

Minimum Qualification Specifications
for the Class:

COMPREHENSIVE HEALTH PLANNING COORDINATOR
(COMPR HLTH PLNG COORD)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Except for the substitutions provided below, applicants must have had the types and amounts of experience described in the statements immediately following.

General Experience: Three (3) years of progressively responsible administrative, professional, technical, analytical, or other comparable work experience which demonstrates possession of ability to plan and coordinate activities, projects, or programs.

Specialized Experience: Two (2) years of progressively responsible professional or technical liaison work experience which included the responsibility for such functions as planning, organizing, promoting, and coordinating program activities of health service-oriented agencies and/or inter-disciplinary groups providing health or health-related services in the community.

Substitutions Allowed

Substitution of Education for Experience: Possession of a master's degree in a health or health-oriented profession, such as public health, public health administration, social work, or nursing from an accredited college or university may be substituted for one year of Specialized Experience.

Substitution of Specialized Experience for General Experience: Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class COMPREHENSIVE HEALTH PLANNING COORDINATOR, which were approved on October 22, 1982.

Date Approved: 1/5/2022 *Raynell Gee*
for RYKER WADA, Director
Department of Human Resources Development