OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE:	CODE:
Health Planning Coordinator	65243C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general direction from health planning administrator or federal supervisor, consults with & advises local health agencies, schools, community organizations & government agencies on health programs in assigned district area to promote efficient & effective health care programs; may work independently on specialized health program;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	62-72	Acts as liaison with local health agencies, volunteer organizations, schools & various government agencies in planning, coordinating & identifying needs in specialized health care programs (i.e., immunization, emergency sanitary water plans, diabetes, black lung, hypertension, cancer, alcoholism, gonorrhea syphilis, influenza).	Knowledge of (1) human anatomy, (2) human physiology, (3) public relations, (4) loca state & federal laws, rules & guidelines pertaining to specialty health program area*, (5) epidemiology, (6) immunology, (7) demography (i.e., statistics related to distributing of community health problems & morbidity), (8) planning for community health organizations, (9) health counseling; ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) gather, collate & classify information about data, people or things, (12) handle sensitive inquiries from & contacts with officials & general public.
2	13-23	Develops, implements, organizes & expands health care programs & plans with help of district personnel, state & federal agencies & local authorities; answers questions & explains existing programs for departments & agencies; makes presentations to medical professions, volunteer organizations & general public on health care programs.	Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, (13) public speaking; ability to 10, 11, 12, (14) prepare & deliver speeches before technical & non-technical audiences, (15) interpret extensive variety of technical material in books, journals & manuals.

(889) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
Requires travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1 course in human anatomy (or 1 mo. exp.); 1 course in human physiology (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 1 cours in epidemiology (or 1 mo. exp.); 1 course in immunology (or 1 mo. exp.); 1 course in demography (i.e., statistics related to community health problems & morbidity) (or 1 mo. exp.) 1 course in planning for community health organizations (i.e., techniques & methods essential for planning with emphasis on health care systems) (or 1 mo. exp.); 1 course in health

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	9-15	Initiates necessary studies & data collection in preparation for program development, implementation & evaluation; maintains reference library of professional materials for sources of information.	Knowledge of 1, 2, 4*, 5, 6, 7, 8; ability to 10, 11, 15, (16) use proper research methods in gathering data, (17) develop complex reports & position papers.
4	0-6	Participates in development of educational programs & materials to prepare agencies, school personnel & other individuals in development of health care programs; encourages health educational aspects of various agencies programs; obtains human biological specimens when required.	Knowledge of 1, 2, 4*, 5, 6, 7, 9; skill in (18) venipuncture; ability to 10, 11, 15, (19) write &/or edit educational programs & materials.

(840)

1231-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* counseling (or 1 mo. exp.); 1 course in public speaking, speech or oral communication (or 1 mo. exp.); 1 course in venipuncture (or 100 hrs. training in venipuncture); or equivalent plus: 3 courses in addition to those cited previously in any area of human medicine, or allied medicine or nursing.

FORM ADM-4134

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