

# WORKFORCE

**Workforce (WK)** - A qualified and well-trained public health workforce is essential to deliver consistent high-quality public health services statewide. To meet the diverse and dynamic public health needs of lowans now and in the future, the Workforce Standards provide for appropriately qualified workers, a sufficient number of personnel and skill mixes, and on-going training to maintain competency and currency in the public health workforce.

**Standard WK1** - Assure a qualified public health workforce.

**Standard WK2** - Assure an adequate public health workforce.

**Standard WK3** - Assure a competent public health workforce.

## STANDARD WK1 - ASSURE A QUALIFIED PUBLIC HEALTH WORKFORCE.

**WK1a-L** - Assure that the local public health workforce complies with federal, state, and local guidelines and licensure and certification requirements for providing public health services.

**WK1b-L** - Assure that the local public health workforce complies with the qualifications listed below:

- Public Health Administrator--Bachelor's degree from an accredited college or university in public health, health administration, or other applicable field; a minimum of five years of experience in public health; and completion of a program in public health management, leadership, or sciences from an accredited school of public health or recognized public health organization or completion of an advanced degree in public health or other applicable field within five years of employment date. OR Master's degree or higher from an accredited college or university in public health, health administration, or other applicable field and a minimum of two years of experience in public health.

- Public Health Coordinator/Supervisor--Bachelor's degree or higher from an accredited college or university in public health, health administration, nursing or other applicable field and a minimum of two years of related experience.

- Environmental Health Coordinator/Supervisor--Currently a Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) with the National Environmental Health Association (NEHA) or bachelor's degree in a science field, a minimum of two years related experience, and attainment of registration within one year of employment.

- Medical Director--A physician licensed in the state of Iowa as a doctor of medicine and surgery or as an osteopathic physician and surgeon, as defined by law, and preferably two years of training and/or experience in epidemiology and/or public health.

- (1) Exemption provisions: Individuals who hold the positions of Public Health Administrator, Public Health Coordinator/Supervisor, and Environmental Health Coordinator/Supervisor that do not meet the position qualifications for education and experience are exempt from meeting those qualifications at the time the standards become effective. However, Public Health Administrators must complete a program in public health management, leadership, or sciences, or complete an advanced degree in public health or other applicable field within five years of the effective date of the standards.
- (2) A program in public health management, leadership, or sciences is defined as public health education or training offered by an accredited school of public health or recognized public health organization.
- (3) If a national or state public health worker credential program is established, the Public Health Administrator and Public Health Coordinator/Supervisor positions will be expected to comply.

**WK1a-S** - Assure that the state public health workforce complies with federal and state guidelines and licensure and certification requirements for providing public health services.

**WK1b-S** - Assure that the state public health workforce complies with the qualifications listed below:

- Public Health Director--Master's degree or higher from an accredited college or university in public health, health administration, or other applicable field and a minimum of six years of experience in public health or a public health related field.
- Deputy Director and Division Director--Master's degree or higher from an accredited college or university in public health, health administration, or other applicable field; a minimum of six years of experience in public health or another applicable field. Individuals who have Master's degrees in areas other than public health must complete a program in public health management, leadership, or sciences from an accredited school of public health or recognized public health organization within five years of employment date.
- Bureau Chief--Bachelor's degree or higher from an accredited college or university in public health, health administration, or other applicable field; and a minimum of five years of related experience. Individuals who have degrees in areas other than public health must complete a program in public health management, leadership, or sciences from an accredited school of public health or recognized public health organization or complete an advanced degree in public health from an accredited college or university within five years of employment date.
- Medical Director--A physician licensed in the state of Iowa as a doctor of medicine and surgery or as an osteopathic physician and surgeon, as defined by law, and a minimum of six years of training and/or experience in epidemiology and/or public health.

- (1) The Governor of Iowa appoints the Public Health Director. This individual is the voice of Iowa's public health system at the state and federal level. Experience in public health is preferred for Public Health Director nominees.
- (2) Qualifications for Deputy Director, Division Director, and Bureau Chief are based on the Public Service Executive series in the state classification system.
- (3) Exemption provisions: Individuals who hold the positions of Deputy Director, Division Director, and Bureau Chief that do not meet the position qualifications for education and experience are exempt from meeting those qualifications at the time the standards become effective. However, these individuals must complete a program in public health management, leadership, or sciences, or complete an advanced degree in public health or applicable field within five years of the effective date of the standards.
- (4) A program in public health management, leadership, or sciences is defined as public health education or training offered by an accredited school of public health or recognized public health organization.
- (5) If a national or state public health worker credential program is established, Department Director, Deputy Director, Division Director, and Bureau Chief positions will be expected to comply.

**WK1c-S** - Assure protection of individuals served by the public health workforce through licensure, certification, permits to practice and regulation of providers, service programs, trauma facilities, and training programs.

- (1) Emergency Medical Services (Iowa Code Chapter 147A; administrative rule authority 641-130/641-143).  
Electronic link: <http://www.legis.state.ia.us/IowaLaw.html>
- (2) Licensure Boards for the Health Related Professions (Iowa Code Chapter 147; enabling code chapters and administrative rule authority for 23 boards).  
Electronic link: <http://www.legis.state.ia.us/IowaLaw.html>
- (3) Radiological Health (Iowa Code Chapters 136B, 136C, and 136D; administrative rule authority 641-38 through 641-46).  
Electronic link: <http://www.legis.state.ia.us/IowaLaw.html>

## STANDARD WK2 - ASSURE AN ADEQUATE PUBLIC HEALTH WORKFORCE.

**WK2a-L** - Maintain an adequate level of appropriately qualified local staff that provides technical assistance, consultation, and resource referral for local public health and the public.

- (1) Determine criteria for what is an adequate workforce.
- (2) Resource referral means identifying and engaging those who have knowledge and expertise in related fields, and identifying sources of relevant information.

**WK2b-L** - Conduct an assessment at least every five years to determine the workforce necessary to maintain organizational capacity and assure the provision of public health services.

- (1) Review assessment data prior to filling vacancies, expanding workforce, or expanding scope of services.
- (2) Updates should occur as needed.

**WK2c-L** - Establish and implement a plan of action to address needs identified from the workforce assessment.

Components of the workforce plan may include:

- workforce supply (number, type, and diversity)
- recruitment and retention
- training needs
- human and financial resources
- policy changes needed
- partnerships with professional organizations, academia, and other resources to address workforce needs

**WK2d-L** - Evaluate the results of the workforce plan of action.

## STATE CRITERIA

**WK2a-S** - Maintain an adequate level of appropriately qualified state staff that provides technical assistance, consultation, and resource referral for local public health and the public.

- (1) Determine criteria for what is an adequate workforce.
- (2) Resource referral means identifying and engaging those who have knowledge and expertise in related fields, and identifying sources of relevant information.

**WK2b-S** - Identify and/or develop workforce assessment tools for use by local public health.

**WK2c-S** - Conduct an assessment at least every five years of the state public health department's workforce to determine the workforce necessary to maintain organizational capacity and assure the provision of public health services.

- (1) Review assessment data prior to filling vacancies, expanding workforce, or expanding scope of services.
- (2) Updates should occur as needed.

## STATE CRITERIA

**WK2d-S** - Conduct and disseminate a statewide analysis of local and state public health workforce assessments every five years to identify workforce needs.

**WK2e-S** - Collaborate with professional organizations and academia to develop a statewide plan to address needs identified in workforce assessments.

Components of the workforce plan may include:

- workforce supply (number, type, and diversity)
- recruitment and retention
- training needs
- human and financial resources
- policy changes needed
- partnerships with professional organizations, academia, and other resources to address workforce needs

### STANDARD WK3 - ASSURE A COMPETENT PUBLIC HEALTH WORKFORCE.

## LOCAL CRITERIA

**WK3a-L** - Regularly assess competencies of the public health workforce using state or nationally recognized competency models.

Examples of competency models: Iowa Learning Management System and Council on Linkages.

**WK3b-L** - Use the assessment of competencies to identify individual and organizational training needs and establish learning goals that incorporate lifelong learning and development of leadership skills.

Promote lifelong learning and public health leadership through continuing education, training, and mentoring.

**WK3c-L** - Implement training plans which at a minimum meet all local, state, and federal training requirements.

Example of required training: National Incident Management System (NIMS).

**WK3d-L** - Assure that employees in the following positions obtain 15 hours of public health related continuing education each year: Public Health Administrator, Public Health Coordinator/Supervisor, and Environmental Health Coordinator/Supervisor.

- (1) The continuing education requirement applies to employees who hold administrative positions when the Iowa Public Health Standards become effective and employees hired after the effective date of the standards. Employees will document their own continuing education units.
- (2) Examples of applicable continuing education includes:
  - education related to position responsibilities (e.g., leadership, fiscal management, supervisory skills, etc.)
  - education related to the components of the Iowa Public Health Standards (e.g. community assessment, environmental health, promote healthy behaviors, etc.)

**WK3a-S** - Identify evidence based state or nationally recognized public health competency models for use by local and state public health.

**WK3b-S** - Regularly assess competencies of the state public health department workforce using state recognized competency models.

**WK3c-S** - Use the assessment of competencies to identify individual and organizational training needs and establish learning goals that incorporate lifelong learning and development of leadership skills.

Promote lifelong learning and public health leadership through continuing education, training, and mentoring

**WK3d-S** - Implement training for the state public health department's workforce that at a minimum meet all state and federal training requirements.

Example of required training: National Incident Management System (NIMS).

**WK3e-S** - Assure the availability of practice-based and competency-based education and training for the public health workforce.

The state public health department will provide training if applicable.

**WK3f-S** - Provide learning opportunities for the public health workforce through partnerships with academia.

Examples of learning opportunities: internships, job shadowing, mentorship, practicum, and research projects.

**WK3g-S** - Assure state-level employees that provide technical assistance and consultation to local public health obtain 15 hours of public health related continuing education each year.

- (1) The continuing education requirement applies to employees who hold these positions when the Iowa Public Health Standards become effective and employees hired after the effective date of the standards. Employees will document their own continuing education units.
- (2) Examples of applicable continuing education includes:
  - education related to position responsibilities
  - education related to the components of the Iowa Public Health Standards (e.g., community assessment, environmental health, promote healthy behaviors, etc.)
  - Continuing Education Units (CEUs) approved by an accredited body for public health related professions such as nursing
- (3) Positions include: Department Director, Deputy Director, Division Director, Bureau Chief, Medical Director, and other staff as described in WK3g-S.