

## PUBLIC HEALTH PROGRAM CHIEF

### NATURE AND VARIETY OF WORK

This is management level professional and administrative work performed to promote health awareness, disease prevention, and the general wellness of the public. The incumbent manages all aspects of one or more preventive, clinical or case management programs designed to address a specific public health problem or the needs of a special population. This class of work exercises managerial and supervisory responsibility over subordinate professional, para-professional, technical and clerical employees. Contacts are with departmental staff, patients, community groups and other health care agencies and professionals for the purposes of planning, evaluating program services and staff and exchanging information.

Work is performed under the general supervision of a higher level management position. Work performance is evaluated based on the program(s) organization, efficiency, effectiveness and progress towards achieving public health goals and objectives.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate staff as defined in Personnel Law Section 16-102a (59).

Provides overall day-to-day direction and guidance to a public health program, or groups of programs, which provides preventive, clinical or case management services to patients or clients.

Develops, implements, monitors, and evaluates program plans, goals and objectives.

Ensures that quality assurance and quality control standards are met.

Responsible for the maintenance and confidentiality of patient medical records.

Develops, monitors and evaluate program protocols and operating procedures. Ensures that departmental and applicable policies, procedures and guidelines are observed.

Collect, summarizes, analyzes, and interprets health and program data to monitor program productivity, effectiveness and the quality of health care services provided to patients and clients.

Assists the Director in the preparation and administration of the budget for the Division.

Responsible for the bill and fee collection operations in the Division.

Provides for the professional growth and development of staff.

Willingly and cooperatively performs related duties and responsibilities which may not be specifically listed in the job description, but are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices of public health and of Federal, State, and local health laws and regulations pertaining to the health discipline of the program(s).

Expert knowledge of current treatment, counseling and rehabilitation techniques in the specialty area.

Working knowledge of the principles and practices of governmental budgeting and public personnel administration.

Working knowledge of modern office procedures, practices and equipment, including automated management information systems.

Skilled in verbal and written communication.

Ability to organize, supervise and evaluate the work of professional, technical and other support staff and to maintain quality standards of performance.

Ability to exercise sound judgment and discretion when making decisions and interpreting or applying policies, procedures, laws, rules, and regulations.

Ability to establish and maintain harmonious and effective working relationships with department officials, employees, other agencies and the public.

### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Nursing, Social Work, Psychology, Education, Administration, Counseling, or a related field; plus experience in program area(s) within the incumbent's managerial responsibility; or an equivalent combination of experience and training. The experience type, duration, diversity and level of complexity and responsibility will be determined at the time of announcement.

4480 – Public Health Division Chief

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