

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Program Manager	
<b>TITLE CODE:</b> 1520	<b>SERIES:</b> Program Management Series
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$25.63-\$31.86</b> <b>GRADE: 21</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate supervisor	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for directing and providing a full range of public health services in an agency unit or has responsibility for several assigned complex programs. Supervises the work of technical, non-technical, professional, clerical personnel which includes supervisors.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Master's Degree in Public Health, Epidemiology, Nursing, Nutrition, Public or Business Administration or Hospital Administration, or closely related degree.

**EXPERIENCE:** Two (2) years of experience in a supervisory or management capacity in a community health agency or health related position that would demonstrate the necessary knowledge, skills and abilities.

**SUBSTITUTION CLAUSE:** See below.

**EDUCATION:** None

**EXPERIENCE:** Bachelor's degree in Public Health, Epidemiology, Nursing, Nutrition and Public/Business or Hospital Administration, or closely related degree and two (2) years of experience in Public/Community health agency or a health related position that would demonstrate the necessary knowledge, skills and abilities will substitute for the require education.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Specific programs may have specialized requirements that differ from those described.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Plans, organizes, directs and provides a full range of services for programs assigned, directs a staff of technical, non-technical and/or clerical personnel through supervisors assigned and engaged in providing program services, supervise staff in the preparation of case records, directs the implementation of programs and interprets agency policy, plans, regulation and CCSG, Interprets and implements state and federal program mandates and program policies, communicates directly with physicians and other health care providers, serves as a liaison with funding authority and departmental fiscal unit regarding program financial issues, serves as a source of expert information in various fields, including scope of practice, professional standards, assists with or develops clinical protocols, manuals, data bases and records, develops implements and monitors QA, assist in determining the need of staff education and in-service training, interview, select, assign, direct, train, evaluate and discipline staff, evaluates and monitors services and programs by developing procedures and policies, develops and promotes effective relationships with other agencies, determine fiscal requirements and prepare grant proposals including budgetary recommendation, manage and authorize expenditure of program funds for clinical services. Serves as a resource person for staff, participates in the selection, hiring and orientation processes of new employees, evaluates and monitors performance and provides effective feedback of subordinate staff. May supervise personnel staff.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06

**DATE OF LAST REVISION:** 10/3/22

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

