

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73191
Job Class Code:	770	Salary Schedule:	ASRRHPM
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: HEALTH PROGRAM MANAGER I

HRIS TITLE: HLTH PRG MGR I

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of average difficulty in planning, implementing and administering a state-wide health program which is typically limited in scope and specialized in nature or identified with a designated segment of the population; and performs related work as required.

The Health Program Manager I is distinguished from the II by the more limited scope, impact, and specialized nature of the program, by less complex rules and regulations governing the program, and generally by the absence of professional subordinate staff.

EXAMPLES OF DUTIES: Plans, directs, implements and evaluates health programs and projects; determines program goals and objectives; prepares and implements operating procedures in accordance with program rules and regulations; interprets rules and regulations and provides technical assistance to program participants; develops program evaluation procedures and monitors program performance to assure conformance with rules and regulations; reviews and approves local health agency or provider federal grant requests; may prepare, negotiate, and administer a variety of contracts; may administer a routine licensing or certification function; establishes training courses for program participants or local health; administers the program budget; conducts and/or attends meetings and seminars related to the assignment; prepares and submits a variety of administrative and statistical reports; may serve in the absence of a higher level administrator; supervises clerical personnel; prepares and distributes informational publications related to the program.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the principles and practices of administration; the concepts of program planning and design; the laws, rules and regulations related to the assignment; local health planning and service agencies and organizations.

Ability to: plan, organize and administer a health program; evaluate program performance and resolve problems of noncompliance.

Skill in: oral and written communications.

SPECIAL SELECTION FACTORS:

Two years of professional experience related to health programs appropriate to the assignment. A Master's degree in a field appropriate to the assignment may substitute for one year of the required experience.