

# County of Santa Cruz

INVITES YOU TO APPLY FOR:

## HEALTH PROGRAM SPECIALIST

Bilingual (English/Spanish) Candidates  
Encouraged to Apply

Supplemental Questionnaire Required

Open and Promotional  
Job # 24-NX5-01

Salary: \$5,595 – 7,074 / Month

Closing Date: Friday, May 24, 2024



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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under general supervision, to develop, coordinate, implement and evaluate public health information and related education programs and to do other work as required. **The current vacancy is in the Public Health Division of the Health Services Agency in both the Oral Health and Safe & Active Transportation programs. The list established from this recruitment will be used to fill current and future vacancies.**

**THE REQUIREMENTS:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Equivalent to a bachelor's degree with a major in education, social or behavioral science, or related field.

**OR**

Two years community outreach experience providing health or social services which would provide the knowledge and abilities listed below.

**SPECIAL REQUIREMENTS:** Possession of a valid California Class C Driver's License at time of appointment.



**Knowledge:** Working knowledge of the methods and materials of health information and education; and the functions and objectives of public and private agencies and institutions that provide community health information and educational activities, programs, and services. Some knowledge of the theories and techniques of teaching and learning for groups such as youth, elderly, physical or mental handicapped, or the economically or socially disadvantaged.

**Ability to:** Gain the support and cooperation of public officials, community groups and agencies relative to health information concerns; develop, promote, and implement a variety of health information/education programs; write and speak effectively and make group presentations; establish and maintain tactful and cooperative working relationships with others; and operate audio-visual equipment.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

### **HEALTH PROGRAM SPECIALIST - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.**

1. Describe your experience conducting community organizing and outreach. Please specify the populations you have worked with and include your experience working with schools, community-based organizations, and coalitions.
2. Describe your experience in the development and implementation of community programs and presentations. Please include the target audience, types of presentations, and settings.

## **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California; 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**LIVE Here**

**WORK Here**

**PLAY Here**