

**CLASS TITLE:                   ASSOCIATE DIRECTOR OF HEALTH  
                                          (HEALTH SERVICES REGULATION)**

**Class Code: 02951300  
Pay Grade: 43A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Health to be responsible for the administration of statewide health programs involving Facilities Regulation, Professional Regulation, Drug Control and appropriate licensure boards.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Health with considerable latitude for the exercise of independent judgement; work is reviewed for the application of accepted professional principles, methods and techniques, and for conformance to law, rules, regulations and instructions.

**SUPERVISION EXERCISED:** Plans, organizes, reviews and evaluates the work of professional, non-professional, clerical and other personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration of statewide health programs involving the following activities:

insuring that all licensed and certified facilities meet the applicable conditions of the law and the rules and regulations of the Department of Health and United States Department of Health and Human Services thereby insuring that individuals receive appropriate and adequate services in a suitable environment and that publics' rights are protected;

providing individual and community protection by promoting the quality of health and related care by regulation of personnel entering into and engaged in health oriented profession; and

preventing the illegal production and use of any drug, cosmetic or medical device, and maintaining the purity, quality, salary, and effectiveness of drugs and medicines generally.

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 services regulation and the ability to apply such knowledge in the administration and maintenance of the several statewide health programs previously described; the ability to prepare and submit recommendations for amendments to or revisions of existing laws and regulations relative to health services regulation and to recommend new legislation and regulations relating to divisional activities; the ability to coordinate divisional activities with those of the department for the improvement of the health of the citizens of the state; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other personnel engaged in providing effective services in said health programs; the ability to establish and maintain effective working relationships with other staff members of the department, other agencies, community organizations, business enterprises and 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 Public Health or related field, and

Experience: Such as may have been gained through: employment in a position with responsibility for administering federal or state programs in Health Services Regulation or an allied field of Public Health.

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

Class Created: November 8, 1987

Editorial Review: 3/15/03