NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: August 10, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 12 FY 15/16 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 10, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

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
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.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2819</td>
<td>Assistant Health Educator</td>
</tr>
<tr>
<td>2</td>
<td>2822</td>
<td>Health Educator</td>
</tr>
<tr>
<td>3</td>
<td>2825</td>
<td>Senior Health Educator</td>
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</table>

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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


cc: All Employee Organizations
   All Departmental Personnel Officers
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   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 health information communication strategies and materials for public consumption; conducts 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 2822 Health Educator class in that the former works under supervision of and provides assistance to employees 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; provides referrals to treatment centers within the Department of Public Health.

2. Conducts community assessments including surveys, focus groups and/or direct education with community members and community agency staff.

3. Provides assistance in the development of communication strategies and materials, such as flyers, presentations and social media.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires knowledge of public health education, programs, principles and practices; community structure and public relations. Requires ability and skill to assist in planning and developing health education programs, preparing health education 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: Possession of a baccalaureate degree with a major in Public Health, sociology,
Title: Assistant Health Educator  
Job Code: 2819

biological sciences, or a closely related field.

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: 8/10/2015

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: Health Educator  
Job Code: 2822

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

meets; 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 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 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:

Requires 6 months of health educator experience during or post-Master’s program in a public or
Title: Health Educator  
Job Code: 2822  

community health setting.  

License and Certification:  

SUPPLEMENTAL INFORMATION  

PROMOTIVE LINES  

TO:  2825 Senior Health Educator  
FROM: 2819 Assistant Health Educator  

ORIGINATION DATE:  10/20/1980  
AMENDED DATE:  08/10/2015  

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
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 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 classification.

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, 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.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of: public health education and public health programs; community structure and public relations.
Title: Senior Health Educator  
Job Code: 2825

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: 08/10/2015

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