

**CLASS TITLE: PLANNING AND PROGRAM SPECIALIST
(HEALTH)**

**Class Code: 02718200
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for developing plans and programs for the Department of Health, on a state-wide or community basis, for the purpose of providing better health services for the people in the state or community; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; assignments are made in broad outline and work is reviewed upon completion for results attained and conformance to established policies, objectives, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Assigns work to and supervises and reviews the work of technical and clerical assistants assigned to assist.

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 service areas as cancer and chronic diseases (including heart disease), maternal and child health (including rheumatic fever and mental retardation), tuberculosis control, services for crippled children, communicable diseases and other such similar public health service areas 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 of the state in developing plans and programs of their own and/or coordinating such programs with those sponsored by the Department of Health.

To be responsible for establishing the scope of operation of all such new health programs including the need for personnel, equipment, space requirements, the securing of health services from local agencies on a rental fee basis and other needs necessary to put such programs into effect, as well as determine the availability of existing state and/or federal monies to finance such programs; to document the need for such programs where existing funds are unavailable and to submit budget requests for such funds from the state as well as the federal government; and to recommend to the Director of Health the manner in which existing funds should be allocated for the various programs and services on a priority basis based on community and state needs.

To be responsible for establishing standards, policies, eligibility requirements, and administrative procedures and controls for such programs including provisions for programs statistics, program evaluation, budgetary control and accountability for financing.

To consult with the various division chiefs in the Department of Health to assist them in their plans for developing health programs or to suggest possible programs with them for their particular health specialty.

To meet with various community leaders and professional people to discuss community needs in public health and determine how and to what extent the Department of Health can provide such programs to meet these needs.

To be responsible for providing continuous review of existing 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.

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 state-wide or community needs, and the ability to establish standards, policies, eligibility requirements, and administrative procedures and controls for such programs; a working knowledge of public health research 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; a working knowledge of fiscal planning and budgetary controls as they relate to the methods of financing public health programs; a familiarity with the principles, methods and techniques of public health statistics and the ability to apply such knowledge in collecting, compiling, analyzing, evaluating and presenting statistical information on the needs and costs of new or existing public health programs; the ability to establish and maintain effective working relationships with department officials, professional people, voluntary health and welfare agencies, community representatives, other state and local agencies and the public; 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, Economics, Hospital or Public Administration, Health Planning, a basic or applied Biomedical science, or 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 a medical care program; or, employment in an administrative or consultative position in the fields 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 Revised: August 26, 1979

Editorial Review: 3/15/03