



Position Description

Canton City Public Health
FINAL

Position Title:	Workforce Development Specialist		Position #:	922
Working Title:	Workforce Development Specialist		CS Status:	Classified
Division or Unit:	OPHII		Reports to:	Accreditation Coordinator
Employment Status:	Full Time	Pay Grade:	R4	FLSA Status: Exempt
Funding Source:	Workforce Development Grant and General Revenue			
This position description was last approved by the Board of Health on:			November 22, 2021	
Approved last by the Canton Civil Service Commission:			December 15, 2021	

Position Summary: This position is responsible for coordinating the overall public health workforce development strategies of Canton City Public Health, including writing, implementing, and tracking the department’s workforce development plan, training plans and policies, and position descriptions. In addition, this position is responsible for planning and coordinating leadership, managerial and new employee workforce development activities. Responsible for meeting workforce and training-related measures and activities in the Public Health Accreditation Board (PHAB) standards, especially Doman 8. Manage the department’s learning management system (Currently Ohio-Train).

- Essential Duties and Responsibilities:**
- 40%
 - Responsible for development, implementation, and ongoing management and evaluation of competency-based workforce planning throughout the department, including the Workforce Development Plan.
 - Coordinate a Workforce Development Workgroup and its subcommittees and implement any additional subcommittees to work on special projects.
 - Manage training plans for full-time, part-time, temporary and seasonal staff, as well as workforce planning for new employee orientation.
 - Responsible for ensuring workforce development related PHAB initiatives are met within required deadlines.
 - Assist the development and maintenance of department position descriptions.
 - Assist with building diversity among CCPH’s workforce and promoting open positions across multiple, population specific outlets to assure equitable access to job postings.
 - 40%
 - Coordinate training programs and workforce related activities within the department.
 - Conduct presentations, as needed, following the Workforce Development Plan.
 - Participate on internal professional continuing education committees and ensure continuing education credit is offered for trainings when possible.
 - Participate in the incident command system during a public health response as needed.
 - Work with Health Educator or designee to create partnerships and promote public health as a career through the student experience.
 - Create program for university students to connect with preceptors at CCPH.
 - 10%
 - Manage and coordinate the department’s learning management system (Currently Ohio-TRAIN).
 - Oversee all training within Ohio-TRAIN.

- Post identified training for new employees and required competencies and skill checks for existing employees.
- Identify new training opportunities to meet strategic priorities and training needs.

- 5%
- Prepare reports.
 - Create and maintains databases.
 - Represent department on internal and external committees, and complete other miscellaneous activities related to this position.
 - Participate in general department activities such as meetings, training, and committees.

- 5% Other duties as assigned.

Other Duties and Responsibilities:

Participate in emergency response activities and other duties as assigned.

Minimum Qualifications:

- High school diploma or GED.
- Ability to assess training needs, plan, coordinate training, monitor training progress and evaluate training.
- Experience in project management, compliance and reporting.
- Proficiency in using Microsoft office products (such as Word, Excel, Outlook) to complete daily assignments.
- Strong written and verbal communication skills.
- Advanced organizational skills with ability to prioritize multiple assignments, commitment to quality, and focus on end user requirements.

Preferred Qualifications:

- Bachelor degree in public health, organizational management/leadership, human resources or other related field.
- Knowledge of learning management systems.
- Experience in human resources management such as onboarding, employment compliance, developing training plans, tracking and compliance.

Minimum Credentials:

None

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: (1C3, 1C4, 1B5, 1C6, 1B7, 1B8, 1C9, 1C10)
- Policy Development and Program Planning Skills: (2B2, 2B3, 2B4, 2C6, 2C7, 2C8, 2C9, 2C11, 2C12, 2B12, 2B13)
- Communication Skills: (3B1, 3B2, 3B4, 3C5, 3C7, 3B8)
- Cultural Competency Skills: (4B1, 4B3, 4B4, 4B5, 4B7)
- Community Dimensions of Practice Skills: (5B1, 5B6)
- Public Health Sciences Skills: (6B1, 6B2, 6C3, 6B4, 6B7, 6B9, 6C10)

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- Financial Planning and Management Skills: (7B1, 7B3, 7B5, 7A5, 7B8, 7B9, 7B11, 7B12, 7B13, 7B15, 7B16)
- Leadership and Systems Thinking Skills: (8B1, 8B2, 8B3, 8B4, 8B5, 8C6, 8C7, 8B8, 8B9)

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: (1B1, 1B2, 1B3, 1B4)
- Accountability: (2B1, 2B2, 2B3, 2B4, 2B5, 2B6)
- Equity, Ethics and Fairness: (3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B2, 3B5, 3B6)
- Continuous Quality Improvement: (4B1, 4B2, 4B3, 4B4, 4B5, 4B6, 4B7)
- Occupational Health and Safety: (5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B1, 5B2, 5B3)
- Emergency Preparedness: (6A1, 6A2, 6A3, 6B1, 6B3, 6B4)

Work Environment:

- Job Location: 420 Market Ave., N, Canton, OH 44702
- Physical Activity: Lifting, Use of Fingers, Grasping, Feeling, Talking, Hearing, Repetitive Motions
- Physical Requirements: Sedentary Work
- Visual Activity: Close to the Eyes, At or Within Arm’s Reach
- Other Job Activities: Employee will generally work inside with protection from weather conditions. Employee is expected to be able to see and read close to their eyes for tasks such as data analysis and keyboarding. Lifting up to 15 pounds is required occasionally. Able to use minimum amount of force frequently or constantly to lift, carry, push, pull or move objects in a typical office setting.

Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it in order to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **11/22/2021**

Revision History: Dates of prior approved versions: 09/27/21

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name