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CIVIL SERVICE DEPT. **14**
Agenda Item No.

Date: April 30, 2012
To: Civil Service Commission *[Signature]*
From: Debbie Mills, Director of Human Resources
Subject: **Request to Amend Classification Specification – Public Health Professional**

I request Civil Service Commission authorization to add the following selective certification categories to the minimum qualifications section of the Classification Specification for Public Health Professional:

- Chief Environmental Health Programs Specialist
- Chief Environmental and Community Health Education Specialist

The Public Health Professional classification requires specialized skills, knowledge and abilities, which requires the establishment of a variety of specialized categories to which Civil Service may selectively certify eligible candidates. The above categories are new titles for the purpose of staffing lead positions in the Environmental Health Bureau of the Health Department. They will be responsible for environmental health program activities, with duties to include development of grant funding to support Environmental Health Bureau program activities.

A representative of the Department of Health and Human Services will be present at the Civil Service Commission to respond to any questions.



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: PUBLIC HEALTH PROFESSIONAL I - III

DEFINITION: Under direction, supervises, coordinates or directs a specialized public health or human services program.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Supervises a specialized public health or human services program.
- Grade Level II - Coordinates a specialized public health or human services program.
- Grade Level III - Directs a specialized public health or human services program. Some positions at Grade Level III **may** require specialized licensing as a mental health professional or related licensing, and/or **may** require a Master's Degree in Social Work or a related field.

EXAMPLES OF DUTIES:

- Provides professional services for specialized public health or human services programs;
- Monitors and maintains program compliance and service delivery;
- Maintains compliance with applicable laws and regulations;
- Supervises, trains and monitors program staff;
- Develops, implements and evaluates various aspects of the program;
- May provide individual counseling and guidance to program participants;
- May act as a liaison, and represent the City to various agencies, committees, and community groups;
- May coordinate program activities with public, private, and community-based agencies;
- May analyze data and compile reports;
- May complete and submit grant proposals and required progress reports;
- May coordinate the recruitment, training and placement of program interns;
- May obtain and monitor contracts with community providers; and
- Performs other related duties as assigned.

PUBLIC HEALTH PROFESSIONAL I – III (continued)

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a Bachelor's Degree in a related field AND one-year of professional experience in public health or human services related to a specialized program area which may include, but is not limited to:

Center for Families and Youth, Family Preservation Clinical Services, Family Health Education Center, Multi-Service Center, Early Intervention Program Counseling Services Program, Child Care Program, Black Infant Health Program, Maternal Child and Adolescent Health Program, Youth Health Education Program, Teen Pregnancy and STD Prevention Program, Role of Men Program, Lead Hazard Control Program, Environmental Health Program, Medi-Cal Outreach Program, Preventive Health Program, Vaccine-Preventable Disease Outreach Program, Nutrition and Physical Activity Program, Employee Assistance Program, Homeless Services Program, Tobacco Education Program, AIDS Surveillance Program, Immunization Action Plan, Bioterrorism Preparedness Program, Chief Environmental Health Programs Specialist and Chief Environmental Community Health Education Specialist.

Experience may be substituted for education on a year-for-year basis.

A valid California motor vehicle operator license.

HISTORY:

Established: 04/01/2000

Revised: 02/02/2007, 03/02/11, 05/09/2012

Approval/Adoption Date: 02/02/2007, 02/08/11, 05/09/2012 – Human Resources
03/21/2007, 03/02/11 – Civil Service

1 **DATE:** June 6, 2012

2 **TO:** Civil Service Commission

3 **FROM:** Deborah McCluster, Personnel Analyst



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5 **SUBJECT: REQUEST TO REVISE CLASSIFICATION SPECIFICATION –
PUBLIC HEALTH PROFESSIONAL**

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7 Debbie Mills, Director of Human Resources requests Commission approval to adopt
8 the revised classification specification for Public Health Professional. Staff has
9 reviewed the request and recommends Commission approval in accordance with
10 Section 1101(d) of the City Charter.

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12 Facts for Consideration:

- 13 • The Civil Service Commission approved the creation of the classification for Public
14 Health Professional classification and adopted the classification specification on
15 July 5, 2000.
- 16 • The proposed changes reflect revisions and updates to Minimum Requirements
17 section of the classification specification.
- 18 • In the Minimum Requirements section, it is proposed that the specialized program
19 areas be updated to include Chief Environmental Health Programs Specialist and
20 Chief Environmental Community Health Education Specialist.

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22 Staff has reviewed this request and recommends Commission approval in accordance
23 with Article XI, Section 1101(d) of the City Charter.
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1 Staff has discussed the proposed changes with representatives of the Health and
2 Human Services and Human Resources Departments and all are in agreement with
3 the recommendations for this classification specification.

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5 Both Departments and the International Association of Machinist Union have been
6 notified of this request and that it is on today's agenda. Department representatives
7 will be present to respond to any questions from the Civil Service Commission.

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9 DWM Public Health Professional Class Spec 6.6.12

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