

CLASS TITLE: HEALTH PROGRAM ADMINISTRATOR

Class Code: 02956300

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall planning, organization, direction, coordination and administration of a health program; to administer the provisions of laws, rules, and regulations, as well as, to ensure the adherence of provisions set forth in grant and contractual agreements relating to the operation of a health program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed, usually upon completion through conferences and/or written reports for conformance to laws, rules, regulations and policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs, and supervises the work of a professional, technical and clerical subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall planning, organization, direction, coordination and administration of a health program; to administer the provisions of laws, rules, and regulations, as well as, to ensure the adherence of provisions set forth in grant and contractual agreements relating to the operation of health programs.

To be responsible for the development and implementation of a health program budget and to monitor the fiscal activities of the program to ensure maximum efficiency of services to the general public.

To review federal and state statutes and regulations as they affect a health program within the department.

To recommend amendments or revisions of existing laws and regulations; and to recommend new legislation and regulations relating to a health program.

To review, periodically, the various activities of a health program and to evaluate their efficiency and effectiveness on meeting the needs of the public.

To be responsible for the formulation and implementation of standards, policies and procedures of a health program in order to monitor the progress and productivity of a program.

To coordinate the overall activities of a health program with those of the Department of Health in order to improve the health of citizens of the state.

To attend meetings and conferences involving state, federal and local officials, professionals, and the public concerning departmental programs and objectives.

To direct and supervise a subordinate professional, technical and clerical staff engaged in various functions of a health program.

To maintain an effective liaison with other state departments and agencies.

To prepare extensive technical and statistical written reports relative to the program's 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 health program administration as it applies to a health program and the ability to apply such knowledge in the overall planning, organization, direction, coordination and administration of a health program; the ability to evaluate the efficiency and effectiveness of a

health program to meet the needs of the public; the ability to direct and supervise a subordinate professional, technical and clerical staff engaged in a health program; the ability to develop a health program budget and to monitor the fiscal activities of the program; the ability to establish and maintain effective working relationships with superiors, associates, subordinates, state, federal and local officials, and the general public; the ability to prepare extensive statistical and technical written reports; 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, Business Administration, Hospital Administration, or any other comparable field of specialization; and

Experience: Such as may have been gained through: employment in a highly responsible position involving participation in the overall administration of a health program.

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

Class Revised: December 21, 1986

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