



EMPLOYMENT OPPORTUNITY
EXEMPT APPOINTMENT

DEADLINE EXTENDED
AMENDED TO SHOW TWO (2) POSITIONS

CLASS: 9910 TITLE: PUBLIC SERVICE TRAINEE
(kh3)

SALARY: \$34.825 - \$42.3375 Hourly

DEADLINE: November 6, 2009
POSTED: October 2, 2009

JOB DESCRIPTION:

The Department of Public Health, **Communicable Disease Control and Prevention Section (CDCP)** is accepting applications for **two (2) as-needed, non-benefitted position** in class 9910 Public Service Trainee. The Public Service Trainee will be a member of the Information and Guidance team.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

ESSENTIAL DUTIES:

Under the supervision of a Physician Specialist, the Public Service Trainee will provide accurate and timely guidance and information about H1N1 swine influenza and seasonal influenza to the general public and to specific San Francisco groups. Essential job functions include:

- Read and understand San Francisco specific guidance and policies;
- Conduct searches for information as needed;
- Monitor requests for information via the phone, phone messages and email;
- Maintain logs of information requests and status of fulfillment;
- Develop San Francisco specific written information and guidance for the general public and for specific San Francisco groups (e.g., FAQs, text for posting on SFDPH website);
- Coordinate translation of San Francisco specific information and guidance into appropriate languages;
- Assist in disseminating San Francisco guidance and information;
- Maintain document storage in an organized fashion;
- Communicate and collaborate with San Francisco stakeholder groups;
- Facilitate conference calls with San Francisco stakeholder groups as needed;
- Listen and take notes on conference calls about H1N1 swine flu as needed;
- Assist with the Department of Public Health's response to other H1N1 swine and seasonal influenza related issues and projects as needed;
- Participate in relevant H1N1 swine influenza response meetings;
- Perform other related duties as assigned.

CONTINUED

MINIMUM QUALIFICATIONS:

1. Possession of a baccalaureate degree from an accredited college or university in a health related or social science field; **AND**
2. Two (2) years of verifiable experience in a health agency working with a culturally diverse population providing health-related information, education, intervention and/or referral services; advising/counseling clients under the supervision of professional staff and participating in health promotion and health education activities.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATIONS:

- Ability to work cooperatively and communicate effectively with others.
- Demonstrated commitment to multidisciplinary teamwork.
- Demonstrated college level writing skills
- Knowledge of computer systems and data entry.
- Knowledge of community resources, social services and San Francisco populations.
- Experience in infection control.
- Experience related to pandemic flu response.
- Fluency in languages other than English.

APPLICATION PROCEDURE:

Interested individuals must submit a resume **and** City and County of San Francisco (CCSF) employment application to **Karen Holbrook, MD, MPH, Bioterrorism and Infectious Disease Emergencies Unit, San Francisco Department of Public Health, 101 Grove St. Room 204, San Francisco, CA 94102. by November 6, 2009. Phone (415) 554-2748. Fax (415) 554-2854. Email karen.holbrook@sfdph.org.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or from the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

