

## PUBLIC HEALTH PROGRAM ADMINISTRATOR II

This is managerial and supervisory work in directing the delivery of either multiple public health programs or a program with multiple and varied components including responsibility for the operation of a resident facility(s) providing medical and clinical services. Work involves planning, directing, and evaluating programmatic and related administrative functions based on assessments of administrative requirements and considerations of medical consultation on public health concerns and treatment objectives affecting assigned program(s). Employees are responsible for establishing program goals and objectives consistent with Division of Health. Services goals and policies ensuring compatibility between administrative structures, public health objectives, and treatment 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 and the operation of treatment facilities. 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 adequate for the operation of treatment facilities. Employees are responsible for 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 compile and review budgetary information prepared by subordinates including continuation and expansion budgets and funding priorities, determine budget priorities, and justify combined budget to supervisor. Employees are responsible for ensuring compliance with established fiscal policies.

Training - Employees are responsible for identifying resources available for staff development and training activities, and to make arrangements for subordinates to take advantage of these opportunities.

Setting Work Standards - Work involves the review of work standards developed by subordinate supervisors to ensure consistency with Division policies and procedures and to ensure consistency across program areas supervised. Employees determine applicability of standards in novel or unusual situations.

Reviewing Work - Work of subordinates is reviewed through analysis of program progress reports, periodic conferences, occasional informal discussions, and consideration of information provided by interest groups and concerned State agencies. Work is reviewed to ensure compliance with established goals, objectives, and policies.

Counseling and Disciplining - Employees conduct formal grievance sessions, discuss the need for warnings with subordinate supervisors, and make recommendations concerning written warnings or more serious disciplinary actions to supervisor.

Performing Other Personnel Functions - Employees review recommendations concerning 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. Adjustments necessary to respond to request for special projects or work on controversial issues occasionally disrupts normal work flow.

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

Number of Employees Responsible For - Employees are responsible for approximately 150 - 200 professional and support personnel.

III. EXTENT OF SUPERVISION RECEIVED: Employees are allowed considerable latitudes in directing activities related to program development, integration, and delivery. Results are discussed with supervisor during periodic conferences. Sensitive or controversial issues concerning Division policy are referred to supervisor for resolution.

## IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Most employees observe normal office hours but facilities require 24-hour operation seven days a week.

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

Physical Dispersion of Employees - Employees supervised are located in the central office, the regional offices, and/or facilities located in other areas of the State.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities – Thorough knowledge of the principles and practices associated with public health program administration. Considerable knowledge of public and private medical facilities resources and personnel and of 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 service 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 or public administration and four years of public health administrative experience including one year in a supervisory capacity; or an equivalent combination of education and experience.