

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**PUBLIC HEALTH CONSULTANT**

**JOB DESCRIPTION**

Employees in this job function as professional consultants to state and local public health officials and other population health care providers in the review, analysis, and development of programs and services in such areas as women's and reproductive health care, eye health and visual efficiency, maternal and infant health, child and adolescent health, substance abuse, chronic disease detection/treatment/prevention, health screening, health education, health systems change and primary care.

There are five classifications in this job.

**Position Code Title - Public Health Consultant-E**

Public Health Consultant 9

This is the entry level. As a trainee, the employee carries out a range of professional public health consultant assignments while learning the methods of the work.

Public Health Consultant 10

This is the intermediate level. The employee performs an expanding range of professional public health consultant assignments in a developing capacity while learning the methods of the work.

Public Health Consultant P11

This is the experienced level. The employee performs a full range of professional public health consultant assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Public Health Consultant-A**

Public Health Consultant 12

This is the first advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**Position Code Title - Public Health Consultant-2A**

Public Health Consultant 13

This is the second advanced level. The employee serves as a statewide consultant with responsibility for a highly complex major public health program initiative(s). The employee performs the full range of advanced, professional, public health consultative activities utilizing the laws, regulations, rules, policies, and procedures of a complex major public health program initiative(s) in an area identified by the agency and accepted by Civil Service as highly complex in nature.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans, implements, and evaluates health programs in conjunction with public or private community health agencies including community-based agencies.

Examines the feasibility and implications (e.g., fiscal, social, political, legal, geographic) of policies, programs and services.

Develops and interprets rules, policies, and procedures related to health programs and services for implementation by public or private population health agencies including community-based organizations and health provider agencies.

Ensures that the diversity, of individuals and populations, is addressed in policies, programs, and services that affect the health of a community.

Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to improve health in a community.

Facilitates collaborations among partners to improve health in a community (e.g., coalition building).

Designs and implements health education and training programs for public and private health agencies and personnel to improve population health.

Consults with and provides technical assistance to state and local program administrators, legislators, the media, and other interested parties regarding population health program issues.

Applies and implements strategies for continuous quality improvement in program design and implementation.

Prepares requests for proposals, program agreements, and related materials for soliciting and establishing state and federal supported health programs at the local level.

Uses public health informatics in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems).

Develops criteria for and conducts on-site reviews of public or private health programs to collect and analyze information necessary to evaluate population health programs.

Establishes contacts and meets with public, private and community-based agencies to assist in designing preventive health programs and procedures.

Develops criteria for the evaluation of state and local health program services and conducts evaluations in cooperation with program staff.

Develops educational materials, newsletters, reports, and media to enhance public awareness regarding health and wellness programs.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Public Health Consultant 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Public Health Consultant 12 (Senior Worker)**

Performs on a regular basis professional public health consulting assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

## Public Health Consultant 13 (Staff Specialist)

Performs on a regular basis professional, specialized, public health consulting assignments in support of a highly complex statewide public health program initiative(s).

Develops, implements, and evaluates highly complex statewide major public health program initiatives including the setting of objectives, planning methods to achieve them, and working with other health professionals at the state and local levels in the accomplishment of objectives.

Develops education programs for central staff and provides training assistance to local health program staff.

Develops program initiative budgets and identifies and utilizes proper funding resources at the local, state, federal, and private levels for the operation of the program(s).

Develops policies and procedures and assesses the priorities of needs for the program(s).

Serves as the department's expert for the assigned highly complex major public health program initiative (s).

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Ability to identify relationships that affect health in a community (e.g., relationships among health departments, community-based agencies, hospitals, health centers primary care providers).

Knowledge of assessing the use of public health informatics in developing, implementing, evaluating, and improving policies, programs and services.

Ability to recognize, analyze, and recommend solutions to health system needs and problems.

Ability to recognize ways diversity influences policies, programs, services, and the health of a community.

Ability to facilitate collaboration and coordination among public and private health programs to initiate health and wellness initiatives.

Ability to advocate for policies, programs, and resources that improve health in a community.

Ability to explain the importance of evaluations for improving policies, programs, and services.

Knowledge of community organization as related to public health programs and providers.

Knowledge of the methods used to plan, develop, implement, and evaluate population health programs.

Knowledge of the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences).

Ability to participate in planning health programs and developing policies and procedures.

Ability to use knowledge of population health programs to prepare promotional and educational literature, organize events, and assist in the conduct of promotional and educational programs.

Knowledge of local public health delivery systems, their mission and authority, and of the programs administered by local public health agencies.

Ability to train health professionals to promote and implement health related initiatives.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

## **Additional Knowledge, Skills, and Abilities**

### **Public Health Consultant 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

### **Public Health Consultant 13**

Knowledge of a public health program initiative(s) that has been identified by the agency and accepted by Civil Service as highly complex in nature.

## **Working Conditions**

Some jobs require travel.

## **Physical Requirements**

*None*

## **Education**

Possession of a master's degree in public health, health communication, health policy or a public health related field such as nursing, epidemiology, health education, health economics, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in social work; master's degree in counseling; master's degree in special education with specialization in blind/visual disabilities; or a master's degree in public or business administration with a health care concentration.

## **Experience**

### **Public Health Consultant 9**

No specific type or amount is required.

### **Public Health Consultant 10**

One year of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant 9.

### **Public Health Consultant P11**

Two years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including one year equivalent to a Public Health Consultant 10.

### **Public Health Consultant 12**

Three years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including one year equivalent to a Public Health Consultant P11.

### **Public Health Consultant 13**

Four years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including two years equivalent to a Public Health Consultant P11 or one year equivalent to a Public Health Consultant 12.

## **Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

PUBHLCST

**Job Code Description**

PUBLIC HEALTH CONSULTANT

**Position Title**

Public Health Consultant-E

Public Health Consultant-A

Public Health Consultant-2A

**Position Code**

PBHLCSTE

PBHLCSTA

PBHCST2A

**Pay Schedule**

W22-014

W22-046

W22-048

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05/06/2018