### Position Description

**Department:** DEPARTMENT OF HEALTH  
**Division or Institution:** DFCHS  
**Agency:** DEPARTMENT OF ADMINISTRATIVE SERVICES  
**Unit or Office:** BUREAU OF CHILD & FAMILY HEALTH SERVICES  
**Department ID:** DOH 201450

**Position Number:** 20014137  
**Job Title:** HEALTH PLANNING ADMINISTRATOR 3  
**Job Code:** 99940  
**Pay Grade:** 0

- **Usual Working Title of Position:** COLLEGE INTERN  
- **County of Employment:** FRANKLIN  
- **Result of Class Plan:** UNCLASSIFIED

#### Normal Working Hours

8:00 AM – 5:00 PM HOURS ARE FLEXIBLE

#### List Position Numbers and Job Titles of Positions Directly Supervised

- 20014137  
- HEALTH PLANNING ADMINISTRATOR 3

#### Job Description and Worker Characteristics

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<th>%</th>
<th>Job Duties in Order of Importance</th>
<th>Knowledge, Skills &amp; Abilities</th>
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| 75 | Under the direction of the program Administrator, completes a special project consisting of the development and completion of a health policy implementation project (e.g., a comprehensive plan to reduce and prevent housing conditions that significantly affect public health); including but not limited to the following elements (e.g., childhood lead poisoning, respiratory diseases, and injuries). Works with Section Administrator to complete special projects involving Childhood Lead Poisoning Prevention Education and Healthy Housing development as assigned. Works with a team to complete special projects involving Childhood Lead Poisoning Prevention Education and Healthy Housing development as assigned. Attends quarterly meetings of advisory groups (e.g., Ohio Lead Advisory Council), policy development meetings, and program staff meetings. | Knowledge of: (11b) human relations (e.g., communication with local and state agencies), (13b)* agency policies & procedures (e.g., ODH & Childhood Lead Poisoning Prevention Program policies & procedures), (14)* government structure & process (e.g., federal, state, county & city government structure), (20) natural sciences (e.g., human growth & development, (21) social sciences (e.g., research sampling, survey methods for studies in human populations)  
Skills in: (25b) word processing (e.g., MS Word), (29) equipment operations (e.g., personal computer with database & spreadsheet software, MS Publisher, telephone, fax)  
Ability to: (30a) carry out simple instructions, (30k) understand practical field of study (e.g., public health, environmental health, childhood lead poisoning prevention), (30o) understand somewhat abstract field of study (health policy analysis), (31h) use statistical analysis, (32l) use proper research methods in gathering data, (34c) cooperate with co-workers on group projects |
| 25 | Assists program staff in development and implementation of programs (e.g., Healthy Home effort). Performs other duties as assigned. | Knowledge of: 11a, 13b*, 14*, 20  
Skills in: 25b, 29  
Ability to: 30a, 30k, 32l, 32t |

This position is unclassified in accordance with ORC 124.11A (12)

*Developed after employment  
Pursuing a graduate degree in public health or related field.

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**Signature of Agency Representative:**  
**Date:**

An Equal Opportunity Employer