

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF HEALTH EQUITY **GRADE:** 21

**TITLE ABBREVIATION:** DIR HEALTH EQUITY **TITLE NO.:** 562190

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** HEALTH DEPARTMENT

**NATURE OF THE WORK:** This is an administrative position responsible for implementing strategies and policies that help eliminate health disparities among racial, ethnic, and socioeconomic minorities in Orange County.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class in the competitive classified service. Work is performed under the supervision of the Commissioner of Health, with leeway permitted for the exercise of independent judgment in carrying out the details of the work. The incumbent works closely with Community Health Outreach, Early Intervention and Nursing program employees to ensure that all services from the Health Department are meeting the goal to improve the health of the minority population in Orange County. The incumbent must be able to communicate with diverse populations. Supervision is not a feature of this class.

**TYPICAL DUTIES AND TASKS:**

Works directly with the Commissioner of Health to achieve the goal of eliminating health disparities among racial, ethnic, and socioeconomic minorities in Orange County;

Collaborates with Health Department staff engaged in providing the delivery of health services to minorities to ensure information is reaching the target population;

Provides presentations and attends health fairs to distribute health-related literature to target population at various Orange County organizational and community events, meetings, and venues;

Distributes health news and updates on minority health issues and current activities to health professionals and civic organizations at community locations frequented by target population throughout Orange County;

Seeks out innovative approaches to improve the health of minority populations in Orange County;

Remains in contact with New York State Department of Health to obtain new statistical data on racial and ethnic minorities; analyzes data and monitors the delivery of health services to minorities in Orange County;

Researches effective evidence-based health promotion and disease prevention methods appropriate for minority communities in Orange County;

Organizes an annual county-wide health disparities conference;

Completes assignments as directed by the Commissioner of Health.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of principles and practices of community relations; good knowledge of programs, activities, and services offered by public and private agencies and community groups; ability to collect and analyze data; ability to establish and maintain effective working relationships; ability to communicate effectively orally and in writing; ability to work in a multicultural environment; ability to carry out program objectives; tact; patience; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in health education, community health, public relations, communications or a closely related field; OR
- (B) Completion of sixty (60) credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of work experience where the primary function of the position was the performance of community or public relations\*; OR
- (C) Graduation from high school or possession of an equivalency diploma and four (4) years of experience as outlined in (B) above.

**SPECIAL REQUIREMENTS:** Possess and maintain a valid driver's license.

**\*DEFINITION:** Community or public relations is defined as experience acting as a liaison with public officials, corporations, other agencies, news/media, or the public, which shall have included responsibility for planning, preparing or distributing written materials designed to promote understanding or general knowledge about activities, services, policies or objectives.

REVISED: 09/14/2017 dc