

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.982
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Class Specifications
for the

PUBLIC HEALTH EDUCATOR SERIES

This series includes all positions the duties of which are to supervise or actively participate in the planning, organizing, coordinating and conducting of public health educational and informational activities and programs. The Public Health Educator strives to: 1) provide a variety of information to the general public, 2) get the public to adopt good health practices, 3) increase the public understanding of various diseases, problems, etc., and 4) assist in planning and providing in-service training to professionals so that up-to-date services may be provided to the general public.

In order to carry out his responsibilities, a Public Health Educator must: 1) analyze the educational needs, 2) plan the educational program, utilizing the services of health and other program specialists, 3) assist program specialists in applying educational principles and concepts, and 4) assume major responsibility for carrying out, coordinating and evaluating the educational activities.

Levels in this series are distinguished on the basis of various combinations of the following factors:

1. Nature and scope of assigned responsibilities.
2. Nature of available guidelines.
3. Supervision received.
4. Supervision exercised.
5. Nature and purpose of personal contacts.
6. Nature and scope of recommendations, commitments and decisions.
7. Knowledge and abilities required.

This is an amendment to the PUBLIC HEALTH EDUCATOR series, which was approved on October 31, 1969, due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980.

DATE APPROVED: 9/7/82

DONALD BOTELHO
Director of Personnel Services

PUBLIC HEALTH EDUCATOR III

2.982

Duties Summary:

Assists a higher level Public Health Educator in conducting informational and educational programs concerning various aspects of a public health program; or, participates in developing, organizing and conducting part of the informational and educational aspects of a public health program or of a particular public health project under the close supervision of a higher level Public Health Educator; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for assisting a higher level Public Health Educator in conducting informational and educational programs concerning various aspects of public health or, it involves responsibility for participating in developing, organizing, and conducting part of the informational and educational aspects of a public health program or of a particular public health project under the close supervision of a higher level Public Health Educator. The class represents the sub-journeyman Public Health Educator who generally receives less difficult assignments than the journeyman Public Health Educator at the next higher level. When difficult or complex assignments are made, a Public Health Educator III normally receives closer supervision and guidance.

Examples of Duties:

Assists a higher level Public Health Educator in conducting informational and educational programs; gathers and compiles information; prepares educational and informational material such as flyers, news releases, etc.; prepares and gives lectures and talks before interested groups; maintains files or libraries of films, publications and other informational and educational

materials; may select appropriate educational materials for distribution to various agencies and/or groups; participates in in-service training programs; may provide guidance to various individuals and community groups interested in developing and improving the health education activities of their groups.

Knowledge and Abilities Required:

Knowledge of: Basic principles, practices, materials and techniques of public health and community health education; principles of public relations; community health problems; educational psychology and teaching methods; public-speaking methods; basic methods and techniques of disseminating health educational information to the public.

Ability to: Present ideas effectively, both orally and in writing; establish and maintain good working relationships with public and private agencies and individuals; learn to organize and present educational programs; assist in planning, organizing and implementing an educational program in public health; assist in planning, developing and conducting training programs for personnel in health and other agencies; cooperate with educational, medical, dental, nursing and other personnel in developing health education programs; write reports and articles and deliver speeches to promote interest in health programs and activities; disseminate information in the field of public health.

PUBLIC HEALTH EDUCATOR IV

2.983

Duties Summary:

Plans, develops, organizes and conducts informational and educational programs concerning various aspects of public health; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for planning, developing, organizing and conducting informational and educational programs in an assigned geographical area and/or in an assigned specialized program area or areas. This is the journeyman level class in this series.

Examples of Duties:

Advises and assists in planning, developing, organizing and conducting public health educational and informational programs

for employee, civic, community and other groups, the general public and individuals; consults with school or department officials, community organizations and committees and other agencies concerning public health programs and their objectives; gathers and compiles information and organizes material for use in health education programs; adapts information on various public health programs for use as educational materials, and prepares and disseminates such materials; promotes and participates in, or provides in-service training courses for professional personnel in the Health Department or other departments or agencies; prepares and gives lectures and talks before interested groups; develops and maintains files or libraries of films, publications and other informational and educational materials; selects, recommends and distributes films, leaflets and other printed matter; writes news releases, bulletins or other copies; prepares reports of activities and recommends changes in program content; prepares, selects, assembles and edits health education materials; prepares articles, reports, pamphlets, graphic materials and exhibits to promote health education work; provides information to various inquiries from the general public and others, orally or in writing; selects appropriate supplementary educational materials for distribution to individuals and agencies; provides consultation and guidance services to various individuals and community groups interested in developing and improving the health education activities of such groups; coordinates the health education work of various groups so as to minimize duplication of effort; develops and coordinates surveys, as necessary; may supervise others.

Knowledge and Abilities Required:

In addition to the knowledge required at the next lower level, a thorough knowledge of: Principles, practices, materials and techniques of public health education; community organizations; modern developments and literature in the field of health education; community health problems; methods and techniques of disseminating health education information to the public.

In addition to those abilities required at the next lower level, the ability to: Plan, organize and conduct educational programs in public health; organize and direct the activities of committees and organizations for the development and promotion of community public health educational programs; conduct studies and analyze health education problems; interpret public health philosophy and the purpose of health education programs to civic leaders and others; aid in planning, developing and conducting training programs for personnel in health and other agencies.

PUBLIC HEALTH EDUCATOR V

2.984

Duties Summary:

Plans, develops, organizes and conducts informational and educational programs concerning various aspects of public health; participates in overall program development and evaluation; assists in the recruitment, training and supervision of lower level Public Health Educators and others; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting in the recruitment, training and supervision of lower level Public Health Educators and others in addition to performing the full-range of public health educational and informational work in assigned public health programs. A position at this level is also responsible for developing and devising new methods, techniques, tools, etc., to be used in public health educational and informational activities and to plan, develop, organize and conduct educational and informational programs for new projects or programs which involve complex problems or situations; and assists in the maintenance of appropriate liaison with other programs and agencies.

Examples of Duties:

In addition to those examples of duties described for the next lower level, an incumbent of a position at this level performs the following:

Assists in the supervision of lower level Public Health Educators and others. Supervision includes providing advice and assistance on difficult projects and/or programs and reviewing completed work assignments. A position in this class also assists in the recruitment and training of new personnel; assists with administrative functions, including program evaluation and development; develops and devises new methods, techniques, tools, etc., to be used in public health educational and informational activities; plans, develops, organizes and conducts educational and informational programs for new projects or programs.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower level, knowledge of the principles and practices of

supervision and the ability to apply the principles and practices of supervisory techniques and methods and to effectively supervise others are required.