

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Services Supervisor	
<b>TITLE CODE:</b> 1521	<b>SERIES:</b> Program Management
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$14.78-\$18.63</b> <b>GRADE: 18</b> <b>SPECIAL ENTRANCE RATE:</b> Maybe adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate supervisor	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs duties related to supervising the daily administration of health programs which include supervising program staff, preparing statistical program reports, assisting with preparation of program budgets and providing coordination of program services with other agency programs or agencies.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** Three (3) years' experience in a Public/Community health agency or a health related position that would demonstrate the necessary knowledge, skills and abilities.

**SUBSTITUTION CLAUSE:** See below.

**EDUCATION:** A Master's Degree in Public Health, Business Administration, Nursing, Nutrition, Epidemiology or Environmental Health may substitute for one (1) year of experience.

**EXPERIENCE:** HS diploma/GED and combined education and experience totaling eight (8) in a Public/Community health agency or a health related position that would demonstrate the necessary knowledge, skills and abilities will substitute for the minimum requirements.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Specific programs may have specialized requirements that differ from those described.

**POST EMPLOYMENT REQUIREMENTS :** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY

None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Prepares and reviews detailed statistical data and clinical management program reports to evaluate health programs, oversees the management of program records, provides coordination of program services with internal and external entities and works with other staff/programs to assure communication, consistency and teamwork, Interprets policy relating to agency operating procedures and program administration, performs or assists in defining program goals and objectives and establishes methods and measures of accomplishing program based objectives, serves as a resource person for staff, participates in the selection, hiring and orientation processes of new employees and makes decisions on personnel policy matters affecting assigned staff, Trains employees in methods for performing an effective and efficient job, monitors and evaluates performance of staff and provides effective feedback of subordinate staff. Directs the work of employees to ensure best use of time and resources, attends training conferences in order to learn of program changes, performs quality assurance audits of providers for departmental tracking purposes and analyzes new and proposed legislation to determine impact on local programs, Assists service providers with administrative and technical matters by performing such tasks as helping to resolve billing problems, monitoring the quality of care provided and ensure that providers understand program guidelines. May provide professional program expertise to program staff assist them in determining client eligibility, benefits and appropriate services and referrals, maintains a constant liaison with state and federal officials regarding services and ensures that performance measures and standards for program/services are met.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

**ADDITIONAL REQUIREMENTS:**

May be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06

**DATE OF LAST REVISION:** 11/25/13

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

