

**CLASS TITLE: HEALTH POLICY ANALYST**

**Class Code: 02718100**

**Pay Grade: 33A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for initiating, developing, publishing and implementing health plans, programs and policies for the Department of Health, on a statewide or community basis, in conjunction with departmental, professional or community advisory boards for the purpose of planning and promoting better health services for the people in the state or community; and to do related work as required.

**SUPERVISION RECEIVED:** Work under the administrative supervision of the Director of Health or the director's designee with considerable latitude for the exercise of initiative and independent judgement; assignments are made in broad outline; work is reviewed upon completion for results attained and conformance to established policies, objectives, provisions of law, rules, regulations and accepted standards.

**SUPERVISION EXERCISED:** Supervises, assigns and reviews the work of a professional, research, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for developing plans and programs for the Department of Health, on a statewide or community basis, for the purpose of providing better health services for the people in the state or community and involving such public health areas as long-term care chronic diseases, maternal and child health, infectious diseases, injury control health resources and other similar public health areas as required, as well as public health nursing and medical services engaged in such areas of public health activity; and, as required, to assist health agencies in the various communities within the state in developing plans and programs of their own and/or coordinating such programs with those sponsored by the Department of Health.

To collect, analyze and present health statistics.

To search, analyze and report professional and technical literature.

To analyze the pros and cons, and benefits and costs of major health policy options in such areas as; health promotion/disease prevention; health services development; the deployment of health facilities, equipment and personnel; and the financing of health care.

To make recommendations concerning optimal future health policies.

To participate in labor contract negotiations; to serve on labor/management committees; and to discipline employees.

To prepare health policy reports write papers, manuals, speeches, lectures, testimony, articles and presentations.

To make public and professional presentations concerning major health policy issues.

To analyze the health policy implications of federal and state legislation, regulations and guidelines.

To be responsible for developing, maintaining and utilizing new and existing sources of information on community health status and utilization and on health program performance for the purpose of designing and evaluating public health programs for the Department of Health and to apply appropriate data processing, analytical and statistical methodologies to such information so as to provide accurate and reliable interpretation and utilization of data for purposes.

To be responsible for providing continuous review of existing federal and state health programs and to develop plans for their expansion, modification or elimination in view of changing health needs, the availability of state and/or federal funds and recent technical advances in the field of public health.

To study and evaluate new fields of health service and the need for experimental or pilot programs in the state and/or communities within the state.

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To coordinate the activities of professional, technical and administrative personnel engaged in these activities.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of public health planning as it relates to the development of a variety of public health programs and in terms of statewide or community needs and the ability to establish standards, policies eligibility requirements, and administrative controls and procedures for such programs; a working knowledge of public health research and evaluation methodology and purposes and the ability to apply such methods and techniques in determining, evaluating and documenting the public health needs of the state and/or communities within the state; the ability to collect, analyze and present health statistics; the ability to search, analyze and report professional and technical literature; the ability to critically analyze health policy options; the ability to identify the state-of-the-art in health policy; skill in writing at a level to prepare health policy reports, write papers, manuals, speeches, lectures, testimony, articles and presentations; the ability to critically analyze the roles and responsibilities of the public and private sectors; the ability to prepare professional publications; the ability to recruit, organize, supervise and evaluate professional and clerical staff; a thorough knowledge of the main facets of health policy in the United States including health promotion/disease prevention, the organization, financing and delivery of health services, long-term care health services and the development of facilities, equipment and personnel health resources; the ability to organize and staff advisory committees, task forces and councils; the ability to make public and committees, task forces and councils; the ability to make public and professional presentations; the ability to critically analyze federal and state legislation, regulations and guidelines; 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, health care administration, hospital administration, health policy, health planning or a closely related field; and

**Experience:** Such as may have been gained through: employment in a responsible position in a public or private agency involving participation in the administration of medical care programs; or, employment in an administrative or consultative position in the field of public health, health grants management, hospital administration, health planning or health statistics.

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

Class Created: July 14, 1991

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