

Appendix A: Job Classification Categories and Program Areas

The information provided below is relevant to Measure A1.1: Hiring (Number of PHIG-funded positions filled by job classification and program area). Job classification and program area categories are derived from categories from the Foundational Public Health Services, and the NACCHO Profile and PH WINS survey instruments.

Job Classification Categories:

1. **Agency leadership and management:** Department/Bureau Director, Deputy Director, Public Health Agency Director, Program Director, Health Officer.
2. **Program manager:** Public Health Program Manager.
3. **Business, improvement, and financial operations staff:** Attorney or Legal Counsel, Business Support – Accountant/Fiscal, Business Support Services – Administrator, Business Support Services – Coordinator, Grants or Contracts Specialist, Human Resources Personnel, Other Business Support Services, Community Health Planner, Quality Improvement Worker, Training Developer/Manager, Workforce Development Staff. May include positions focused on accreditation and performance improvement.
4. **Office and administrative support staff:** Clerical Personnel -Administrative Assistant, Clerical Personnel -Secretary, Customer Service/Support Professional, Custodian, Other Facilities or Operations Worker, Implementation Specialist, Medical/Vital Records Staff.
5. **Information technology and data system staff:** Information Systems Manager/Information Technology Specialist, IT Support Staff, Public Health Informatics Specialist, Informatics staff, Web Developer/Computer Programmer.
6. **Public information, communications, and policy staff:** Public Information Specialist, Policy Analyst, Communications specialist, Web Content Writer/Content Developer.
7. **Laboratory workers:** Laboratory Technician, Laboratory Quality Control Worker, Laboratory Scientist/Medical Technologist, Laboratory Aide or Assistant.
8. **Epidemiologists, statisticians, data scientists, other data analysts:** Epidemiologist, Population Health Specialist, Statistician, Economist, Data or Research Analyst, Data Scientist, Program Evaluator.
9. **Behavioral health and social services staff:** Behavioral Health Professional, Disease Intervention Specialist/Contact Tracer, Peer Counselor, Health Navigator, Social Worker/Social Services Professional.
10. **Community health workers and health educators:** Health Educator, Community Health Worker.
11. **Public health physician, nurse and other clinicians or healthcare providers:** Nursing and Home Health Aide, Nutritionist or Dietitian, Other Oral Health Professional, Other Nurse -Clinical Services, Physician Assistant, Public Health Dentist, Public

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Health/Preventive Medicine Physician, Registered Nurse -Public Health or Community Health Nurse, Registered Nurse - Unspecified, Pharmacist, Licensed practical or vocational nurse, Nurse Practitioner Emergency Medical Technician/Advanced Emergency Medical, Technician/Paramedic, Emergency Medical Services Worker, Other Health Professional/Clinical Support Staff, Physical/Occupational/Rehabilitation Therapist, Public Health Veterinarian.

12. **Preparedness staff:** Emergency Preparedness/Management Worker.
13. **Environmental health workers:** Environmental Health Worker, Environmental Health Technician, Environmental Health Physicist, Environmental Health Scientist, Environmental Engineer.
14. **Animal control and compliance/inspection staff:** Licensure/Regulation/Enforcement Worker, Sanitarian or Inspector, Animal Control Worker, Disability claims/benefits examiner or adjudicator, Medical Examiner.
15. **Other:** Student, Professional or Scientific, Interns, Fellows, Other (not categorized)

If positions have crossover categories or operate within several of the job classification categories, select the category that this position will work on most (>50%) of the time. **Do not double-count staff if they are working in more than one category.**

Job Program Areas (Aligned with the [Foundational Public Health Services](#))

1. **Access to and Linkage with Clinical Care:** Clinical Services (excluding TB, STD, family planning), Emergency Medical Services, Immunizations - clinical, Immunizations - non-clinical, Mental Health, Oral Health/Clinical Dental Services, School Health, Substance Abuse, including tobacco control programs
2. **Emergency Preparedness and Response:** All Hazards
3. **Accountability and Performance Management:** Accreditation coordinators, QI staff, performance management leads
4. **Assessment and Surveillance:** Community Health Assessment/Planning, Disability services, including disability determinations, Enforcement/Inspection/Licensing/Certification of Facilities, Epidemiology Surveillance, Informatics, Medical Examiner, Public Health Genetics, Public Health Laboratory, Vital Records
5. **Chronic Disease and Injury Prevention:** Non-Communicable Disease/Chronic Disease, Health Promotion/Wellness, Injury/Violence Prevention
6. **Communicable Disease Control:** COVID-19 Response, Communicable Disease - HIV, Communicable Disease - Influenza, Communicable Disease - STD, Communicable Disease - Tuberculosis, Communicable Disease - Viral Hepatitis, Other Communicable Disease
7. **Communications**
8. **Community Partnership Development:** Community Health Assessment/Planning
9. **Environmental Public Health:** Environmental Health, Animal Control

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10. **Equity**

11. **Maternal, Child and Family Health:** Children and Youth with Special Health Care Needs, Maternal and Child Health - Family Planning, Maternal and Child Health - WIC

12. **Organizational Competencies:** Leadership & Governance; Information Technology Services; Workforce Development & Human Resources; Financial Management, Contract, & Procurement Services, including Facilities and Operations; Legal Services & Analysis

13. **Policy Development and Support**

14. **Other**

If positions have crossover categories or operate within several of the program areas, select the category that this position will work on most (>50%) of the time. **Do not double-count staff if they are working in more than one category.**

Appendix B: Measure A1.1: Hiring – Example Scenario

At the end of this reporting period, the recipient has filled 6 positions with PHIG funds; 3 of these positions were filled with new hires and 3 were filled with current employees. The new hires are a Chronic Disease Program Manager, Contracts Specialist, and Community Health Worker (Communicable Disease). The current employees are an Environmental Epidemiologist, Health Equity Communications Specialist, and Health Educator (working on COVID-19 and Influenza 60% and Maternal and Child Health 40%). The recipient is a state health department, but LHDs funded through the grant have not yet filled any positions, as of this reporting period.

The tables below provide examples of the data a recipient would report for this measure. These tables are not how data will be entered in PHIVE but could serve as an approach for tracking this information by recipients.

Job Classification Categories – Example Scenario

Job Classification Categories	1. Total number of PHIG-funded positions filled (since 12/1/22, as of 5/31/2023)		2. Number of positions filled with current employees		3. Number of positions filled with new hires	
	Recipient agency	LHDs funded by state recipient	Recipient agency	LHDs funded by state recipient	Recipient agency	LHDs funded by state recipient
1. Agency leadership and management	0	0	0	0	0	0
2. Program manager	1	0	0	0	1	0
3. Business, improvement, and financial operations staff	1	0	0	0	1	0
4. Office and administrative support staff	0	0	0	0	0	0
5. Information technology and data system staff	0	0	0	0	0	0
6. Public information and public policy staff	1	0	1	0	0	0
7. Laboratory workers	0	0	0	0	0	0

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8. Epidemiologists, statisticians, data scientists, and other data analysts	0	0	0	0	0	0
9. Behavioral health and social services staff	0	0	0	0	0	0
10. Community health workers and health educators	2	0	1	0	1	0
11. Public health physician, nurse, and other health care providers	0	0	0	0	0	0
12. Preparedness staff	0	0	0	0	0	0
13. Environmental health workers	1	0	1	0	0	0
14. Animal control and compliance/inspection staff	0	0	0	0	0	0
15. Other	0	0	0	0	0	0
Total	6	0	3	0	3	0

Job Program Areas

Job Program Areas	1. Total number of PHIG-funded positions filled (since 12/1/22, as of 5/31/2023)		2. Number of positions filled with current employees		3. Number of positions filled with new hires	
	Recipient agency	LHDs funded by state recipient	Recipient agency	LHDs funded by state recipient	Recipient agency	LHDs funded by state recipient
1. Access to and Linkage with Clinical Care	0	0	0	0	0	0
2. All Hazards	0	0	0	0	0	0
3. Accountability and Performance Management	0	0	0	0	0	0

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4. Assessment and Surveillance	0	0	0	0	0	0
5. Chronic Disease and Injury Prevention	1	0	0	0	1	0
6. Communicable Disease Control	2	0	1	0	1	0
7. Communications	1	0	1	0	0	0
8. Community Partnership Development	0	0	0	0	0	0
9. Environmental Public Health	1	0	1	0	0	0
10. Equity	0	0	0	0	0	0
11. Maternal, Child, and Family Health	0	0	0	0	0	0
12. Organizational Competencies	1	0	0	0	1	0
13. Policy Development and Support	0	0	0	0	0	0
14. Other	0	0	0	0	0	0
Total	6	0	3	0	3	0