

CLASSIFICATION: PUBLIC HEALTH PROGRAM CHIEF

Class Code: 7205-24

Date Established: 03-21-74

Occupational Code: 7-4-1

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To plan, manage, supervise and coordinate one or more programs at the Division of Public Health Services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans and evaluates policies, procedures, and protocols for program operations.
- Monitors grants to contract agencies, including proposal development, review and approval policy setting, clinical and administrative practice, statistics, expenditures, and resource allocation.
- Facilitates meetings with contact agencies to communicate program requirements and developments, and to discuss programmatic issues.
- Prepares applications for grant awards and service contracts to funding sources and develops and monitors budgets for programs.
- Monitors completion of activities for federal and other grant awards and prepares reports for funding sources.
- Oversees the development of program manuals, training materials, and educational materials as needed.
- Conducts surveys, studies, evaluations, needs assessments and prepares reports to direct program planning and resource allocation.
- Assists in development of methods and identification of resources to provide effective personal health and related services to target populations.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

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.

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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 reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree from a recognized college or university with a major study in public health, management, nutrition, criminal justice, human services, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in a public agency or private industry working in the area of administration, management, planning, consultation or retail operations with at least two years in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license. Eligibility for licensure as a registered nurse if necessary for performing job accountabilities. Any additional license or certification requirement must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles and practices of health care management theory and methods. Working knowledge of the general care and treatment programs offered at the local, state and federal levels. Working knowledge of community organization and health care information. Working knowledge of organization and administration of public health services, and inter-relationships in the fields of public health, welfare, private health care providers and agencies, and the third party payors. Knowledge of methods and tools of public information and public relations programs. Ability to plan work, establish priorities and carry out planned activities. Ability to administer statewide programs. Ability to establish and maintain harmonious relationships with governmental officials, professional and civic groups, associates and the general public. Ability to articulate pertinent public health principles to a wide variety of public health providers and consumers. 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.