

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PBHLCSTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Epidemiology and Population Health
4. Civil Service Position Code Description Public Health Consultant-E	10. Division Environmental Health
5. Working Title (What the agency calls the position) Environmental Site Contamination Health Educator	11. Section Toxicology and Assessment Section
6. Name and Position Code Description of Direct Supervisor FARRELL, WILLIAM J; TOXICOLOGIST MANAGER-3	12. Unit Environmental Site Contamination Investigation Unit
7. Name and Position Code Description of Second Level Supervisor MACKENZIE-TAYLOR, DEBORAH R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Ave, Lansing, MI 48933 / 8:00 to 5:00, M-F

14. General Summary of Function/Purpose of Position

This position serves to support the Environmental Site Contamination Investigation Unit, as well as the Toxicology and Assessment Section for all health education needs. They will work in cooperation with technical subject-area experts within the section and Division, in addition to external stakeholders, to develop comprehensive statewide campaign strategies, localized risk communication, and health education outreach materials utilizing social science best practices, incorporating health communication theory and models, to educate the general public and special interest groups for the Environmental Site Contamination Investigation Unit activities underway. This individual will coordinate with epidemiologists, toxicologists, and outreach staff within their section, as well as other areas in the Division, local health departments, and subject matter experts to scope and develop materials. This position will require research and comprehensive coordination to ensure that materials are accurate, concise, and adhere to best communication practices.

The health educator will focus on environmental exposures, including PFAS and other drinking water contamination and develop strategic statewide and localized educational campaigns that will be implemented by the Community Engagement Unit. This staff person will also coach the Community Engagement Unit team members to ensure delivery of consistent messaging and response.

The person in this position also will interact with the public and internal staff via meetings, telephone conversations, e-mails, and field visits, responding to community health concerns and providing information to protect public health. This position requires skills in developing risk and health communication outreach materials for both technical and lay audiences. They may attend meetings with decision makers in other state departments to support collaboration and integration of programs that serve to fulfill the mission of the public health code. This individual may be called upon to assist with the development of health education and risk communication campaigns for special projects outside of the Section on an as-needed basis.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 80

The person in this position shall provide health education support for Environmental Site Contamination Investigation Unit site activities.

Individual tasks related to the duty:

- Develop comprehensive and strategic educational campaigns to educate the public on environmental contamination.
- Prepare fact sheets, brochures and other written materials for public use concerning site-specific activities and concerns,
- Provide general health education materials for statewide and local initiatives.
- Participate in public meetings, training events, and telephone conversations as needed.
- Interact with local health departments and other involved agencies.
- Conduct literature searches and identify best practices with regard to environmental health education.

Duty 2

General Summary:

Percentage: 10

The health educator will track health education activities and will provide reports as requested.

Individual tasks related to the duty:

- Compile completed activities into the Health Education database.
- Participate in development of Section Health Education protocols and reporting procedures

Duty 3

General Summary:

Percentage: 5

The person in this position shall attend training as required.

Individual tasks related to the duty:

- Participates in web-based meetings and training as scheduled.
- Completes any training required by MDHHS.
- Remains current with health education, risk communication, and social media trends.

Duty 4

General Summary:

Percentage: 5

Provides additional support to the section and department on an as-needed basis.

Individual tasks related to the duty:

- This individual may be called upon to assist with the development of health education and risk communication campaigns for special projects inside and outside of the Section by management or other State Departments on an as-needed basis. All other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

At the entry level of this position, decisions will be guided and reviewed by experienced health education staff, including the Division of Environmental Health Communications Touchpoint. The extent of guidance and review may be reduced at the 10 and P11 levels.

17. Describe the types of decisions that require the supervisor's review.

All decisions will require the supervisor's review.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Most of this employee's work will be typical of an office employee. The employee may less often be required transport display items and supplies to public events around the state. Items and supplies can be bulky and weigh up to 40lbs. These events are sometimes outside, and the employee would then be exposed to local weather conditions. The employee may be exposed to unpleasant and noxious fumes and odors when conducting site visits. Site visits and events may occur a few times per year, most often at the discretion of the employee to develop situational awareness. This position may require occasional travel within the State, including overnights. Less occasionally, travel may be required outside the State.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves to support the Environmental Site Contamination Investigation Unit, as well as the Toxicology and Assessment Section for all health education needs. They will work in cooperation with technical subject-area experts within the section and Division, in addition to external stakeholders, to develop comprehensive statewide campaign strategies, localized risk communication, and health education outreach materials utilizing social science best practices, incorporating health communication theory and models, to educate the general public and special interest groups for the Environmental Site Contamination Investigation Unit activities underway. This individual will coordinate with epidemiologists, toxicologists, and outreach staff within their section, as well as other areas in the Division, local health departments, and subject matter experts to scope and develop materials. This position will require research and comprehensive coordination to ensure that materials are accurate, concise, and adhere to best communication practices.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The function of the Division is to act as a resource for the evaluation of the effects of the environment on health. Within the division, the Toxicology and Assessment Section evaluates sites of environmental chemical contamination for health effects on exposed human populations. Having a social science and communications support staff who can assist with the adaptation of complex scientific concepts into comprehensive statewide campaign strategies and outreach materials that citizens can understand and implement to mitigate exposure pathways is a critical endpoint to the work conducted by the Toxicology and Assessment Section.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge of social science theories and models. Advanced ability to convey highly technical information to the lay public through effective written and oral communication. Basic to moderate skills using Adobe Creative Suite. Some basic understanding or willingness to learn scientific principles, practices and procedures of toxicology and biology. Basic experience with the practice of compiling and summarizing highly complex scientific literature. Ability to maintain records and assist with public health assessments and consultations. Ability to prioritize and concurrently support communications need assessments and development of outreach materials for multiple complex and diverse sites.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

8/19/2019

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date