



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 693.6

Job Title: **SENIOR HEALTH PLANNER**

Pay Grade: 20

### **GENERAL SUMMARY:**

Performs comprehensive planning and program analyses for the Health Department.

### **RESPONSIBILITIES:**

- Provides planning assistance for the development of specific projects, services and resources for total community needs.
- Develops planning methods for expanding health services in the community.
- Plans and develops procedures for collecting and using demographic and vital statistical data.
- Assists with the development and progress of program goals and objectives.
- Interprets health data and provides various health materials.
- Develops evaluation techniques to be used in planning various types of health services.
- Establishes and maintains community liaison with providers of services, consumer services and other planning activities.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Master's degree in Business Administration, Public Administration, Public Health or a related social science.

#### **EXPERIENCE:**

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

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **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 requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **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*