

**CLASS TITLE:                   ASSOCIATE DIRECTOR OF HEALTH**

**Class Code: 02950900**  
**Pay Grade: 43A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Health, to be responsible for the management of a major division of the department, providing policy guidance and administrative direction for statewide programs; oversees the implementation of all programs within the division, and assures coordination with other department programs; facilitates collaboration with other state agencies and fosters partnerships with communities, organizations, health professionals and health care providers.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of Health with considerable latitude for the exercise on independent judgement; work is subject to review through consultation and submitted reports for compliance with department objectives and policies, law, rules and regulations..

**SUPERVISION EXERCISED:** Plans, organizes, directs and reviews the work of professional, technical and clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To coordinate and implement the work of a major division of the department, assigning, monitoring and reviewing programs, contract relationships, and collaborative ventures to achieve the department's mission.

To produce periodic policy and planning documents concerning the work of the division, addressing issues of current and future public health impact and coordinating with other divisions of the department.

To represent the department and the division in public forums, educational settings and in the media, promoting public health policies and objectives.

To evaluate programs as to effectiveness in achieving the department mission and efficiency in meeting objectives, and to revise programs and policies to enhance effectiveness and efficiency.

To develop budget and grant proposals to obtain state, federal and foundation funding for public health programs.

To assist the Director in formulating departmental policy and budget to achieve our mission.

To coordinate program and policy development and implementation with other divisions, other state agencies, and private organizations.

To develop and maintain appropriate advisory groups for programs within the division.

To guide the development of a workforce of the division, support diversity and excellence, and nurture collaboration with communities.

To work within the political structure to achieve the department's mission, including testimony before legislative and policy bodies.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, methods and procedures applicable in the administration and management of statewide public health programs and policy; advanced professional knowledge of the public health disciplines incorporated in the major division of the department; a working knowledge of the principles of organization and management, program design, planning, budgeting, contracting and purchasing, and the ability to apply such principles and practices in program areas within the Department of Health; a working knowledge of evaluation

principles; the ability to plan, coordinate and review the work of professional personnel through consultation and evaluation of work products; the ability to develop and maintain a continuing relationship with providers of health services, health related groups, advocates and consumers, and to develop collaborative programs through such relationships; the ability to develop grant proposals, obtain funding and manage such programs; the ability to work closely with federal, state and local officials, the media and the general public in advancing public health objectives;. and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Doctorate in Public Health or a closely related field from an accredited institution of higher learning; or possession of advanced degrees in a related field and a Masters in Public Health from an accredited school; or program in Public Health; or possession of a Masters degree in Public Administration, Business Administration or a closely related field; and

Experience: Such as may have been gained through: at least five years employment in a position in a public or private agency, involving major responsibilities for the administration of a public health program or programs and coordination of various organizational and program activities in a field related to the mission of the division.

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

Class Revised: March 28, 1999

Editorial Review: 3/15/03