

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Public Health Program Supervisor

**CLASS CODE:** 5694

### GENERAL DESCRIPTION OF DUTIES:

Incumbents coordinate and supervise public health program(s) and related personnel.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level professional classification in the Public Health Series – Adjunct Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for supervising and coordinating public health program or programs and related personnel. Incumbents also promote programs and participate in public health education work.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

### EXAMPLES OF WORK (Illustrative Only):

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Prepares and gives public presentations regarding public health programs, wellness, disease prevention and treatment.

Plans, coordinates and implements community education events, health fairs, seminars and workshops.

Monitors contracted services for compliance with performance standards.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

### **Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Requires the ability to provide paraprofessional level medical care, such as advising patients regarding disease prevention.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, telephone, slide projector and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as epidemiological data, medical charts, lab test reports, interview notes and reports, public health program manuals, time sheets, performance evaluations, personnel policies, ordinances, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentage; interpret descriptive statistical reports.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, leading, teaching, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as temperature extremes, traffic hazards, toxic/poisonous agents, potential violence, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift files weighing up to ten (10) pounds.

Requires the ability to climb stairs.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of shapes to clearly distinguish objects and sounds to interview clients and communicate with co-workers and subordinates.

**EDUCATION AND EXPERIENCE STATEMENT:**

A Bachelor's degree in Public Health, Health Administration, Human Services, or a related field and two (2) years of professional public health experience which includes supervisory and/or managerial responsibilities, or an equivalent combination of education, training and experience.

**SPECIAL REQUIREMENTS:**

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.