

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73192
Job Class Code:	770	Salary Schedule:	ASRRHPM
EEO Category:	02	Grade:	21
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 II

HRIS TITLE: HLTH PRG MGR II

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty in planning, implementing and administering a statewide health program or group of health programs of limited scope and in supervising a staff of professional and clerical personnel; and performs related work as required.

The Health Program Manager II is distinguished from the I by responsibility for a program or programs having broader scope and greater impact on the population and by the supervision of professional subordinates.

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; prepares, negotiates and administers a variety of contracts; administers a program of health facilities licensing and certification in accordance with state regulations; establishes training courses for program participants or local health agency personnel; develops short and long range program plans; develops and 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 professional and 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 non-compliance.

Skill in: oral and written communications.

SPECIAL SELECTION FACTORS:

Three years of professional experience related to health programs appropriate to the assignment, which included program planning or administration; a Master's degree in a field appropriate to the assignment may substitute for one year of the required experience.