

CLASS TITLE:

**ASSISTANT HEALTH
PROGRAM ADMINISTRATOR**

Class Code: 02956200
Pay Grade: 31A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Health, to be responsible for assisting a superior in the planning, organization, coordination, and administration of a health program; to administer the provisions of laws, rules and regulations, as well as adhere to provisions set forth in grant and contractual agreements relating to the operation of a health program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement and initiative; work is subject to review upon completion through oral and/or written reports for conformance to laws, rules, regulations, departmental policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of a professional, technical and clerical support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Health, to be responsible for assisting a superior in the planning, organization, coordination, and administration of a health program; to administer the provisions of laws, rules and regulations, as well as to adhere to provisions set forth in grant and contractual agreements relating to the operation of a health program.

To be responsible for planning, prioritizing, directing, and reviewing the work of a professional, technical and clerical staff and as necessitated revising work schedules to ensure program efficiency.

To assist in the development and preparation of budgetary needs and to be accountable for the fiscal activities of a health program.

To be responsible for reviewing and evaluating the efficiency and effectiveness of a health program and to make recommendations to a superior for necessary program modifications and/or changes in order to improve or maintain the services being provided.

To coordinate each of the program's activities with other programs in the Department of Health and in other state and federal agencies as applicable, in order to improve the health of the citizens of the state.

To maintain a constant awareness of state and federal guidelines, laws and regulations, as well as proposed legislation pertinent to each particular program; and as required, making recommendations to a superior as to the changes in programs necessary to comply with such revisions in law.

To assist in the formulation of standards, policies and procedures of a health program in order to monitor the goals and objectives of the program.

As required, to represent the Department at meetings and conferences comprising of state, federal and local officials, professionals, and the public involving departmental programs, goals, and objectives.

To prepare extensive written reports relative to the program's functions and activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of health program administration as it applies to a health program and the ability to apply such knowledge in the planning, organization, coordination and administration of a health program; the ability to evaluate the efficiency and effectiveness of a health program and to make recommendations to a superior for improvements and/or maintenance; the ability to coordinate and supervise professional, technical, and supportive personnel engaged in a health program; the ability to establish and maintain effective working

relationships with superiors, associates, subordinates, public groups, and private and public agencies; the ability to prepare extensive written reports as required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public health, public administration, business administration, hospital administration, or a related field; and

Experience: Such as may have been gained through: employment in a responsible position involving hospital, public, business, or health administration.

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

Class Created: October 13, 1985

Editorial Review: 3-15-2003