



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 693.5

Job Title: **HEALTH PLANNER**

Pay Grade: 15

GENERAL SUMMARY:

Coordinates health planning and programming; develops alternative solutions and makes recommendations for implementations.

RESPONSIBILITIES:

- Develops procedures for implementing plans or programs for all divisions and neighborhood health centers.
- Reviews and evaluates planning information for contractual compliance.
- Collects, organizes and analyzes data; prepares and coordinates health plans and programs.
- Prepares progress reports on plans or programs.
- Consults, corresponds and communicates with other departments, agencies, and civic groups in promoting interest and action regarding various health related programs.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Master's degree in Business Administration, Public Administration, Public Health, or a related social science with 12 semester hours in planning and/or research.

EXPERIENCE:

No experience is required.

A Bachelor's degree in Business Administration, Public Administration, Public Health, or a related social science and two years of work experience in public health planning or research may be substituted for the above requirements.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Health Planner
Senior Health Planner
Health Planning Chief

Effective: October 1990

Revised: August 1991