**Position Description**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Pay Grade</th>
<th>County of Employment</th>
<th>Overtime:</th>
<th>If FLSA Exempt, exemption type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Intern</td>
<td>69413</td>
<td>0</td>
<td>Franklin</td>
<td>Eligible</td>
<td>Select One:</td>
</tr>
</tbody>
</table>

**Normal Working Hours**

- Flex
- Permanent
- Intermittent
- Temporary
- Full-Time
- Part-Time
- Record Keeping Purposes Only
- Result of Audit/SPBR Order
- Result of Class Plan
- Classified
- Unclassified

**Job Duties in Order of Importance**

- **75%**
  - Under the direction of the Section 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.

- **25%**
  - Assists program staff in development and implementation of programs (e.g., Healthy Home effort). Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- **Job Duties in Order of Importance**
  - 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) maintain accurate records, (32u) use proper research methods in gathering data, (34c) cooperate with co-workers on group projects

- **Knowledge of:**
  - (7, 11a, 13b*, 14*, 20, 21)
  - **Skill in:**
  - (29)
  - **Ability to:**
  - (30a, 30k, 30r, 31h, 32u, 33e)

**This position is unclassified in accordance with ORC 124.11A (12) and ends by 9/30/2016.**

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