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Public Health Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP233	**Planning, Development & Protection**	**Public Health Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 2, 2026**

The Public Health Specialist (U) supports County and community-based public health initiatives aimed at improving the safety, health, and well-being of Bernalillo County residents. Coordinates, evaluates, and promotes the effectiveness of department public health programs through education, outreach, and data-informed strategies.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, manages, and implements evidence-based intervention programs aligned with identified public health priorities and community needs.
- Compiles and analyzes data to identify disease trends and public health issues, using research methods that incorporate peer-reviewed literature, community input, and health outcome data.
- Participates in community disease investigations and evaluates the effectiveness of public health programs.
- Develops and implements educational outreach plans, health-related curricula, and informational materials; maintains databases and mailing lists to support targeted outreach efforts.
- Designs, conducts, and analyzes surveys, focus groups, and other research tools to inform and refine health programs for Bernalillo County and related community or school-based groups.
- Researches potential grant opportunities aligned with County needs; assists with grant writing, reporting, and ensures compliance with federal, state, and other applicable guidelines.

- Conducts community health assessments using appropriate tools and methodologies.
- Facilitates, coordinates, and actively participates in community groups, neighborhood association meetings, and focus groups addressing public health issues.
- Assists with program and project oversight, including budget tracking and maintenance of program documentation.
- Distributes information related to public health topics and prevention education programs.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Public Health, Education, Communications, Environmental Health Sciences, Social Sciences, or a related field.
- Two (2) years of work experience in public health, health education, communications, environmental health, or working with communities.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Some duties are performed outdoors which entail exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces which may be either wet or dry. Surfaces may be inclined or flat, and range from natural undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.

- Work hazard or potential work hazards include chemicals and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.
- Employee will be on a flexible work schedule, including evenings and weekends as training schedules demand.
- Employee works with a select team without direct supervision, and at times may work with a large group of people.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- County vehicles are used by employee in traveling from site-to-site throughout the County.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.