

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED SEPTEMBER 16, 2015
CLOSING DATE: SEPTEMBER 22, 2015



DEPARTMENT: Health & Emergency Services

POSITION: Community Health Policy Analyst

LOCATION: Globe

JOB CODE: 15-089

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$39,026-\$43,709 DOE

PURPOSE OF THE JOB

This position is responsible for implementing public health policy, system, and environmental change strategies related to: food systems, school health, and active living and healthy community design under the Gila County Supplemental Nutrition Assistance Program – Education Grant (SNAP-Ed) and the Health in Arizona Policy Initiative Grant (HAPI) to prevent obesity and chronic diseases in Gila County communities. Position will lead the development and implementation of evidence-based strategies supporting health in all policies with consideration for economic, social, cultural, and political factors.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
<ul style="list-style-type: none">• Manage the planning, development, coordination, and implementation of comprehensive policy, systems, and environmental strategies to address neighborhood-level changes to the built environment that have a positive influence on the health of community residents, especially in low-income communities.	30%
<ul style="list-style-type: none">• Work collaboratively with multiple sectors and partners to identify common interests and to formulate systemic and collaborative approaches that improve access to healthy food and physical activity through healthy community design.	30%
<ul style="list-style-type: none">• Manage health policy initiatives through strategic planning and development, operational management, program implementation and evaluation of programs.	10%
<ul style="list-style-type: none">• Assess and build capacity to support healthy eating and active living policies, systems and environments for cities and towns.	10%
<ul style="list-style-type: none">• Incorporate public health approaches that will help to reduce health disparities among low-income populations related to healthy eating, active living and the built environment.	10%
<ul style="list-style-type: none">• Analyze public health data to prioritize community-based policies, strategies and approaches to promote healthy community design and ensure program quality and effectiveness.	10%
<ul style="list-style-type: none">• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research and support on organizational planning, organizational development and human resources projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, negotiates and persuades and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, procedures and guidelines for public release, internal memos, formal letters, emails and reports.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Public Health or a related field.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Two (2) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None.

KNOWLEDGE REQUIRED

Administration and management, communications and media, federal, state local laws, regulations and statutes, law and government.

Public Health Management, built environment, health policy, healthy eating and active living, food systems, food deserts, CSPAP, SHI, SHAC, health disparities, sustainability, and social determinants of health.

SKILLS REQUIRED

Analytical thinking, critical thinking, analytical writing, analyzing training needs, developing training strategies, delivering training, developing alternative solutions, troubleshooting.

ABILITIES REQUIRED

Solve problems sensibly and swiftly, make sense of multiple information, react in a calm and timely manner, maintain calm demeanor in stressful situation, read and write at college level.

PHYSICAL DEMANDS

- Occasionally stands to present, perform public safety duties, perform custodian work. Routinely stands to attend to customers and occasionally stands to attend to reported incidents.
- Constantly sits to complete report, operate computers, complete a program, sits to attend to other duties. Rarely sits to attend to reception areas.
- Regularly lifts under 10 lbs., occasionally lifts up to 25 lbs., occasionally lifts up to 50 lbs., rarely lifts up to 75 lbs.
- Constantly requires dexterity for keyboard operation and special machines.
- Routinely walks to and from work sites, occasionally bends, stoops, kneels, and twists to reach and grab work related materials.

WORK ENVIRONMENT

Incumbents in this position typically work in an office environment; rarely spends time in lobby environment; may be assigned or may work at other locations such as: Classroom(s), outdoor areas, in and around outside construction areas, automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, may become exposed to verbal abuse by customers, patients, or citizens, physical danger, occasional mechanical hazards, bloodborne pathogen, communicable diseases, respiratory hazards, extreme temperature and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Rarely requires the use of safety equipment and biosafety gear.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.