STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HEALTH PROGRAM SPECIALIST II	**37**	**B**	**10.238**
HEALTH PROGRAM SPECIALIST I	**35**	**B**	**10.237**

SERIES CONCEPT

Health Program Specialists plan, develop, implement and evaluate health services and activities; conduct research and analyze health data and statistics; develop goals, objectives, program requirements and procedures; provide technical information regarding specialized health related conditions; and participate and provide support to various committees, advisory boards and other work groups. Duties are related to one or more specialized health programs which operate on a statewide basis and focus on the prevention, early detection, treatment, education, and tracking of data relevant to a specific communicable or chronic disease, maternal and child health, nutrition and other conditions which impact the health of under-served or target groups within the general population.

Health Program Specialists perform analytical work specifically related to the collection and analysis of data, identification of trends and preparation of statistical reports, and the development, implementation and evaluation of the programs to which assigned. Positions in this series differ from Health Program Managers whose work is managerial in nature and includes budget development and control, supervision of professional, technical and clerical personnel, grant administration, and ensuring compliance with program regulations and requirements.

Research, collect and analyze health data and statistics; identify health issues, trends and prevalence of specific diseases and conditions; assess community, regional, and statewide needs and resources; develop recommendations for program development and expansion, resource allocation, and interventions for at-risk populations.

Develop objectives, protocols and procedures for assigned health program areas; establish performance indicators and benchmarks to evaluate program effectiveness and accomplishment of desired outcomes; develop quality assurance measures to ensure adherence to agency, federal or other standards and guidelines; establish program eligibility requirements and approve program participation and reimbursement for services as required.

Develop outreach strategies for target and at-risk populations; collaborate with individual community members and other public and private services and groups to develop and provide a community outreach coalition; serve on committees and represent the division on advisory boards to promote awareness and network with special interest groups.

Serve as a consultant and technical advisor in an assigned program specifically designed to provide prevention, identification and treatment services to individuals either diagnosed or at risk of contracting life and health threatening diseases and/or conditions; provide technical assistance to staff and service providers to ensure program activities comply with established regulations, policies, procedures and program parameters; visit service providers to establish and maintain provider networks, monitor compliance with program requirements, and develop and implement corrective action plans as required.

Promote statewide wellness through public education, outreach, and coordination of preventive/specific health care services; conduct or assist in conducting public education, outreach campaigns, and promotional activities to publicize disease prevention and health awareness; coordinate informational and educational

SERIES CONCEPT (cont'd)

conferences and meetings related to program area; develop educational and promotional materials, bulletins, and newsletters as required; prepare press releases and public service announcements, and legislative testimony as required.

Prepare funding requests and monitor expenditures; assist in preparing budgets; prepare grant applications to secure and maintain funding including writing and amending program descriptions and compiling required financial data; participate in planning and needs assessments for future funding cycles; develop, prepare and administer agreements and contracts as required; prepare and submit narrative and statistical reports related to program activities as required.

Supervise technical and clerical staff as assigned.

Perform related duties as assigned.

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CLASS CONCEPTS

Health Program Specialist II: Under direction, incumbents at this level plan, organize and coordinate an assigned health program which is statewide in scope, and supervise a small staff comprised of professional and/or technical personnel. Health Program Specialist II's are distinguished from Health Program Specialist I's by greater complexity of the program area, advanced level knowledge, skills and abilities required, and supervisory responsibility for professional and/or technical staff.

Examples of positions at the Health Program Specialist II level include:

1) The coordinator of the Cancer Registry who has responsibility for compiling and maintaining comprehensive records related to the identification, treatment and progress of all cancer patients in the State.

2) The Registered Nurse who oversees and coordinates implementation of maternal/child health programs such as Baby Your Baby, Perinatal Substance Abuse and others.

Health Program Specialist I: Under direction, incumbents plan, implement, develop and evaluate an assigned program area and perform duties described in the series concept at the journey level.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Some positions require professional licensure, certification, or registration is required at time of appointment and as a condition of continuing employment.
* Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

* Pursuant to NRS 632, a Bachelor's degree from a school or professional nursing approved by the State Board of Nursing is equivalent to a bachelor's degree from an accredited college or university.

HEALTH PROGRAM SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a health science, behavioral science or closely related field applicable to the program area and three years of health-related experience which included researching, collecting, and analyzing data and statistics, developing objectives, protocols, and procedures, providing health education services to target groups or the general public, and/or investigation and prevention of communicable or chronic diseases; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: program evaluation methods and techniques; public health facilities, programs and principles relevant to a specified health field such as nursing, nutrition or other area; medical standards of care as applied to the program area; State, local and federal public health organizations; commonly prescribed medications, typical side effects and drug interactions applicable to the assigned health program; development and implementation of program services and activities. **Ability to:** consult with colleagues, health care professionals, patients and others to provide technical expertise requiring advanced journey level experience and/or training; plan, conduct and oversee statewide program activities including providing public health information, coordinating treatment of under-served patients, and promoting health and wellness; train, supervise and evaluate the performance of personnel as assigned, *and all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: community agencies and resources which provide services to individuals with health problems or conditions specific to the assigned health program; agency policies and procedures related to the assigned program area; laws, regulations and requirements applicable to health program operations; State personnel, purchasing and budgeting processes.

HEALTH PROGRAM SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a health science, behavioral science or closely related field applicable to the program area and two years of health-related experience which included researching, collecting, and analyzing data and statistics, developing objectives, protocols, and procedures, providing health education services to target groups or the general public, and/or investigation and prevention of communicable or chronic diseases; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: health care delivery systems; standards of care; prevention, detection, treatment, transmission and progression of communicable diseases, chronic diseases, and other health conditions; oral communication skills sufficient to make presentations to groups of program participants, co-workers, the general public and others; writing skills sufficient to develop narrative reports, instructional materials, brochures, pamphlets and newsletters. **General knowledge of:** program evaluation methods and techniques; public health; commonly prescribed medications, typical side effects and drug interactions. **Ability to:** collect, analyze, and interpret data; interpret, apply and explain complex health policies, regulations and program requirements; prepare reports and grant applications; participate in developing and monitoring the budget for an assigned program and/or grant; develop and conduct public education and information campaigns to publicize and promote good health habits and health awareness; work cooperatively and collaboratively with health care providers, patients, community groups and other

MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM SPECIALIST I (cont'd)

agencies; operate a personal computer and word processing and spreadsheet software programs; work both independently and as a team member; plan and organize program activities and services.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Program Specialist II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	10.238	10.237
ESTABLISHED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG
REVISED:	12/8/03UC	12/8/03UC
REVISED:	4/11/14PC	4/11/14PC