

CLASSIFICATION: EXECUTIVE PROJECT MANAGER

Class Code: 0293-35

Date Established: 02-13-76

Occupational Code: 7-7-7

Date of Last Revision: 04-10-14

BASIC PURPOSE: To direct and implement all aspects of operations management, including programs, policy, financial and personnel activities under the authority of the Commissioner, Department of Health and Human Services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops, in conjunction with the Commissioner and executive staff, department policies and strategies to achieve agency goals.
- Directs and monitors the development of agency plans in order to implement department-wide programs and initiatives.
- Serves as the designee of the Commissioner on committees, boards, and task force groups to represent the interests and concerns of the agency.
- Directs and monitors development of the agency biennial budget to ensure adequate and appropriate financial resources to achieve planned agency goals.
- Oversees the development of department-wide service provider contracts to ensure compliance with agency and federal requirements.
- Appears before Legislative Committees to testify on legislation pertinent to the Department of Health and Human Services.
- Coordinates division reorganizations, including the development of staffing patterns and organizational charts.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

Knowledge: Requires expertise in a highly specialized, technical or professional discipline to manage or create policy at a system wide administrative level.

Impact: Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of system wide programs or services as well as long-term adverse impact on agency image and the future success of organizational operations.

Supervision: Requires agency-wide administrative supervision, including the responsibility for developing and evaluating internal personnel policies. This level also involves the administrative management of a program which affects more than one agency, including overseeing the interaction of agency employees or policies to accomplish organizational objectives or goals.

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Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in public administration, business administration, accounting, finance, human services administration, psychology, sociology, public health administration, social work, or a related field.

Experience: Ten years' experience in high level supervisory, administrative, or business management work in a large public or private organization having responsibility for policy making decisions, with at least five years of experience in the field of health and human services. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Eligibility for New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles and practices of public administration. Knowledge of the functions, procedures, rules and regulations governing the Department of Health and Human Services. Ability to organize, coordinate and review the work of subordinates in a variety of units and agencies within the department. Ability to express ideas clearly and concisely both orally and in writing. Ability to review complicated financial statements and budget presentations and to condense same into understandable reports. Ability to plan work, establish priorities and to provide leadership to a number of divisions or work units. Ability to establish and maintain successful working relationships with associates, representatives of other state and federal agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.