

CLASS TITLE: DEPUTY DIRECTOR OF HEALTH

Class Code: 02950800
Pay Grade: 45A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative and supervisory work assisting the Director of the Department of Health in planning, coordinating, implementing and controlling the functions of the various units of the Department of Health; to serve as acting director in case of absence or inability of the director to discharge the powers and duties of his/her office; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the director with considerable latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Assists the director in planning, organizing, directing and reviewing the work of departmental personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work assisting the Director of the Department of Health in planning, coordinating, implementing and controlling the functions of the various units of the Department of Health.

To serve as acting Director in case of absence or inability of the director to discharge the powers and duties of his/her office.

To keep officials within the Department of Health informed of the director's decisions and recommendations on programs and policies; to contact these officials at frequent intervals to ascertain the actions taken by them relative to such decisions and recommendations and to make reports thereon.

To assist the Director in the examination of plans, programs and services that will identify needs and resources and reduce duplication, inefficiencies and ineffectiveness.

To assist in the formulation of new proposals, programs and policies regarding health programs and services.

To assist in liaison work with health advocacy groups, parents, state departments, federal agencies, local governments and private providers of services to coordinate various services and maximize resources in developing programs.

To provide administrative supervision over all programs which come under the jurisdiction of the department.

To review existing laws, proposed legislation, rules and regulations and to report thereon to the Director.

To attend meetings and conferences invoking federal, state and local officials, professionals and the public; as required, to represent the Director at such meetings and conferences.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of administration; a thorough knowledge of federal and state laws and regulations relating to health programs and the ability to apply such knowledge in the administration of public programs and services; the ability to evaluate the effectiveness of programs and to recommend changes to improve

them; the ability to plan, organize, direct and review the work performed by a professional staff through consultation and evaluation of reports and activities for conformance with policies and objectives; the ability to establish and maintain effective working relationships with health advocacy groups, parents, and public and private agencies; 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, Medical Care Administration, or in a related field; and

Experience: Such as may have been gained through: employment in a responsible position in a private or public agency which required the administration of a major program concerned with personal health services; or employment in a consultative position responsible for providing assistance of a professional or technical nature in the planning, developing and implementing of programs for personal health services.

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

Class Revised: November 8, 1987

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