

**CLASS TITLE: ASSISTANT DIRECTOR OF HEALTH
(HEALTH POLICY AND PLANNING)**

**Class Code: 02950300
Pay Grade: 41A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the State Department of Health, to be responsible for the development of health system plans which recommend a more rational and productive allocation of health system resources; to identify the major health status and health service problems of the population; to recommend effective and efficient means of intervening in the major problems; to contribute to the implementation of the recommendations of the plans; to evaluate the effect of implemented programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed upon completion for results attained and conformance to established policies, objectives, provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, and supervises and reviews the work of professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development of long- and short-range health system plans, to supervise the development of such plans by designing planning methodology, instructing planners in the application of the methodology to their areas of responsibility, to work with planners individually to assure that useful planning products are produced in a timely fashion, and to review, edit, and revise as necessary planning products received.

To be responsible for all health policy functions for the Department of Health.

To be responsible for ensuring extensive public involvement in the development of health systems plans; to meet with and hold working sessions with representatives of consumer and provider groups in the health field; to encourage unsolicited input to the planning process by such groups; and to circulate for review and comment drafts of plans to a large group of consultant organizations to the health system planning process.

To be responsible for overall supervision of the Minority Health Program in the Department of Health.

To oversee the Department of Health's responsibility in the Medicaid Managed Care Program.

To consult with the presidents and executive officers of such organizations as the Rhode Island Medical Society, the Hospital Association of Rhode Island, Blue Cross and Blue Shield of Rhode Island, the Brown University Medical School, the Rhode Island State Nurses Association, the Rhode Island Dental Society, The Rhode Island Professional Standards Review Organization (PSRO), the Health Planning Council, Inc., etc. To consult with directors and program administrators of departments of state government.

To be responsible for providing and supervising the provision of staff assistance to the Planning Committee of the Statewide Health Coordinating Council (SHCC) and to the entire SHCC in its review and revision of health system plans.

To be responsible for the gathering of planning information necessary to support the health system planning process; to monitor the health literature to identify information useful to planning functions; to plan the development of descriptive and analytical data products; and to supervise professional and technical staff in the collection and analysis of planning information.

To be responsible for assisting in the implementation of health system planning recommendations, and to evaluate the results of planned implementation.

To contribute to the national planning literature by preparing articles for professional journals; to participate as a lecturer or clinical faculty member at media schools and graduate schools throughout the country; and to participate on various national advisory bodies and boards of national organizations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, methods and procedures of health system planning and health administration; a thorough knowledge of community health facilities and organizations, health services and health manpower, and their interrelationships, and the ability to apply such knowledge in the identification of health resources, needs and problems within the State; a thorough knowledge of epidemiology, specifically of those factors and elements within the community that affect the health and well-being of the populace such as health services, lifestyle, genetics, environment, education, and other relevant community factors; a thorough knowledge of the principles, practices and techniques of applied research as they relate to the collection, interpretation and evaluation of planning data and the ability to apply such knowledge in the preparation of planning studies, reports and recommendations; a working knowledge of the basic principles of organization and management, program planning and health economics; the ability to develop and maintain a continuing relationship with all providers of health services in the State, all health professions, health interest groups, health related groups, and consumers; the ability to disseminate information on current trends and projections to planning groups and authorities at state and local levels concerning health needs and services and in interpreting such information to the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Health Planning, Public Health, Hospital Administration, Public Administration, or a closely related field from an accredited institution of higher learning; and

Experience: Such as may have been gained through: employment in a responsible position involving major responsibilities for the administration of health system planning or a public health program including research and evaluation, program planning, analysis and evaluation of health or other human service programs.

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

Class Revised: September 19, 1993

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