Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Public Health Program Specialist
Department:	Public Health
FLSA Status:	Non-Exempt
WC Code:	8810
Effective Date:	February 12, 2020
Last Revised:	February 12, 2020
Pay Grade:	A12
Union:	AFSCME

SUMMARY
Performs specialized administrative duties to support various Public Health programs including: immunization program, Vital Records, Licensing, and administration. The incumbent will primarily be responsible for two programs. However, the position will serve as support and back-up for the other programs.   Work is performed under the general supervision of the Senior Administrative Supervisor and is reviewed primarily through results attained.

Immunization Program
The work performed requires considerable knowledge of immunizations, medical coding and third-party billing. Completing work assignments will frequently require the interpretation of governing regulations, policies and procedures. The incumbent in this position must be able to have a thorough understanding of the Oregon Health Plan policies and procedures and State Immunization Law requirements with a capacity to comprehensively explain these to Child Care Facilities, local school districts, the public and other employees. Completing work assignments will also require establishing and maintaining the electronic patient medical record

Vital Records
Serve as County Registrar for vital statistics. Assist the public in acquiring birth certificates, death certificates, and other vital records. Stays current in vital records rules and laws.

Licensing
Processes various Public Health licenses including but not limited to dog licenses, food handling licenses, and inspection licenses.

Administration
Maintains and processes records and forms in direct support of Public health departmental programs. Perform specialized clerical duties requiring specific knowledge of the department and clinic operations, policies, procedures, terminology and governing laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Manages the School Exclusion Program to include sending letters to the parents and guardians of school age children in the County informing them that their children may need immunizations to stay in school or child care.

2. Works closely with the nurses to complete and submit monthly vaccine inventory to the State, ensure department has an adequate supply of vaccine, order vaccine as necessary, ensure vaccine is stored properly, enter new vaccine into PrimeSuite, record daily immunization refrigerator temperatures, test the refrigerator alarm monthly and compile special analyses of immunization data required by the State.

3. Input patient information into the following databases: CCare, BCCP, AHLERS, Oregon State Immunization Database, FamilyNet/IRIS, PrimeSuite (Greenway) electronic medical record system, OVERS and Phoenix.

4. Position requires incumbent to be the County Registrar for vital statistics and maintain an Oregon Notary Public commission. Review death certificates for completeness, cause of death and necessary signatures.

5. Assist the public with the acquisition of vital records; sell, type and register birth and death certificates; fill out affidavits.

6. Register all county deaths; sign burial permits; make certified copies of death certificates to be distributed to funeral homes, customers, coroner's office, vital records department and prepare and submit billings to the funeral homes.

7. Accurately and thoroughly records the appropriate patient information necessary for third party collection billing.

8. Verifies each patient's Oregon Health Plan eligibility in the State database.

9. Explains State and departmental policies, procedures and governing regulations to the public, volunteers, other employees, local school districts and child care facilities.

10. Gathers data, posts, sorts, checks and maintains records; receipts money, balances cash drawer daily.

11. The ability to prioritize work flow to ensure critical deadlines are met while managing customer phone calls and lobby traffic.

12. Acts as a scribe for department advisory meetings. Compiles materials, attends meetings when required, takes minutes, and maintains records.

13. Complies with HIPAA and other regulations and requirements.

14. Oversees front desk of public health licensing. Processes varied licensing requests including food handlers, dog, and inspection.

15. Compiles various administrative documents and data using Microsoft Office Suite as well as department specific databases. Organizes, files and catalogs materials.

16. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervision is not normally a responsibility of this position.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must possess a thorough knowledge of general office practices and procedures; different filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; recordkeeping. Must demonstrate proficiency with medical terminology and coding as related to the job assignment, and considerable knowledge of the operations, policies, terminology and governing laws of the Public Health Department and the state immunization program. Ability to interpret governing regulations, policies and procedures of assigned function; effectively explain departmental policies and procedures; research areas of responsibility and make procedural recommendations; consolidate information from

various sources into reporting format of own design; establish priorities and organize own workload; assign and review the work of others; communicate effectively both verbally and in writing; organize, file and retrieve materials and documents; deal courteously and tactfully with the general public.

EDUCATION AND EXPERIENCE
High school graduation or equivalency; and two (2) years of progressively responsible clerical work including experience in the operation of the particular assigned duties; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT
The most common consequence of error would involve financial loss due to improper maintenance of records or miscalculations; possible litigation; possible provision of inappropriate immunization or clinical services; and/or public embarrassment.

JOB CONTACTS
This position generally has contact with the general public; other agencies, including Social Services, State and Federal agencies; Funeral homes, Veterinary offices and with other County departments.

LANGUAGE SKILLS
Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively. Ability to read, write and speak Spanish preferred.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES
Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES
Organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; make moderately complex mathematical computations and tabulations with speed and accuracy; establish priorities and organize own workload; retrieve data from records, keep and arrange it for statistical and other reporting purposes; research problems, determine source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions within prescribed policies and procedures; maintain confidentiality. The operation of standard office equipment, including the operation of a computer to update/access files; typing; word processing.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of, or ability to obtain, valid Oregon Driver's license and safe driving record may be required depending on position assignment.

BACKGROUND INVESTIGATION
Those employed in this position may be subject to pre-employment background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT
Work is performed in an office environment primarily in a sedentary setting. However, some lifting and carrying of boxes containing records is performed and incumbents may be exposed to a wide variety of individuals in varying states of emotional and mental stability often in a confined area. Some walking from office to other departments is performed. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and need to constantly shift attention caused by mandated deadlines for performing certain steps and inability to predict or control work load; need to make quick decisions and need for extreme accuracy and attention to

detail to avoid mistakes that could result in legal action against the department and/or county and repetitiveness caused by standardization of forms and formats.

PHYSICAL REQUIREMENTS
The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☒	☐	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☐	☒	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds =25**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☐	Dexterity/Coordination	☒	☐	☐	☐
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☐	Operation of motor vehicle	☐	☒	☐	☐

Speech, Vision & Hearing

☒	Distinguish colors	Yes: ☒ No: ☐
☐	Distinguish shades	Yes: ☐ No: ☒
☒	Depth perception	Describe: For driving
☒	Ability to hear	Normal Speech Level: Telephone, in person and recordings
☐	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

Check if required	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☐	☒	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☒	Noise	☐	☒	☐	☐
☐	Dust	☒	☐	☐	☐
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐