

Center for Chronic Disease and Injury Prevention – Tobacco-Free Communities

Job Opening: Health Planning Specialist II (Open Competitive) – closes 12/22/2017

Job Posting Link: <https://www.governmentjobs.com/careers/santaclara/jobs/1924374/health-planning-specialist-ii>

General Description: The Health Planning Specialist II will conduct planning studies and implement interventions as a core member of the Tobacco-Free Communities policy team. This position works with a variety of internal and external stakeholders to promote implementation of core tobacco prevention policies, particularly in communities experiencing the greatest tobacco-related health disparities. To learn more about the Tobacco-Free Communities Program priorities, [click here](#).

Typical Duties and Responsibilities:

- Conducts area planning studies and studies of special subjects such as specific tobacco prevention policies or services for specific population groups;
- Provides education to designated internal and external stakeholders, including County departments, elected officials and city staff, law enforcement staff, and other community partners;
- Assists the program managers in providing training and technical assistance to community grantees, such as Community Action Model policy advocacy projects, and cities on implementation of tobacco prevention policies;
- Assists in the coordination of policy workgroups and other activities that engage policy makers and key stakeholders around tobacco prevention strategies;
- Mobilizes community organizations to develop and implement community interventions and system and organizational level changes;
- Supports the implementation and enforcement of County tobacco prevention ordinances, including working with various County departments;
- Analyzes demographic, utilization, economic and sociologic data to communicate policy recommendations that would have the greatest impact on reducing tobacco-related disparities;
- Prepares maps, plans, charts and other visual aids;
- Performs a portion of a major project as a team member;
- Analyzes and stays abreast of public health policy and standards;
- Assists program managers in developing grant reports, collecting data and maintaining data on the grant program;
- Researches promising and best practices interventions, and continually develops knowledge involving tobacco control in order to assess the best strategies for achieving grant outcomes;
- Attends conferences, trainings, conference calls, webinars, and other meetings required by the grant;
- Participates in grant-related evaluation activities;
- Makes oral or written presentations of planning projects or studies before planning committees and the governing body; and
- Performs related duties as required.

