

**CLASS TITLE:**

**CHIEF, OFFICE OF WOMEN  
INFANTS AND CHILDREN  
(WIC)**

**Class Code: 02624500**

**Pay Grade: 37A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, development and administration of a statewide public health program providing special supplemental nutritional assistance for women, infants and children ("WIC"); and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Medical Director, Family Health, with considerable latitude for the exercise of independent judgement in discharge of duties and responsibilities; work is reviewed for results obtained, for conformance to accepted management principles, and for compliance with applicable law, rules, regulations and policies.

**SUPERVISION EXERCISED:** Assigns, supervises, and reviews the work of a professional, technical, and clerical staff engaged in the operation of the statewide WIC program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, development, and administration of a statewide public health program providing special supplemental nutritional assistance for women, infants, and children (WIC).

To organize, implement and monitor a program providing free supplemental food and nutritional education to eligible pregnant women, infants and children (WIC).

To administer the WIC program in compliance with federal fiscal and program requirements, and in accordance with state and departmental fiscal, administrative and program policies.

To be responsible for the supervision, review and evaluation of the work of a staff of professional, technical, and clerical personnel engaged in nutritional, fiscal, and administrative aspects of the WIC program.

To realize the nutritional goals of the WIC program in accordance with appropriate fiscal control and accountability, in order to optimize the benefits of the program for the greatest possible number of eligible participants.

To review the various activities of the WIC program and to evaluate their effectiveness in meeting public health educational and nutritional goals, and in preventing or decreasing nutritional health hazards in the target population.

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

To arrange for local community-based agencies and health care providers to enroll participants in the WIC program, and to distribute authorizations for WIC food packages to eligible participants; to monitor the WIC activities of the community-based agencies; to arrange for periodic program and fiscal audits of these activities in compliance with state and federal requirements and program needs; to provide instructions and technical assistance to local agencies carrying out WIC functions; to establish appropriate criteria for selecting local agencies as WIC operatives.

To establish and maintain effective liaison with community agencies and with appropriate professional and lay groups, in order to promote the goals of the WIC program for all eligible citizens and to obtain public reactions and responses to the program.

To maintain liaison with federal officials responsible for development and funding of the WIC program.

To develop and maintain an information system whereby sound fiscal, program, and health-status data may be derived from the operation of the WIC program in a format useful for health systems planning, research, and evaluation as well as for required reporting.

To review new or proposed legislation for its impact on the WIC program or on related programs, and to prepare appropriate written responses for consideration by the Department; to draft position statements or suggested legislation as appropriate.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the federal laws, regulations, and policies governing the WIC program; a thorough knowledge of the state's fiscal and administrative procedures; a working knowledge of the health care and social welfare systems; a working knowledge of electronic data processing and information systems planning and analysis; the ability to draft and implement subcontracts and agreements with private entities in accordance with federal and state grants management policies; the ability to plan, organize, and coordinate a nutritional assistance or similar program and to evaluate its effectiveness; the ability to coordinate professional, technical, and administrative personnel engaged in such a program; the ability to apply management principles, practices and techniques; the ability to prepare and analyze management reports; the ability to maintain effective working relationships with superiors, associates, the community, and public and private agencies; the ability to address professional and other groups on the objectives and activities of the office's programs; 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, Public Administration, Hospital Administration, Social Services, or any other comparable field of specialization; and

**Experience:** Such as may have been gained through: employment in a responsible position engaged in developing or administering a public health or medical care program or service; or, employment in a responsible position engaged in providing similar services or functions for the benefit of the public.

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

Class Revised: June 24, 1994

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