SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION
Assessment and Planning Specialist

<table>
<thead>
<tr>
<th>JOB FAMILY</th>
<th>BAND/GRADE/SUBGRADE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment and Planning</td>
<td>B2</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

CLASS SUMMARY:
This is an Assessment and Planning stand-alone class devoted to providing routine assessment and planning duties and drafting materials for SJBPH. Incumbents, as assigned, work with program staff to gather data to support the development of communication materials, policies and procedures, grant applications, and strategic planning documents; this is in support of the Assessment and Planning Director.

ESSENTIAL DUTIES:
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.

Provides assistance with the review and completion of special project plans, assessments, program evaluations, and related reporting; drafts improvement plans; and may assist with grant proposal development, assessment tasks, updating policies and procedures, and collecting data.

Provides assistance gathering and interpreting data during the Community Health Assessment process, in support of developing the Public Health Improvement Plan (PHIP).

May provide assistance to the Public Information Officer in the maintenance of external communications by compiling program or community data for outreach materials.

Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.

Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:
Bachelor’s degree in data management/analytics, public health, or related field and one year of related experience.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSE/CERTIFICATIONS:
- Valid Colorado Driver’s License.
### SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION
Assessment and Planning Specialist

**WAGE SCALE RANGE:**
- $21.04-$30.52

**KNOWLEDGE OF:**
- Basic principles, methods, and materials of assigned area.
- Basic concepts and methods of project management.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.

**SKILL IN:**
- Conducting assessments.
- Researching industry trends, solutions, and best practices.
- Providing attention to detail in assignments.
- Preparing original reports, documents, and communication materials.
- Monitoring and reviewing public health project plans, schedules, and status.
- Coordinating deadlines and prioritizing competing demands.
- Compiling, analyzing, and sorting data and information and articulating issues and recommendations.
- Exercising confidentiality.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Using communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.
- Written and verbal communication.

### ADA AND OTHER REQUIREMENTS:
Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for light work.

**Working Conditions:**
Work is routinely performed in an indoor, office environment with moderate exposure to travel.

**Emergency Preparedness:**
Must participate from time to time in Disaster Preparedness and emergency events.
NOTE:
This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

CLASS HISTORY INFORMATION:
Date: (03/2017)
Added pay range (7/2019)

Approved by:

(Supervisor – Signature) (Title) (Date)

Reviewed by:

(Human Resource Director – Signature) (Title) (Date)

Receipt and Acknowledgment:
I acknowledge and understand that:

• This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.

• The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.

• Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.

• Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.

• I have read and understand this job description.
<table>
<thead>
<tr>
<th>Assessment and Planning Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Print Employee Name)</td>
</tr>
<tr>
<td>(Employee Signature)</td>
</tr>
<tr>
<td>(Date)</td>
</tr>
</tbody>
</table>