

CLASS TITLE: DIRECTOR, INTERAGENCY OPERATIONS (EOHHS)

Class Code: 02500601

Pay Grade: 51A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Executive Office of Health and Human Services, to be responsible for overseeing the administration and operation of inter-agency projects; be responsible for delivering project deliverables within scope, on schedule, on budget and to the highest quality; to direct program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff; and to do other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Secretary of Health and Human Services, with wide latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through consultations and written reports for satisfactory performance and conformance with applicable laws, policies, codes, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs and reviews the work of an administrative, management, professional, technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Executive Office of Health and Human Services, to be responsible for overseeing the administration and operation of inter-agency projects; be responsible for delivering project deliverables within scope, on schedule, on budget and to the highest quality.

To direct program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff.

To guide project teams and interface closely with other national, regional and local health and human services agencies; to ensure that all project support, quality assurance/control and asset management efforts are carried out in an effective manner.

To develop and maintain effective management systems and practices to ensure the effective, timely and cost-effective implementation of projects.

To make recommendations to the Secretary for the establishment or revision of departmental policies governing the design and implementation of inter-agency projects; recommends new or revised policies resulting from legislative changes or changes in federal policies or regulations, requiring changes in operating, and reporting procedures.

To establish and maintain liaison with intra-departmental personnel, other State governmental agencies, Federal agencies and other related organizations.

To plan, organize, and direct the assignments of work to project management teams through established supervision; monitors and guides work progress, reviews work plans and specifications, and reviews work for comprehensiveness, completeness, technical accuracy and compliance with standards, codes, policies, laws, rules and regulations, and department directives.

To ensure conformance with all relevant laws, regulations, standards, codes, practices, policies, and procedures.

As requested, to represent the Secretary of Health and Human Services at various meetings and events, and to provide executive leadership in the development of departmental policies and objectives.

To serve as a member of the Secretary's senior management team.

To assist the Secretary of Health and Human Services in effectively discharging the duties of Secretary, including but not limited to: development and implementation of EOHHS-wide consumer-centered approaches to service design and delivery that expand their capacity to respond efficiently and responsibly to the diverse and changing needs of the people; establishment of an integrated approach to interdepartmental information and data management that complements and furthers the goals of the unified health infrastructure project initiative and that will facilitate the transition to consumer-centered integrated system of state administered health and human services; provision of regular and timely reports to the governor and delivery of recommendations with respect to the state's health and human services agenda.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of project management; a thorough knowledge of Federal and State standards; a thorough knowledge of planning, design, and testing; a thorough knowledge of federally compliant project and contract management methodologies, practices and procedures; the ability to resolve problems and perform detailed design work; the ability to evaluate design concepts, quality-cost factors, and projected system requirements and developments; the ability to coordinate multi-project activities involving a variety of personnel, agencies, consultants and utilities; the ability to coordinate program work activities with other internal functional units and external agencies and organizations; a thorough knowledge of alternative project delivery methods, including public-private partnerships; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships with federal, state and local officials, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Public or Business Administration, Finance, or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible professional position involving the principles, practices, and techniques of project management, and project management experience within a large private or governmental setting.

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

Class Created: July 23, 2017