

Job Title: HEALTH INFORMATION SPECIALIST II  
Closing Date/Time: Sun. 07/06/08 11:59 PM Pacific Time  
Salary: \$26.13 - \$31.76 hourly  
\$2,097.56 - \$2,549.50 biweekly  
\$4,544.70 - \$5,523.91 monthly  
\$54,536.45 - \$66,286.93 annually  
Job Type: Part-Time  
Location: Santa Rosa, California

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The Health Information Specialist II (HIS II) plans, develops, implements, and evaluates prevention, health promotion, and health information programs in Sonoma County. This position performs a wide variety of health information and education activities within an assigned program area, and requires the application of public health core principles and methods.

Some of the typical duties for an HIS II includes: serving as a resource to the community in a specific content or program area; participating in the development of grant proposals, program budgets and progress reports, work plans, evaluation plans, and service delivery plans; including monitoring and evaluating programs once they are up and running. HIS IIs function as a liaison with other county departments and external organizations; assist in the development, review and adoption of health education materials; make public presentations; and provide summaries of services provided, as well as, making recommendations for new or modified programs or services. Additionally, the HIS II often provides training and technical assistance to staff, interns, volunteers, community groups and others on health topics, programs, and services; and prepares, disseminates and interprets health information materials.

The Department of Health Services is seeking qualified individuals to fill **up to three Part-Time vacancies** for Health Information Specialist II in the Prevention and Planning Division. This list may also be used to fill future full-time, part-time and extra-help vacancies that may occur during the active status of this list.

Current Vacancies:

**Alcohol & Other Drugs (AOD) Prevention Program** - 16 hours per week: develop, coordinate, implement and evaluate community-based strategies to reduce problems associated with AOD use and abuse in Sonoma County. This position will support both the implementation of school-based Student Assistance Programs (SAP's) and

community-based environmental approaches aimed at reducing youth binge-drinking. Typical duties of this position will include: providing project oversight and support to community and school-based partners; coordinating training and technical assistance to community-based partners; coordinating media advocacy activities; supporting program evaluation efforts including data collection, management and reporting; and working with a range of community partners to develop a comprehensive AOD referral network and process. Knowledge and experience with AOD prevention strategies, SAP's, adolescent health, environmental prevention strategies, media advocacy, and community organizing to reduce AOD-related problems is highly desirable.

**First 5** - 30 hours per week: assists in the development, implementation, and evaluation of First 5 initiatives. Facilitates close collaboration among health, early childhood education, early literacy, and parent education programs funded by First 5 and partners to improve children's health and readiness to succeed in school, especially in the School Readiness zone in southwest Santa Rosa, but also countywide. Typical duties of this position will include: developing a thorough understanding of programs funded by First 5 and community partners; enhancing collaboration and referrals among those programs; supporting program evaluation efforts including data collection, management, and reporting; and working with a range of community partners to develop a comprehensive, well-coordinated, cross-program approach to achieve the Commission's outcomes for children from the prenatal stage through age five. Knowledge and experience with early childhood development, health promotion and disease prevention; including environmental prevention strategies, parent education and support, and community organizing to support optimal development of young children is highly desirable. Bilingual (Spanish/English) skills are preferred.

**Sexual Health Education** - 20 hours per week: develops, coordinates, and implements education and awareness programs around the issues of sexually transmitted diseases and general sexual health. Works in conjunction with schools and community organizations to increase awareness and provide resources to the community at large. Typical duties of this position will include: providing project oversight and support to community and school-based partners; coordinating training and technical assistance to community-based partners; coordinating media advocacy activities; supporting program evaluation efforts including data collection, management and reporting; and working with a range of community partners.

**Please respond to the supplemental questions found at the end of this job announcement.**

**Tentative Oral Exam Dates: July 29 & 30, 2008**

Minimum Qualifications:

**Education:** Possession of a Bachelor's degree with major coursework in health education, community health, social services or closely related field. On-the-job experience in prevention, health promotion and/or health education experience, especially dealing with diverse populations, together with academic coursework in

health education, community health, social services or a closely related field may be substituted for a Bachelor's degree on a year-for-year basis. Graduate level coursework is desirable in health education, community health, social services or a closely related field. Possession of a Master's degree is desirable.

**Experience:** Any combination of experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of experience equivalent to the level of Health Information Specialist I with Sonoma County would fulfill this requirement.

OR

Two years of on-the-job work experience in prevention, health promotion and/or health education. Work experience in a public health education environment involving training and instructing various age groups and special target populations is highly desirable.

**Special Qualifications:** Some positions may require the ability to fluently speak and write a language other than English.

**Working Conditions:**

Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations; exposure to communicable diseases; standing for long periods of time; stooping, lifting articles in accordance with accepted safety standards; performing physical tasks as required; may work in high risk areas of the community; may be required to work a flexible schedule.

**Driver's License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Knowledge and Abilities:

**Working Knowledge of:** Health education principles, practices, and methods including those dealing with substance abuse, health promotion, health maintenance, and disease prevention; principles, methods and techniques of community organization, group work, program planning; techniques for outreach to and collaboration with diverse groups and communities; public, non-profit, and private community resources and service agencies; State laws and regulations appropriate to a specialized area; methods, principles and techniques of instruction, training and teaching in structured and unstructured situations; research, survey, data compilation and evaluation methods and procedures; techniques in preparing written materials and other education aids; and facilitation and presentation skills.

**Knowledge of:** Principles, methods and techniques of community organization, group work, program planning, program evaluation, grant writing, budget preparation and contract management; health education resources and materials; automated systems

and programs utilized in the development and dissemination of documents and graphic materials; and State laws and regulations appropriate to a specialized area.

**Ability to:** Plan and implement health information and health promotion programs and services; apply statistical and survey methods to identify future program and community needs and evaluate programs and services; write and speak effectively and prepare and maintain clear and concise records and program reports; prepare public information materials and reports; make presentations to community and professional groups; exercise independent judgment, analyze and evaluate situations independently and take appropriate actions; plan, organize, conduct and oversee a variety of instruction and training activities; build coalitions of diverse organizations and individuals to facilitate the delivery of health education services; develop and maintain effective relations with clients, staff, community groups and organizations; work effectively with diverse groups; conduct research to identify sources of grants and other funds and assist in the preparation of proposals necessary for their acquisition; utilize mass media communication resources such as newspapers, radio, television and graphic arts; and utilize a variety of automated systems and programs to develop documents and graphic materials for use in program activities.

Selection Procedure:

### **APPLICATION INSTRUCTIONS**

The information contained in the application and responses to the supplemental questions at the end of this job announcement will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

### **PLEASE RESPOND TO THE SUPPLEMENTAL QUESTIONS AT THE END OF THIS JOB ANNOUNCEMENT.**

The selection procedure will consist of the following examination:

An Application and Supplemental Questionnaire Appraisal Examination (100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass), and for educational coursework, training, experience, knowledge, and abilities, which relate to this position. Each applicant will be scored based on the following criteria:

- Quality of answers to supplemental questions
- Achieved level of education and training in field
- Relevant experience in field

Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates. **APPLICANTS MUST ATTAIN A MINIMUM PASSING SCORE OF AT LEAST 70% ON THE APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE APPRAISAL EXAMINATION TO BE PLACED ON THE EMPLOYMENT LIST.**

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug and alcohol screening, will be required prior to employment.

Applications are accepted on-line at [www.sonoma-county.org/hr](http://www.sonoma-county.org/hr). Paper applications may be submitted by person, fax (707-565-3770), e-mail, or through the mail. **All applications and appropriate supplemental information as outlined in the job bulletin must be *RECEIVED* by midnight of the date specified on the first page of this job announcement.** Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

HR Analyst: LD  
HR Technician: KW  
HR Assistant: SW