plans, organizes and conducts orientation programs for new employees; assists in setting up in-service training programs; arranges tours and talks for visitors and other persons interested in the department's functions and programs.

5. Confers with supervisors regarding assignments, problems and progress; attends staff
Title: Health Educator
Job Code: 2822

meetings; prepares reports.

6. Keeps informed of current trends in public health, the work of other agencies, community relations; represents the health department in professional and community affairs.

7. Assists school administrators, teachers and nurses in developing adequate health education programs and curricula.

8. Assists in making statistical studies to determine effectiveness of programs; maintains close working relationships with official and voluntary agencies.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a good knowledge of: public health education including techniques and materials used; public health functions, programs, policies and objectives of health department and related agencies; communicable diseases and other areas within the scope of public health; community structure, public relations and methods of group development; techniques and media of mass communications such as newspapers, radio, television and graphic arts; modern office procedures.

Requires ability and skill to: plan and conduct health education programs; work with community groups; provide assistance to private and public agencies in developing and accomplishing health education programs; develop and maintain cooperative relationships with lay and professional persons; develop informational material in written and graphic form; speak and write clearly and effectively, adapting the presentation of material to the group addressed and the media used; plan and conduct public meetings and conferences; use journalistic principles and methods in preparing subject matter in the promotion of public health education.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires completion of graduate study in public health education and possession of the Master's degree in Public Health (MPH) with a concentration in Health Education accredited by the Council on Education for Public Health (CEPH), or completion of 4 courses (minimum of 10 semester units or 15 semester units) in any of the following subjects: program planning/evaluation, community assessment/intervention, public health education/social behavior theory, community organization/promotion, groups process, training fundamentals, culture/ethnic diversity, eliminating health disparities/inequities, and community based research methods.

Experience:

Requires one year 6 months of health educator experience in public health education; or an
Title: Health Educator
Job Code: 2822

An equivalent combination of training and experience during or post-Master’s program in a public or community health setting.

License and Certification:
Requires possession of a valid state motor vehicle operator’s license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
TO: Chief, Bureau of Health Education
FROM: Original entrance examination
ORIGINATION DATE: 10/20/1980
AMENDED DATE: 08/XX/2015
REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN; SFMTA
Title: Senior Health Educator  
Job Code: 2825

INTRODUCTION

Under general direction, initiates, plans, coordinates, implements and evaluates citywide health promotion and education programs for the Department of Public Health; supervises subordinates engaged in health promotion and education activities; develops and evaluates in-service training programs; keeps informed of pertinent local, state, and federal programs and legislation; and performs related duties as required.

DISTINGUISHING FEATURES

This classification reports directly to a manager of a health bureau or office and is the third level in the Health Education series. The 2825 Senior Health Educator differs from 2822 Health Educator and Mental Health Educator in that the former has responsibility for citywide health promotion and education projects, department-wide training and evaluation activities, and supervision of employees in the latter classifications. This class is distinguished from the Chief, Bureau of Health Education, Department of Public Health, in that the latter has overall administrative responsibility for the department's citywide health information program. It is distinguished from the Manager, Office of Health and Safety, in that the latter has administrative responsibility for environmental health and occupational safety services within a large department.

SUPERVISION EXERCISED

Supervises professional staff engaged in health promotion and education activities.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises subordinate Health Educators, Mental Health Educators and Assistant Health Educators, and other subordinate staff engaged in health promotion and education activities within the Department of Public Health; initiates, plans, coordinates, implements and evaluates all citywide health education projects, such as Health Hazard Appraisal, Accident Prevention Campaign, Health Fairs, etc.

2. Develops and evaluates in-service training programs for the Bureau of Health Promotion and Education as well as other health department personnel; acts as liaison and maintains a cooperative relationship with other Bay Area agencies engaged in health promotion and education activities.

3. Keeps abreast of local, state and federal health promotion and education programs and legislation; prepares grants and proposals to enhance the activities of the Bureau.

4. In large departments, and under general direction of the Manager, Office of Health and Safety, develops and implements comprehensive departmental occupational health and safety education and training programs.
Title: Senior Health Educator  
Job Code: 2825

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of: public health education and public health programs; community structure and public relations.

Ability and skill to: Effectively supervise subordinate staff; plan programs and write grants; and develop training and education programs.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires possession of Master's Degree in Public Health (MPH) with a concentration in Health Education accredited by the Council on Education for Public Health (CEPH), or completion of 4 courses (minimum of 10 semester units or 15 semester units) in any of the following subjects: program planning/evaluation, community assessment/intervention, public health education/social behavior theory, community organization/promotion, groups process, training fundamentals, culture/ethnic diversity, eliminating health disparities/inequities, and community based research methods.

Experience:

Three (3) years of post-Master's Health Educator experience in a public or community health setting.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 2822 Health Educator

To:

ORIGINATION DATE: 10/20/1980

AMENDED DATE: 08/XX/2015
Title: Senior Health Educator
Job Code: 2825

REASON FOR AMENDMENT
To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN; SFMTA