

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Public Health Consultant

SERIES NO.:

6572

MAJOR AGENCIES:

Health

EFFECTIVE DATE:

12/27/2015

SERIES PURPOSE:

The purpose of the public health consultant occupation is to develop, coordinate & implement public health services programs which provide direct or indirect community based public health services to the public.

Incumbents implement public health services programs or act as program/project consultant.

Note: A public health program is any program designed to protect & improve the health of a community, as by preventive medicine, health education, control of communicable diseases, application of sanitary measures, monitoring of environmental hazards & improving access to care.

CLASS TITLE

Public Health Vision Consultant

CLASS NUMBER

65721

PAY RANGE

12

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of the administration & interpretation of vision screening tests in order to oversee the administration of comprehensive vision screening services to children & provide rehabilitative & educational counseling to parents of children with vision loss.

CLASS TITLE

Public Health Consultant

CLASS NUMBER

65722

PAY RANGE

12

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of public health, preventive medicine or related field & program techniques in order to act as consultant for assigned number of local projects, special planning committee/council providers or counties, or assigned region or district, or on statewide basis for particular category of service/issues, to monitor health status to identify community health problems, provide health education to reinforce health promotion programs & messages, assist in planning/assessment of solutions to public health problems/issues to promote change in public health practice, provide technical assistance to reduce health risk & promote better health through public health services.

CLASS TITLE

Public Health Genetics Consultant

CLASS NUMBER

65724

PAY RANGE

12

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of genetic/metabolic disorders in order to act as a public health expert/resource for individuals with or at risk for genetic disorders.

CLASS TITLE

Public Health Audiologist

CLASS NUMBER

65725

PAY RANGE

13

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of audiology in order to provide audiological services, provide technical assistance or consultation to audiologists conducting public health programs (monitoring and oversight of audiology programs funded by the Ohio Department of Health and technical assistance to other professionals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Health Vision Consultant	65721	11	12/27/2015	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees the administration of comprehensive vision screening services to children: coordinates network of children's diagnostic eye clinics in collaboration with local health departments (e.g., recommends medical staff for contractual agreement), assures that vision screening tests (i.e., distance & near visual acuity, color deficit & ocular muscle balance & stereopsis) are properly administered as recommended per Ohio Department of Health vision screening guidelines (e.g., assures proper screening equipment is available to vision screeners), provides rehabilitative & educational information to local health departments (e.g., vision referral & follow up resources), coordinates equipment loan program to ensure clients (e.g., school systems, child care centers, pediatricians, health departments, service organizations, universities) have appropriate screening tools, assists in policy development: acts as liaison to Ad Hoc Advisory Committee to establish approved equipment for vision screening & to establish mandatory grade levels for screening & provides rehabilitative & educational counseling to parents.

Reviews clinic records with local health personnel; determines whether proper reporting procedures & forms are used; evaluates data to assure appropriate referrals are made, follow-up is completed & to determine training programs' & consultative services' needs; gathers information & monitors completion of surveys that impact vision screening (e.g., Biennial Survey of Schools, Provider Survey, National Survey of Children with Special Health Care Needs, National Survey of Children's Health, ImpactSIS); maintains inventory of & reviews requests for screening forms.

Trains school nurses, medical students, community volunteers, & special educators about screening guidelines & requirements & to administer vision screening tests; acts as county coordinator for assigned counties in reviewing & awarding grants (e.g., responds to requests for assistance, consultation & interpretation of programs, policies & procedures); provides vision conservation consultative services to school systems, child care centers, pediatricians, health departments, service organizations & universities & develops, evaluates & presents vision conservation training programs; conducts special assignments (e.g., coordinates vision screening program; assists in the coordination of population-based vision screening data).

MAJOR WORKER CHARACTERISTICS:

Knowledge of health, pre-medicine or comparable field; anatomy, physiology & pathology of eye; community resources applicable to treatment methods for vision disorders*; psychology; sociology; human relations; agency & governmental laws, rules, regulations & procedures applicable to operating vision clinics & vision conservation programs*; counseling; policy & program planning & analysis*; accounting, finance or budgeting*. Skill in administration of vision screening tests & operation of vision screening equipment (e.g., automated vision testers, stereopsis test, distance & near acuity test & pseudoisochromatic plates)*. Ability to define issues/problems, collect data, establish facts & draw valid conclusions; establish & maintain good rapport with vision program participants; handle routine & sensitive inquiries from & contacts with government officials &/or providers; prepare, review &/or evaluate records; prepare & deliver training &/or speeches before specialized audiences.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in health science, health, pre-medicine or comparable field; 3 courses in psychology (i.e., to include 2 courses on learning disabilities &/or developmental disabilities & 1 course on reading & education of reading disabled) or 9 mos. exp. in same subject area; 3 courses or 9 mos. exp. in education of visually handicapped; 3 mos. trg. or 3 mos. exp. in administering vision screening tests (i.e., distance & near visual acuity, color deficit & ocular muscle balance & stereopsis); 2 courses or 6 mos. exp. in anatomy, physiology or pathology of the eye; 2 courses or 6 mos. exp. in current treatment methods for vision disorders; 1 course or 3 mos. exp. in public relations; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Health Consultant	65722	11	12/27/2015	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as consultant for assigned number of local projects, special planning committee/council providers or counties, or assigned region or district, or on statewide basis for particular category of service/issues, to monitor health status to identify community health problems, provides health education to reinforce health promotion programs & messages, assists in planning/assessment of solutions to public health problems/issues to promote change in public health practice, provides technical assistance to reduce health risk & promotes better health through public health services.

Identifies health risks & determines public health service needs using appropriate methods & technology (e.g., disease registries, geographic information systems, social marketing strategies); requests, obtains & evaluates information from various sources to determine appropriate community assets & resources that support the local public health system; conducts individual telephone & personal interviews with involved parties to confirm actual occurrence of communicable disease; develops proper outbreak control procedures; makes assessments of current immunization levels; investigates outbreaks of childhood, vaccine preventable diseases.

Assists program manager in the development of policy, codes, regulations & legislation to protect the health of the public & to guide the practice of public health; tracks measurable health objectives; prepares & maintains required records & reports; develops & coordinates health information, health education & health promotion activities designed to reduce health risk & promote healthy lifestyles; facilitates partnerships with various communities (e.g., schools, faith-based communities, work sites, personal care providers) to implement & reinforce health promotion programs & information; assesses training needs & develops & delivers training.

Assists in preparing or prepares grant applications (e.g., estimates funding needs for personnel, travel, equipment &/or screening services; projects/summarizes objectives, activities, evaluation process, education, tracking & follow-up activities) &/or monitors & evaluates spending & assists in preparing or prepares budget estimates; reviews & approves contract invoices; develops new &/or reviews/revises existing service contracts; reviews grant applications to determine appropriateness for funding; schedules, coordinates &/or chairs grant review process; develops request for proposal (i.e., RFP) & announcement of availability of funding to interested providers; recommends approval/disapproval of grant requests or budget revisions for local projects; writes conditions of grant funding.

Provides technical assistance to stakeholders (e.g., attends/facilitates meetings; reviews & responds to complaints &/or inquiries from health care professionals, program participants, government officials & the public); develops survey & evaluation plans to assess program/project outcomes; coordinates distribution of newsletters &/or prepares articles for inclusion in newsletters; conducts research/literature reviews &/or attends training, seminars & conferences to keep abreast of trends & legislative changes & other developments affecting assigned area(s) of expertise & to expand knowledge & acquire/expand skills; operates personal computer to enter & retrieve data &/or generate documents; provides work direction &/or training to other employees assigned to work on given project/program.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public health, health, medicine or other allied health field; community resources applicable to particular public health services program*; human relations; agency & governmental laws, rules, regulations & procedures applicable to particular public health program*; public health issues, policy & program planning & analysis; training & development; accounting, finance or budgeting*. Skill in operation of personal computer. Ability to define issues/problems, collect data, establish facts & draw valid conclusions; establish & maintain good rapport with program participants; handle routine & sensitive inquiries from & contacts with government officials &/or providers; prepare, review &/or evaluate records, reports &/or financial/grant documents; prepare & deliver training &/or speeches before specialized audiences.

*Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in public health, health care, health administration or related field; 6 mos. exp. in providing direct service &/or consultation in a public health, community health, hospital &/or clinic setting, to include exp. in program evaluation, grant review, developing & presenting training programs & in facilitating &/or working collaboratively with coalitions or groups; must be able to provide own transportation.

-Or completion of undergraduate core coursework in public health, health care, health administration or related field; 18 mos. exp. in providing direct service &/or consultation in a public health, community health, hospital &/or clinic setting, to

include exp. in program evaluation, grant review, developing & presenting training programs & in facilitating &/or working collaboratively with coalitions or groups; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Health Genetics Consultant	65724	11	12/27/2015	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as an expert/resource for programs in the Ohio Department of Health providing services in the care of individuals with or at risk for genetic/metabolic disorders (e.g., coordinates, plans, monitors & implements statewide interdisciplinary genetics services/projects) interprets, explains & carries out regulations, policies, guidelines & standards for services, provides expert technical assistance & orientation concerning genetics services to health professionals (e.g., project personnel, local public health personnel, officials, physicians), provides consultation to hospitals & health professionals to assess level of risk & address abnormal newborn screening issues in a rapid & thorough manner, explains the clinical implications of genetics tests & other diagnostic studies & their results to hospital personnel & health care providers, provides written documentation of medical, genetic & counseling information for families & health care professionals, identifies & utilizes community resources that provide medical, educational, financial & psychosocial support & advocacy, monitors & evaluates funded genetics projects &/or hospital newborn screening programs, birthing facilities, physician offices, local health departments & midwives by tracking records & by telephone to ensure compliance with state rules & regulations & to provide quality improvement feedback, prepares & maintains required medical records & reports, advises individuals & families to support informed decision making & coping methods for those at risk, reviews & responds to inquiries or complaints from parents & health care professionals & officials.

Assists in development of policies & procedures for program(s); plans, develops, implements & evaluates program activities to ensure compliance with state rules & regulations; develops data collection procedures, instruments & manuals for program assessment & evaluation; processes & monitors grant applications.

Plans, develops & conducts trainings (e.g., in-service education, workshops, seminars & conferences) on topics related to public health genetics & services for health professionals; discusses features, natural history, means of diagnosis, genetic & environmental factors & manuals for health care professionals, local health care personnel & parents about the Ohio Department of Health programs.

Compiles & prepares statistical reports based on indicators developed by the program, Regional 4 Genetics Collaborative, National Newborn Screening Information System, Maternal & Child Health Block Grant, & Newborn Screening Advisory Committee; provides assistance to the Newborn Screening Advisory Committee; serves on professional & state committees & boards as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of genetics, public health, health, pre-medicine or comparable field; community resources applicable to particular public health services program*; human relations; agency & governmental laws, rules, regulations & procedures applicable to particular public health program*; public health issues, policy & program planning & analysis; training & development; accounting, finance or budgeting*. Skill in operation and maintenance of laboratory equipment and personal and laboratory computer systems. Ability to define issues/problems, collect data, establish facts & draw valid conclusions; establish & maintain good rapport with program participants; handle routine & sensitive inquiries from & contacts with government officials &/or providers; prepare, review &/or evaluate records, reports &/or financial/grant documents; prepare & deliver training &/or speeches before specialized audiences.

(*)Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in Genetic Counseling; 6 mos. exp. in providing direct service &/or consultation in a public health, community health, hospital &/or clinic setting to include exp. in program evaluation, developing & presenting training programs & in facilitating &/or working collaboratively with coalitions or groups; must be able to provide own transportation.

-Or 42 mos. exp. as a health care professional (e.g., Pediatric Registered Dietician, Registered Nurse) in a pediatric setting to include exp. in program evaluation, developing & presenting training programs & in facilitating &/or working collaboratively with coalitions or groups; must be able to provide own transportation.

-Or 42 mos. exp. in genetics consultation in health, public health or related field to include exp. in program evaluation, developing & presenting training programs & in facilitating &/or working collaboratively with coalitions or groups; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Health Audiologist	65725	11	12/27/2015	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Consults with a network of children's diagnostic ear clinics to monitor & coordinate services (e.g., interviews, assigns & contracts for clinic services; develops clinic schedule), orders, maintains, safeguards, transports & sets up diagnostic equipment used in clinics, provides audiologic services & rehabilitative & educational counseling to parents of children having loss of hearing, reviews follow-up recommendations with local health & medical personnel & screens children who are handicapped or difficult to test.

Monitors & analyzes clinical performance records, maintains medical records, extracts data & prepares state & federal reports; determines if appropriate hearing forms & reporting procedures are being used; evaluates data to determine areas needing training & consultative services; reviews & evaluates grant applications; synthesizes results of special studies & prepares reports of results of findings.

Provides training to medical providers & local health personnel in policies & methods of administering ear clinics; serves as liaison between grant recipients & agency; provides consultative services to local agencies & organizations; develops & evaluates training programs for health professionals & lay groups; trains local nurses to screen children for hearing disorders; develops & presents conferences & serves on public health planning committees.

Conducts special assignments & develops special programs (e.g., provides expertise regarding appropriateness of special hearing aid fittings; develops service-educational program regarding damage to hearing by noise; determines type & completeness of hearing conservation program in schools; works with hospitals to develop screening program for newborn infants).

MAJOR WORKER CHARACTERISTICS:

Knowledge of speech & hearing sciences; training & development*; human relations; state & federal policies, procedures & guidelines applicable to operating pediatric otological diagnostic clinics*; counseling; public relations. Skill in operating audiological testing equipment. Ability to deal with non-verbal symbols in formulas, equations or graphs; use statistical analysis; prepare meaningful, concise & accurate reports; write scientific & detailed reports including articles for publication; handle sensitive inquiries from & contacts with officials & general public; develop good rapport with patients & their parents; prepare & deliver speeches before specialized audiences & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current license to practice as audiologist per Ohio Revised Code Section 4753.02; 3 mos. trg. or 3 mos. exp. in human relations; 1 course or 3 mos. exp. in statistical analysis; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as audiologist.

UNUSUAL WORKING CONDITIONS:

Requires travel.