

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Health and Wellness

DEFINITION

Under direction, interfaces and provides support in the areas of health and wellness, mental health, and related stakeholder engagement to all departments within the Sacramento County Office of Education (SCOE); performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, clerical staff as assigned

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all the tasks which may be found in positions within this classification.)

Health/Safety and Wellness

Keeps up to date on current federal, state, and county health guidance to ensure alignment with requirements; prepares and submits health and safety related reports to administration and county, state, and federal agencies as required; implements health and safety plans in coordination with other SCOE safety, emergency, and student program plans; coordinates and implements student and employee COVID-19 testing; collaborates with the Prevention and Early Intervention Department to address mental health support of students; supports the Personnel Department and student programs in COVID-19 contact tracing efforts; consults with SCOE leadership and other stakeholders regarding health and wellness issues; maintains confidentiality on all matters related to health records; develops health and safety guidance for schools and districts countywide as appropriate; works collaboratively with departments to support the development of innovative health and wellness related programs, systems, and infrastructures; supports youth development initiatives; performs other duties as assigned.

Project Management

Plans, organizes, coordinates, manages, and monitors projects; develops and monitors project timelines and completion of deliverables; develops and maintains regular and effective communication with all relevant project stakeholders; effectively prioritizes workloads and manages multiple projects simultaneously; maintains confidentiality of sensitive materials and information; creates and maintains accurate records by using various information management systems.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to completion of a bachelor's degree from an accredited college or university in Public Health, Public Administration, Risk Management, or other related field is required; experience working in an educational environment; experience with project management, health and safety protocols, office management, or operations required.

Knowledge of

Project management principles; excellent customer service practices; rules, laws, and regulations related to health and public administration; standard software applications including the use of databases; professional documents, technical reports, and letter writing; research methods, statistical analysis, and data reporting; basic mathematical concepts; principles and practices of training; proper English usage, grammar, spelling, punctuation, and vocabulary.

Skill and Ability to

Communicate accurately and effectively in both oral and written form with those contacted through the course of work; prepare clear, concise, grammatically correct letters, memos, reports, and other written documents; use critical thinking skills to analyze problems and make recommendations for improvement; develop and maintain positive working relationships with all persons contacted in the course of work; work independently and also collaboratively with a team; coordinate a variety of projects simultaneously; develop and present training materials; conduct research and evaluate data to solve problems, develop recommendations, and make decisions; maintain confidentiality; plan, organize, and facilitate events and projects; operate a variety of office related equipment including a computer; use standard software applications.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission 8/10/21