



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
HEALTH PROGRAM SPECIALIST TRAINEE II	33	B	10.250
HEALTH PROGRAM SPECIALIST TRAINEE I	31	B	10.253

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.

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 federal, agency, 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 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

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SERIES CONCEPT (cont'd)

administer agreements and contracts as required; prepare and submit narrative and statistical reports related to program activities as required.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.

CLASS CONCEPTS

Health Program Specialist II: Under general 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 to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise administrative/clerical staff as assigned. 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. This is the supervisory level in the series.

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 supervisor who oversees and coordinates implementation of maternal/child health programs.

Health Program Specialist I: Under general direction, incumbents plan, implement, develop, and evaluate an assigned program area and perform duties described in the series concept. Incumbents may supervise lower-level professional, technical and/or administrative/clerical staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline. This is the journey level in the series.

Health Program Specialist Trainee II: Under general supervision, incumbents continue to receive training in performing duties described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Health Program Specialist Trainee I: Under close supervision, incumbents receive training in performing duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require professional licensure, certification, or registration at the 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.

INFORMATIONAL NOTE:

- * Pursuant to NRS 632, a Bachelor's degree from a school or professional nursing program 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 public health, health science, social or behavioral science or closely related field applicable to the program area and three years of professional health-related experience which included at least two of the following areas: researching, collecting and analyzing data and statistics, developing objectives, protocols and procedures; providing health education services to target groups or the general public; evaluating program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; providing prevention, identification or treatment services to individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; preparing grant applications and budgets and developing, preparing and administering contracts and reports related to health services; and/or investigation and prevention of communicable or chronic diseases; **OR** Associate's degree from an accredited college or university in public health, health science, social or behavioral science, or closely related field and four years of professional experience as described above; **OR** graduation from high school or equivalent education and five years of professional experience as described above; **OR** one year of experience as a Health Program Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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; federal, State, and local 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

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
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.

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a public health, health science, social or behavioral science or closely related field applicable to the program area and two years of professional health-related experience which included at least two of the following areas: researching, collecting and analyzing data and statistics, developing objectives, protocols and procedures; providing health education services to target groups or the general public; evaluating program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; providing prevention, identification or treatment services to individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; and/or investigation and prevention of communicable or chronic diseases; **OR** Associate's degree from an accredited college or university in public health, health science, social or behavioral science, or closely related field and three years of professional experience as described above; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** one year of experience as a Health Program Specialist Trainee II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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 agencies; and all knowledge, skills, and abilities required at the lower level.

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.)

HEALTH PROGRAM SPECIALIST TRAINEE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a public health, health science, social or behavioral science or closely related field applicable to the program area and one year of professional experience related to the program area to be trained; **OR** Associate's degree from an accredited college or university in public health, health science, social or behavioral science, or closely related field and two years of experience, one year which was at the professional level, as described above; **OR** graduation from high school or equivalent education and three years of experience, one year which was at the professional level, as described above; **OR** one year of experience as a Health Program Specialist Trainee I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILL, AND ABILITIES (required at time of application):

Working knowledge of: research, collection and analyses of data and statistics. **General knowledge of:** development of objectives, protocols and procedures; prevention, identification and/or treatment services for individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; investigation and prevention of communicable or chronic diseases; health care

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM SPECIALIST TRAINEE II (cont'd)

delivery systems; standards of care; prevention, detection, treatment, transmission and progression of communicable diseases, chronic diseases and other health conditions. **Ability to:** provide outreach and health education services to target groups of the general public; evaluate program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; make presentations to groups of program participants, co-workers, the general public and others; write clear, concise, and grammatically correct narrative reports, instructional materials, brochures, pamphlets, and newsletters; work both independently and as a team member; plan and organize program activities and services; and all knowledge, skills, and abilities required at the lower level.

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 I.)

HEALTH PROGRAM SPECIALIST TRAINEE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a public health, health science, social or behavioral science or closely related field applicable to the program area; **OR** Associate's degree from an accredited college or university in a public health, health science, social or behavioral science, or closely related field applicable to the program area and one year of paraprofessional and/or technical health-related experience related to the program area to be trained; **OR** graduation from high school or equivalent education and two years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILL, AND ABILITIES (required at time of application):
Working knowledge of: problem solving techniques, research techniques, statistical analysis. **Ability to:** express ideas and explain problems/solutions/findings; analyze problems and develop logical solutions; write grammatically correct correspondence; read and understand technical information related to the program area; communicate effectively both verbally and in writing; effectively interact with persons from varying social, economic, and cultural backgrounds; operate a personal computer; use word processing, spreadsheet, and database management software.

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 Trainee 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.

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ESTABLISHED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	7/31/23UC	7/31/23UC
REVISED:	7/1/03LG	7/1/03LG		
REVISED:	12/8/03UC	12/8/03UC		
REVISED:	6/10/16PC	6/10/16PC		
REVISED:	5/5/17UC	5/5/17UC		
REVISED:	7/31/23UC	7/31/23UC		