



Alameda County Public Health Department
Celebrating Healthy People in Healthy Communities

Recruitment for *temporary* COVID-19 Emergency Response assignments in Health Promotion & Community Partnership Unit

Alameda County PUBLIC HEALTH

The **MISSION** of the Alameda County Public Health Department is to work in partnership with the community to ensure the optimal health and well being of all people through a dynamic and responsive process respecting the diversity of the community and challenging us to provide for present and future generations.

acphd.org

[COVID-19 Homepage](#)

Help Us Fight COVID-19!

In addressing the need for additional personnel in response to the COVID-19, the Alameda County Health Care Services Agency (HCSA) is recruiting to fill numerous *temporary* positions to help protect our community.

Program Specialist

**Assignments are expected to last approximately 12 months to 18 months depending on the need of the department.*

For consideration, please submit a county application to:

phab@acgov.org



Community Based Organization Program Manager

PROGRAM SPECIALIST

**\$35.77-\$52.79 Hourly / \$2,861.60-\$4,223.20 BiWeekly /
\$6,200.13-\$9,150.27 Monthly / \$74,401.60-\$109,803.20 Yearly**

MINIMUM QUALIFICATIONS:

EDUCATION:

The equivalent to graduation from an accredited four year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, a social science or a field related to the program area to which assigned. (Additional experience as outlined below may be substituted for the education on a year-for-year basis.) **AND,**

EXPERIENCE:

The equivalent to *three years of full-time professional-level or supervisory work in the direct delivery of services to clients or the oversight of such services* in the program area to which assigned, *one year of which must have included program planning and evaluation, or in program administration, contract negotiations, grants management and similar financial services.*

SUBSTITUTION: Possession of a Master's degree in business, public administration, social science or a related field to the program area to which assigned from an accredited college or university, may be substituted for two years of the required experience.

The Health Promotion and Community Partnerships (HPCP) Unit focuses on community-driven solutions grounded in principles of meaningful engagement. HPCP works to address social determinants of health (i.e. income, employment, housing, neighborhood conditions, education) and health inequities (i.e. unfair and unjust differences in health status across race, class, sexual orientation, gender identity) in Alameda County. In partnership with community-based organizations and through program implementation (i.e. assessment, development, implementation, evaluation) the goals of HPCP aim to: influence policy and legislation, change organizational practices, foster coalitions and networks, educate providers, and strengthen individuals' knowledge and skills.

The Community Based Organization Program Manager in the HPCP Unit works in the service of communities disproportionately affected by COVID-19 and other communicable diseases, and as part of the CBO integrated partnership strategy to address this issue. The CBO Coach functions as a program implementation specialist along with ensuring programmatic contractual compliance for grantees and/or vendors.

EXAMPLES OF DUTIES:

- Provides program planning, technical assistance, review and evaluation functions to direct client service delivery programs where such services are provided by community partners (community-based organizations (CBOs), faith-based organizations (FBOs), and individuals), contract service providers and/or County staff in a wide variety of service areas.
- Develops and modifies techniques and formats to evaluate pilot or current program effectiveness and to determine the need for program modifications and/or new program development.
- Researches program alternatives, funding sources, service delivery organizations, and other elements for possible program inclusion; evaluates alternatives, prepares reports and makes recommendations.
- Acts as the County liaison and provides coordination among CBOs and other service providers, County departments, State or other funding sources, and community or business organizations; interacts with various planning councils or boards; answers questions and provides training and technical assistance as required.

EXAMPLES OF DUTIES continued:

- Monitors assigned program(s); ensures compliance with contract provisions and funding source regulations; recommends and facilitates implementation of procedural and operational changes to maximize service delivery and revenue reimbursement.
- Compiles and maintains accurate records and files regarding program activities; prepares periodic and special statistical or narrative reports as required; may access multiple databases to prepare such reports.
- Negotiates contracts with service providers; ensures that contracts are renewed in a timely manner; prepares, distributes and follows up on contract documentation.
- Participates in departmental, Countywide and/or State planning processes; serves on a variety of committees and task forces.
- Analyzes changes in regulations; evaluates the impact upon program operations and drafts policy and procedural changes as required.
- Prepares a variety of correspondence, periodic and special reports, informational publications, program documentation, policies, procedures and other written materials.
- Performs other duties as assigned within the classification.

APPLICATION & SELECTION PROCESS

Applications will be screened according to the minimum professional qualifications and knowledge and skills. The most qualified candidates will be invited to participate in the interview process. Meeting the minimum qualifications for the position does not guarantee advancement to the interview process; only the best qualified candidates will be invited to participate.

An Alameda County Application is required to be considered for this recruitment.

The application template is available online on Alameda County's On-Line Employment Center at:

www.jobapscloud.com/alameda

Please email a county application, cover letter and resume to: phab@acgov.org

Please specify which position(s) you are applying for.

NEW USERS can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". A PDF version of the application or digital scan of the completed application can be submitted to the email address above.

We are an equal opportunity employer who values diversity.



ALAMEDA COUNTY

Human Resource Services

[Click here to learn more about the TEMPORARY ASSIGNMENT POOL \(TAP\)](#)

*** Temporary Assignments:** Assignments vary in duration depending on the needs of the department. An assignment may end at any time. To obtain a regular position, the appointee will need to compete successfully in a County Exam.