Public Health Core Competencies – Tier Requirements

**Tier 1 Public Health Job Descriptions:**

Account Specialist  
Clerical Temp.  
Community Health Education Specialist I  
Eligibility Technician  
Environmental Health Specialist I  
Environmental Health Specialist II  
Office Assistant  
Office Specialist  
Paraprofessional Temp.  
Permits Technician – Environmental Health  
Public Health Nurse – Practitioner  
Public Health Nurse – RN  
Public Health Specialist  
Secretary Senior

**Analysis And Assessment – Tier 1**

- Contributes to assessments of community health; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
- Describes trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public’s health.
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- Collects, describes, and uses valid and reliable quantitative and qualitative data.

**Policy Development and Program Planning – Tier 1**

- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health in Mohave County.
- Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement, and evaluation activities.
- Contributes to development and implementation of program goals and objectives, and organizational strategic plan.
- Demonstrates knowledge of how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services.
- Applies strategies for continuous quality improvement.

**Communication and Cultural Competency – Tier 1**

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local public health policies, regulations, and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educations, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and Mohave County Department of Public Health policy in the collection, maintenance, use, and dissemination of data and information.
- Communicates information to influence behavior and improve health.
Community Dimensions of Practice – Tier 1

- Collaborates in Mohave County Department of Public Health’s community health assessment and health improvement planning and interventions activities.
- Recognizes and suggests relationships that are affecting health in a community and collaborates with community partners to improve community health.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and services and are assisted in the utilization of those services.
- Informs the public about policies, programs, and resources that improve health in a community.

Public Health Sciences – Tier 1

- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable disease; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Describes the scientific foundation of the field of public health, how public health sciences are used in the delivery of the 10 Essential Public Health Services, and identifies prominent events in the history of public health.

Financial Planning and Management – Tier 1

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Adheres to organizational policies and procedures.
- Provides information for proposals for funding, development of contracts, and other agreements for programs and services.
- Operates programs within budgets.

Leadership and Systems Thinking – Tier 1

- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.
- Incorporates ethical standard of practice into all interactions with individuals, organizations, and communities.
- Contributes to development of a vision for a healthy community.
- Identifies internal and external facilitators and barriers that may affect the delivery of essential public health services.
Tier 2 Public Health Job Descriptions:

Community Health Education Specialist II
Community Health Education Specialist Senior
Community Nutrition Specialist II
Community Nutrition Specialist Senior
Environmental Health Supervisor
Epidemiologist
Nursing Supervisor
Office Supervisor
Professional Temp

Analysis And Assessment – Tier 2

- Develops community health assessments; determines quantitative and qualitative data needed for assessing the health of a community; analyzes incidence and prevalence data; resolves gaps in data; makes evidence-based decisions; and advocates for the use of evidence in making decisions that affects the health of a community.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public’s health.
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- Collects, analyzes, and interprets valid and reliable quantitative and qualitative data.
- Identifies assets and resources that can be used for improving the health of a community.

Policy Development and Program Planning – Tier 2

- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Arizona Department of Health Services and the Centers for Disease Control and Prevention.
- Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, other agencies, businesses, trade associations, other staff, and the public.
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health in Mohave County.
- Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement, evaluation activities, program goals and objectives, and organizational strategic plan.
- Using public health informatics, develops options, examines feasibility, recommends and implements policies, programs, and services.

Communication and Cultural Competency – Tier 2

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local public health policies, regulations, and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educations, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Educates local and state policy makers and community stakeholders on public health issues.
- Adheres to ethical principles and Mohave County Department of Public Health policy in the collection, maintenance, use, and dissemination of data and information.
- Communicates information to influence behavior and improve health.
- Advocate for a diverse public health workforce and support diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community.
Community Dimensions of Practice – Tier 2

- Collaborates in Mohave County Department of Public Health’s community health assessment and health improvement planning and interventions activities.
- Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and services and are assisted in the utilization of those services.
- Collaborates in community-based participatory research.
- Identifies, suggests, establishes, and maintains relationships to improve health in a community.

Public Health Sciences – Tier 2

- Ensures the use of public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Ensures that the established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information are followed.
- Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Participates or assigns participants in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable disease; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Discusses the scientific foundation of the field of public health, identifies prominent events in the history of public health, and applies public health sciences in the delivery of the 10 Essential Public Health Services and in the administration and management of programs.

Financial Planning and Management – Tier 2

- Implements activities that contribute to the development of budgets and the efficient use of resources.
- Implements organizational policies and procedures.
- Prepares proposals for funding and other agreements for programs and services.
- Justifies programs for inclusion in organizational budget, develops and defends program budgets.
- Manages programs within current and projected budgets and staffing levels.
- Motivates personnel for the purpose of achieving program and organizational goals.

Leadership and Systems Thinking – Tier 2

- Monitors adherence to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Provides opportunity for professional growth and development for individuals and teams.
- Incorporates ethical standard of practice into all interactions with individuals, organizations, and communities.
- Collaborates with individuals and organizations in developing a vision for a healthy community.
- Analyzes internal and external facilitators and barriers that may affect the delivery of essential public health services.
- Advocates for the role of public health in providing population health services.
Tier 3 Public Health Job Descriptions:

Assistant Health Director
Environmental Health Manager
Health Director
Nursing Services Manager
Nutrition and Health Promotion Manager
Program Coordinator – Bio Defense Preparedness/Response

Analysis And Assessment – Tier 3

- Ensures development of community health assessments; integrates findings from quantitative and qualitative data; ensures ethical principles are applied in accessing, analyzing, using, maintaining, and disseminating data and information; resolves gaps in data; makes evidence-based decisions; and advocates for the use of evidence in making decisions that affects the health of a community.
- Determines trends, health status, health problems, environmental health hazards, and social and economic conditions that adversely affect the public’s health.
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- Evaluates and integrates findings from valid and reliable quantitative and qualitative data into organizational plans and operations.
- Assesses assets and resources that can be used for improving the health of a community.

Policy Development and Program Planning – Tier 3

- Influences policies, programs, and services external to the organization that affect the health of the community.
- Develops and monitors implementation of organizational strategic plan.
- Determines the feasibility and selects policies, programs, and services for implementation.
- Ensures implementation of policies, programs, and services is consistent with laws and regulations.
- Ensures the evaluation of policies, programs, and services for improvement.
- Ensures development of a community health improvement plan.
- Develops organizational goals and objectives.
- Assesses the use of public health informatics in developing, implementing, evaluating, and improving policies, programs, and services.

Communication and Cultural Competency – Tier 3

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local public health policies, regulations, and code.
- Ensure that the literacy of populations served is reflected in the organization’s policies, programs, and services.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Educates local and state policy makers and community stakeholders on public health issues.
- Adheres to ethical principles and Mohave County Department of Public Health policy in the collection, maintenance, use, and dissemination of data and information.
- Communicates the roles of governmental public health, health care, and other partners in improving the health of a community.
- Supports a diverse public health workforce and incorporates diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community.
Community Dimensions of Practice – Tier 3

- Ensures that community members are engaged to improve health Mohave County.
- Ensures that community input is used for developing, implementing, evaluating, and improving policies, programs, and services.
- Negotiates for use of assets and resources to improve health in Mohave County.
- Engages MCDPH in community-based participatory research.
- Explains, suggests, establishes, and maintains relationships to improve health in a community.
- Establishes written agreements that describe the purpose and scope of partnerships.

Public Health Sciences – Tier 3

- Ensures the use of public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Ensures that the established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information are followed.
- Authorizes development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Monitors response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable disease; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Critiques the scientific foundation of the field of public health, explains lessons to be learned from prominent events in the history of public health, and ensures that public health sciences are applied in the delivery of the 10 Essential Public Health Services and in the administration and management of programs.

Financial Planning and Management – Tier 3

- Designs and monitors activities that contribute to the development of budgets and the efficient use of resources.
- Ensures the use of financial analysis methods in making decisions about policies, programs, and services.
- Prepares proposals for funding, contracts, and other agreements for programs and services.
- Leverages public health and health care funding mechanism and procedures for supporting population health services.
- Justifies programs for inclusion in organizational budget, develops and defends program budgets.
- Ensures that programs are managed within current and projected budgets and staffing levels.
-Motivates personnel for the purpose of achieving program and organizational goals.
- Establishes and uses performance management systems for program and organizational improvement.

Leadership and Systems Thinking – Tier 3

- Takes measures to ensure adherence to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Ensures the use of professional growth and development opportunities throughout the organization.
- Incorporates ethical standard of practice into all interactions with individuals, organizations, and communities.
- Creates opportunities for organizations to work together or individually to improve the health of a community.
- Takes measures to minimize internal and external barriers that may affect the delivery of essential public health services.
- Advocates for the role of public health in providing population health services.