



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

HEALTH EDUCATORS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Health Educators-B	G1091B	55	
Health Educators-O	G1091O	60	
Health Educators-A	G1091A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Promote, maintain and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring and evaluating programs designed to encourage healthy lifestyles, policies and environments. May also serve as a resource to assist individuals, other professionals or the community and may administer fiscal resources for health education programs.

Nature of Work

Health educators work to encourage healthy lifestyles and wellness through educating individuals and communities about behaviors that can prevent diseases, injuries, and other health problems. They attempt to prevent illnesses by informing and educating individuals and communities about health-related topics, such as proper nutrition, the importance of exercise, how to avoid sexually transmitted diseases, and the habits and behaviors necessary to avoid illness. They may organize an event, such as a lecture, class, demonstration or health screening, or they may develop educational materials, such as a video, pamphlet or brochure. Health educators locate funding by applying for grants, writing curriculums for classes, or creating materials that would be made available to the public. They may also serve as a resource on health topics; which may include locating services, reference material, and other resources and referring individuals or groups to organizations or medical professionals. Health educators in public health are employed primarily by State and local departments of public health and administer State-mandated programs. They also develop educational materials for use by other public health officials. During an emergency, health educators may be responsible for disseminating information to both the media and the public. They work closely with nonprofit organizations to help them get the resources they need, such as funding. Educators often serve as members of statewide councils or national committees on topics such as aging. As part of this work, they inform other professionals in changes to health policy.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

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Basic

- Employees in this Role perform a wide range of duties in the prevention, intervention, and control of infectious diseases including the Human Immunodeficiency Virus.
- Employees assist in the dissemination of public health education materials in a district.

Recommended Education and Experience for Full Performance:

Associates Degree in Public or Health Education and four (4) years of experience in health related field.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in a health related field.

Operational

- Employees in this Role coordinate and monitor disease immunization and plan prevention and intervention programs.
- Employees may provide public health education in a district with responsibility for a major segment of a statewide public health education/promotion program such as child health, adolescent health, adult health, smoking prevention, injury control, etc.

Recommended Education and Experience for Full Performance:

Bachelors Degree in Public or Health Education and two (2) years of experience in health related field.

Minimum Qualifications

Associate's Degree in Public or Health Education and two (2) years of experience in health related field. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this Role provide public health education in a district or are responsible for a major segment of a statewide public health education/promotion program.
- Employees prepare reports and materials to support legislative initiatives.
- Employees may prepare the budget related to the program(s) and assist in the preparation of grant applications.

Recommended Education and Experience for Full Performance

Bachelors Degree in Public or Health Education and six (6) years of experience in health related field.

Minimum Qualifications

Bachelor's Degree in Public Health or Education and two (2) years of experience in a health related field. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

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Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

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Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Time Management — Managing one's own time and the time of others.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Instructing — Teaching others how to do something.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.