

PUBLIC HEALTH PROGRAM ADMINISTRATOR I

This is managerial and supervisory work in directing the delivery of multiple public health programs or a program with multiple and varied components. Work involves planning, directing, and evaluating programmatic and related administrative functions based on assessments of administrative requirements and consideration of medical consultation on public health concerns affecting the assigned program(s). Employees are responsible for establishing program goals and objectives which are consistent with Division of Health Services goals and policies ensuring compatibility between administrative structure and public health objectives, and representing the Division in developing and maintaining effective working relationships with other State agencies, service providers, and medical and client population interest groups.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Work requires periodic assessments of components of the program delivery environment including legislative mandates, technological advances, administrative requirements and areas emphasized by medical and client population interest groups in order to identify necessary shifts in program(s) goals and objectives and the subsequent impact on staff and other resources necessary for program delivery. Work planning cycles range, depending on the nature of the issue, from one-to-five years.

Organizing and Directing - Work involves the responsibility for ensuring that administrative systems and staff allocations are consistent with program(s) goals and objectives and identifying and implementing changes in procedures and staff assignments in order to adjust to changing priorities. Changes which potentially affect Division and/or Department policies and procedures are discussed with supervisor prior to implementation.

Budgeting - Employees are responsible for developing and justifying budgetary documents including continuation and expansion budgets and funding priorities based on analysis of funding sources and programmatic requirements, and initiating budget revisions necessary to respond to changing priorities or program delivery costs.

Training - Work involves assessing the training needs of subordinates and making arrangements for them to take advantage of appropriate developmental resources.

Setting Work Standards - Work involves the development of work standards consistent with Division policy and procedures and accounting for programmatic characteristics and variations, presenting recommendations to supervisor, and evaluating applicability of standards to varying work situations.

Reviewing Work - Work of subordinates is reviewed through analysis of individual activity and program progress reports, periodic conferences, and occasional informal discussions to ensure compliance with established goals, objectives, and policies.

Counseling and Disciplining - Employees are responsible for discussing informal grievances with subordinates and conducting formal grievance sessions. Employees issue oral warnings, discuss the need for written warnings with supervisor, and make recommendations concerning more serious disciplinary actions to supervisor.

Performing Other Personnel Functions - Employees interview applicants, evaluates credentials, and discuss hiring decisions with supervisor on any subordinate positions. Employees review recommendations on hiring, promotions, salary adjustments, and other personnel matters prepared by subordinate supervisors.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Program (s) emphasis and priorities change periodically in response to changing legislation, new technical developments, changes in funding sources, development of new service delivery mechanisms, or shifts in the emphasis of concerned interest groups. The need to respond to requests for special projects or on controversial issues occasionally disrupts normal workflow.

Variety of Work Supervised - Employees supervise employees involved in public health program administration and/or consultation.

Number of Employees Responsible For - Employees supervise approximately 14-20 professional and office support personnel.

III. EXTENT OF SUPERVISION RECEIVED: Employees are allowed considerable latitudes in directing activities related to program delivery and results are discussed with supervisor during periodic conferences. Employee receives guidance on controversial and priority issues, particularly those affecting other program areas, in order to avoid conflicting representations of the Division's position.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees supervised generally observe normal office hours.

Fluctuating Work Force - The work force supervised is basically stable.

Physical Dispersion of Employees - A number of the employees supervised is based out from the central office, generally at the regional offices.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of: the principles and practices associated with public health program administration; public and private medical facilities resources and personnel; and governmental accounting and budgeting practices. Ability to: interpret and understand information concerning medically oriented programs; analyze data and information concerning program operations in order to evaluate effectiveness; communicate effectively orally and in writing with Division staff and representatives of local health departments, private health care providers, and medical schools; and plan, assign, and coordinate the work of subordinate employees.

Minimum Education and Experience - Master's degree* in public health administration and two years administrative experience in a health-related program; master's degree in public administration or business administration and three years administrative experience in a health-related program; graduation from a four-year college or university and four years experience in a health-related program; or an equivalent combination of education and experience.

(* This Master's degree is to be obtained in the two-year public health administration program; an individual who obtains the Master's degree in the one-year program must have had three years administrative experience in a health-related program.)