



[Recruitment Home](#)

[Search Jobs](#)

[Search Jobs >](#)

Job:

IRC56764

You must register before you can apply for a position. Please return to the home page to register or login if you already have an account.

Description

Job Title	Planning Specialist II, (Office of Community Affairs, Asian American Health Initiative), Grade 21
Location	Rockville, MD, US
Organization Name	HHS 60 Office of Community Affairs Division
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	No
Job Description	

Closing Date: January 30, 2023

Montgomery County is located adjacent to Washington, DC and with over one million residents, is the most populous County in the State of Maryland. The County is also the most diverse County in the State and ranks among the top ten most diverse County's in the nation. Montgomery County contains many major U.S. government offices, scientific research and learning centers, and business campuses. The Department of Health and Human Services is responsible for delivery of the County's public health and human services that meet the needs of our community's most vulnerable children, adults and seniors.

The Department provides services through more than 120 programs at more than 20 locations. With 1,750 employees, the Department of Health and Human Services is the largest County Department. As a department, we believe health and wellness of the county can only be achieved by ensuring that every resident has fair opportunities to reach their fullest potential. This means access to quality housing, transportation, education, employment, health care, human services, safe neighborhoods and healthy food. HHS' provides critical services for residents who face a variety of obstacles in achieving their full potential. HHS plays an essential role in building a healthy and strong community. If you are interested in working for the Montgomery County Department of Health and Human Services, we invite qualified candidates to apply for our **Planning Specialist II** position.

About the Position:

This position is located in the Department's Office of Community Affairs. The Asian American Health Initiative, AAHI, is one of three minority programs in the department that support department-wide efforts to eliminate health and other disparities and achieve equity while continuing their population-targeted programs and services. AAHI along with its sister programs, the African American Health Program and the Latino Health Initiative, work together to build strong ties with racial/ethnic communities through outreach, health promotion, capacity building, technical assistance, and service delivery. The programs' knowledge, expertise and experiences in the diverse communities helps informed department-wide program, policy and budget decisions.

Role and Responsibilities:

- **Asian American Data Collection, Monitoring, & Surveillance:** Serve as an internal data resource for the Asian American Health Initiative and

MCDHHS; Research local, state, and national Asian American data on demographics, health disparities, and social service needs; Provide program development recommendations and identify high needs populations based on data findings; Create graphic and visual representation of Asian American data; Remain updated on Asian American best practices and standards for data collection, monitoring, and surveillance; Conduct statistical analyses utilizing relevant software programs as needed

- **Program Evaluation & Analysis:** Oversee all of AAHI's program evaluations; Develop a comprehensive evaluation infrastructure that connects program activities with performance measures and indicators, which are in turn linked to program outcomes, outputs, and impact; Create and refine evaluation tools as needed, in multiple languages; Analyze program data for trends, root causes, and needed improvements
- **Reporting:** Manage all of AAHI's reporting efforts; Create reporting templates for contracts; Oversee development of AAHI annual reports; Monitor AAHI's success rates, outputs, and outcomes
- **Training:** Develop and create a training center for Asian American community organizations; Manage, respond to, and fulfill training requests; Research and create new training curriculum as needed; Conduct trainings for community organizations, non-profit partners, and other MCG colleagues
- **Technical Assistance:** Provide technical assistance to Asian American community organizations around program evaluation and data collection; Support Asian American-serving community organizations in accessing local data for program use; Help community organizations strengthen their data collection and build their capacity to report on their outcomes and impact
- **Special Projects:** Represent the Office of Community Affairs (OCA) on Department-wide data initiatives and reporting efforts; Participate in activities from Planning, Analytics, and Customer Service (PACS) on behalf of the OCA and AAHI; Represent AAHI on data workgroups; Prepare communication materials for presentations, speaking points, and other activities

Additional Employment Information

Effective August 30, 2021 all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first date of employment. Individuals who are unable to be vaccinated should contact OHR@montgomerycountymd.gov to discuss possible accommodations.

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to OHR@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with their resume and all other information provided in the employment application process will be evaluated to determine the

minimum qualifications and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Montgomery County Ethics Law: *Except as provided by law or regulation, the County's "Public Employees" (which does not include employees of the Sheriff's office) are subject to the County's ethics law including the requirements to obtain advanced approval of any outside employment and the prohibitions on certain outside employment. The outside employment requirements of the ethics law can be found at [19A-12 of the County Code](#). Additional information about outside employment can be obtained from the [Ethics Commission](#) website.*

Minimum Qualifications

Education: Graduation from an accredited college or university with a Bachelor's Degree in planning, urban design, environmental studies, public administration, or related field.

Experience: Two (2) years of experience in planning and research related to land use, urban economics, human services, environmental issues, conservation or other work directly related to some municipalities planning and development work.

Equivalency: An equivalent combination of education or experience may be substituted.

Licenses: Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

Work Environment: The work is mainly performed indoors in an office environment and sometimes outdoors under adverse weather conditions, which involves normal, everyday discomforts.

Physical Demands: Tasks may involve frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.), and exposure to adverse weather conditions. Operation of survey equipment may be required.

Preferred Criteria

There is no Preferred Criteria. All applicants will be reviewed by OHR for minimum qualifications. Those applicants who meet minimum qualifications will be rated Qualified, placed on the Eligible List, and may be considered for an interview.

Preference for interviews will be given to applicants with experience in the following:

- A Master's Degree in Public Health, Epidemiology, Biostatistics, Business Administration, Statistics, Data Science, or related disciplines is preferred.
- Extensive experience in program evaluation, epidemiology, biostatistics, data science, or analytics
- Experience with statistical analysis tools like SPSS, SAS, Tableau, or other tools
- Experience with data analytics and data visualization
- Knowledge of Asian American data collection challenges and best practices

Minimum Salary 57455
 Maximum Salary 93895
 Currency USD

You must register before you can apply for a position. Please return to the home page to register or login if you already have an account.

Apply Here: www.tinyurl.com/AAHIPlanningSpecialistII

[Privacy Statement](#)