

## PROGRAM SPECIALIST (HEALTH – SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class coordinates and implements health programs within the Health Department. This class performs administrative tasks and provides technical assistance to ensure that Department goals and objectives are met. The duties require proficiency in both Spanish and English, providing interpretive and information services. This level is distinguished from the Program Administrator level by the lesser degree of complexity of departmental assignments. Supervision may be exercised over community outreach workers and assigned support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates both orally and in writing in the Spanish and English languages;

Participates in the administration of programs by providing on-site supervision of health programs;

Assists with the development of program policy and procedures by keeping abreast of advances in the field of health;

Monitors and evaluates programs to collect data, and to assure smooth work flow;

Supervises the maintenance of detailed records of patients, clinics, fees, etc.;

Analyzes service data and compiles statistical reports as required by federal, state and local agencies;

Trains and supervises outreach staff and confers with superiors on staffing and work problems;

Organizes education activities to increase participation of individuals and special interest groups in health programs;

Provides information for making sound decisions, e.g., nutrition, prevention of disease and continuity of care;

Plans and coordinates program details with community agencies to minimize duplication of services;

Works with professional and lay groups to develop service projects;

Prepares fiscal reports and documents, as required;

Confers with staff members, community agencies and other County Departments to coordinate health programs for special interest groups;

Maintains relationships with community agencies, i.e., health administrators, district office administrators, etc., to promote delivery of comprehensive services to the public;

Trains and provides technical assistance;

EXAMPLES OF WORK: (Continued)

Represents the department by participating in meetings, conferences, and committees, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail, and database software in performing work assignments;

May perform incidental duties, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public health programs, related laws and regulations; good knowledge of the principles and practices of administration and supervision; ability to understand and interpret complex written regulations; ability to plan, organize and present ideas clearly both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, and database software; ability to establish and maintain effective relationships with others; ability to train and evaluate performances of program employees; ability to read, write and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency Test; ability to communicate effectively in English, both orally and in writing; initiative; tact; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and two years of staff, administrative support or administrative experience in a health related setting.

SUBSTITUTION: Satisfactory completion of 30 credits\* toward a Master's degree in a health related field may be substituted for experience on a year for year basis for up to two years.

DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York and maintain same while in title.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J. C.: Competitive  
WPP1

Job Class Code: C2987  
Job Group: X