

## FUNCTIONAL JOB DESCRIPTION

### GENERAL INFORMATION:

<b>Civil Service Classification</b>	Public Health Program Manager I
<b>Working Job Title (if different)</b>	
<b>Division</b>	Planning & Accreditation
<b>Date Job Description Created</b>	9/12/2013
<b>Revision Dates of Job Description</b>	
<b>Job Title Changes (all changes since position creation)</b>	

### POSITION DEFINITION:

Assist in the formation and guidance of a new public health initiative, "Take Care Columbus," that will involve bringing partners and residents together to identify common goals for community health improvement, as well as function as staff coordinator for the internal infant mortality reduction group.

### ESSENTIAL FUNCTIONS:

- Facilitate discussions in the community regarding major public health challenges and evidence based methods to address these challenges.
- Assist in the development of community partnership to improve health and reduce disparities in Franklin County.
- Research and understand diseases and behaviors of high public health importance in Franklin County such as tobacco use, chronic, environmental, and behavioral diseases.
- Organize and document meetings with residents.
- Work with assigned epidemiologist to create measures that will help track progress in reaching goals and develop methods to regularly collect information on the measures from project participants.

- Track progress on implementation of action steps or policies designed to impact agreed upon health indicators for the new health improvement initiative.
- Become familiar with the customer satisfaction survey process including analysis and reporting results.
- Design and implement methods to regularly report to stakeholders and the community progress for the new public health initiative.
- Participate in professional development opportunities.

**PREFERRED QUALIFICATIONS:**

N/A

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):**

**F. Public Health Tier: 1 – Front line Employee**

**G. Organizational Competencies**

All CPH employees are expected to ensure that the Columbus community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all CPH employees are expected to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of CPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Research / Science-based: Contribute to the advancement of the scientific base of public health and use credible science as the foundation of our policies and procedures.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Continuous Quality Improvement: Establish and maintain organizational capacity and resources to support continuous quality improvement.
- Occupational Health and Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- Communication: Communicate in a respectful manner both written and orally, in person, and through electronic means, with linguistic and cultural proficiency.

**H. Manager/Supervisor/Executive Level Competencies**  
N/A

**I. Job Specific Competencies**

Descriptions of each competency can be found at:

[http://www.phf.org/programs/corecompetencies/Pages/Core\\_Public\\_Health\\_Competencies\\_Tools.aspx](http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx)

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4, 1A5, 1A6, 1A9, 1A12)
- Policy Development/Program Planning Skills (2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A3, 3A4, 3A5, 3A6)
- Cultural Competency Skills (4A1, 4A2, 4A3, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9, 5A10)
- Public Health Sciences Skills (6A1, 6A3, 6A4, 6A5, 6A6, 6A7)
- Financial Planning and Management Skills (7A3, 7A7, 7A10)
- Leadership and Systems Thinking Skills (8A1, 8A2, 8A3, 8A5, 8A6, 8A7)

**J. Professional Competencies**

List professional competency(ies): N/A

**REPORTING STRUCTURE:**

<b>Title of Immediate Supervisor:</b>	PH Administration (Planning & Accreditation)
<b>Titles of any others this position reports to:</b>	
<b>Titles of those who directly report to this position:</b>	

**PHYSICAL WORK ENVIRONMENT:**

Job Location: 240 Parsons Ave., Columbus, Oh 43215

Physical Activity: Lifting, fingering, touching, talking, hearing, repetitive motions.

Physical Requirements: Sedentary Work

Visual Activity: Close to the eyes, at or within arm's reach.

Extra: Employee will work inside with protection from weather conditions. Employee is expected to be able to see and read close to their eyes for tasks such as data analysis and keyboarding. Lifting up to 15 pounds is required occasionally and/or a very minimum amount of force frequently or constantly to lift, carry, push or pull or otherwise move objects.