

**CLASS TITLE: ASSISTANT DIRECTOR OF HEALTH  
(COMMUNITY AFFAIRS)**

**Class Code: 02951800  
Pay Grade: 41A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Health, to be responsible for communications with federal, state and local government systems, community agencies, the mass media, and the public-at-large, to foster public policies promoting the health of the people of state and the availability of quality health care services at reasonable cost; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the Director of Health with considerable latitude for the exercise of initiative and independent judgement; assignments are made in broad outline and work is reviewed upon completion for results attained and for conformance to established policies, objectives, provisions of law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, reviews and evaluates the work of a staff of professional, technical and clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for communications with federal, state and local government systems to foster governmental policies promoting the health of the people of the state and the availability of quality health care services at responsible cost.

To be responsible for developing legislative strategies to protect and promote the health of the people of the state.

To monitor and evaluate federal, state and local health related legislative initiatives.

To forecast long-term impact of federal, state and local legislative proposals.

To assist in the interpretation of health policies and statutes enacted.

To provide consultation and make arrangements whereby expert information of health care policies is made available to state and local legislative bodies and officials.

To assist and cooperate with state, local, and federal elected public officials in activities relating to health legislation, policy and initiatives.

To assist in the implementation of departmental policies in cooperation with health care providers and public and private agencies.

To enhance public understanding of key health issues.

To participate with key department of Health staff in developing and directing policies, program, and long-range plans as they relate to intergovernmental affairs.

To promote effective community health activities.

To establish local forums with political, advocacy and consumer type organizations for the purpose of exchanging information on matters relative to health policy.

To guide and supervise the Department's public relations and mass media health communications programs.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, methods and procedures required for effective communication of governmental level health policy; a thorough knowledge of public and community relations techniques applicable to health issues; a thorough

knowledge of state and local legislative and executive processes; a working knowledge of state and community health facilities and organizations, health services and manpower, and their interrelationships and the ability to apply such knowledge in interpreting and promoting health policy; a working knowledge of governmental regulatory and quasi-regulatory activities relating to health care delivery; the ability to establish and maintain effective working relationships with elected and appointed public officials, providers of health services, health interests groups, health-related or health-affecting groups and organizations, consumers, and the mass media; the ability to disseminate and communicate information of health policy to the mass media, the public-at-large and authorities at federal, state and local levels; the ability to speak and write effectively on health policy for community agencies, public officials and other groups; the ability to plan, supervise and review the work of subordinates engaged in promoting health-related governmental policies; the ability to work effectively with superiors and associates; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing or through education programs and experience in executive development and leadership training; and

Experience: Such as may have been gained through: employment involving major responsibilities for developing and implementing high-level health policy in a public or private agency, for carrying out effective policy-level communications with public officials and public agencies, or for planning and executing corporate marketing and merchandising.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 16, 1993

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