

HEALTH PROGRAM MANAGER

KIND OF WORK

Managerial work directing a public health program.

NATURE AND PURPOSE

Under administrative direction, an employee in this class is a section manager who directs a major public health or environmental program of statewide impact. This includes planning, implementing, and evaluating the application of fiscal, human, and technical resources to respond to the programs current and long-range projected needs.

This classification differs from the Health Program Manager Senior class in size, scope, complexity, budget authority and program size. At the higher level the program will not only be larger than those directed by employees in lower classes, but will also present diverse and complex public health and environmental issues. The Health Program Manager Senior requires top management responsibility and involves synthesis of a wider variety of program functions involving considerable scientific or health care or technical complexity.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and recommends new and revised statutes, rules, policies and procedures to respond to changes in operational/program needs, objectives and priorities and to improve the effectiveness of the operations/programs.

Develops performance evaluation standards and procedures to provide information to the subordinate staff on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Develops and directs the implementation of section work plans for all programs managed to ensure the establishment of appropriate goals and the development of action steps to achieve them.

Plans, organizes, coordinates and controls the section's programs to establish operational priorities, to coordinate these programs with other functions within the agency and to ensure program objectives and standards are established, attained and congruent with overall goals.

Manages federal, state and/or fee budgets so that section programs are fiscally sound and accomplish public health goals.

Coordinates functions of the section with other sections within the division or department so that consistent division and department-wide programs are carried out.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal public and environmental health laws, regulations and policies that impact section programs.

Public and environmental health practices as they relate to the programs managed.

Principles of administrative management and public administration.

Ability to:

Organize and direct a large and complex public or environmental health program.

Direct the preparation and administration of budgets for programs managed.

Interpret law, regulations and policy to industry, government and the public.

Motivate, supervise and evaluate subordinate employees effectively.

Effectively speak and present at public meetings.

Develop and review reports and make policy recommendations.

Coordinate several functions to accomplish goals of the section.

Effectively communicate verbally and in writing.

Solve complex problems where there are no clear solutions.

Establish and maintain effective working relationships with federal, state and local officials, community groups, regulated community and the general public.

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T.C.:

Former Title(s):