

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Public Health Preparedness Supervisor	
TITLE CODE: 1551	SERIES: Program Management Series
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$14.78-\$18.63 GRADE: 18 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director or other appropriate supervisor or assigned program staff.	
PRIMARY USER AGENCY: 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.

Perform 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 of professional experience in public health, community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

SUBSTITUTION CLAUSE: See below.

EDUCATION: A Master's Degree in Public Health, Business or Public Administration, or Health related field may substitute for one (1) year of experience.

EXPERIENCE: A combination of education and experience totaling eight (8) years in local, regional, state or federal health planning/policy development, emergency services or military service which has received training to respond to public health threats will substitute for the education and experience required.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None.

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 ALTERS THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Direct employees involved in a comprehensive public health preparedness and response plan to support local, regional and statewide response to incidents of bioterrorism, infectious disease or other public health threat. Make decisions on personnel policy matters affecting assigned staff including performance monitoring/evaluation of staff, participation in the selection, hiring and orientation processes of new employees to ensure best use of time and resources. Provide professional program administrative and technical expertise to also assist service providers/program staff, performing such tasks as helping to resolve billing problems, benefits and appropriate services and referrals. Prepare and review detailed statistical data/clinical management program reports and perform quality assurance audits to oversee/monitor program records and coordination of program services with internal and external entities and ensure that providers/staff understand program guidelines. Analyze new and proposed legislation to determine impact on local programs/interpret policy relating to agency operating procedures and program administration. Perform/assist/serve as resource person in defining program goals and objectives and establish methods/measures of accomplishing program based objectives. Maintain a constant liaison with state and federal officials, local and regional emergency response partners represent/facilitate and promote the department on inter-agency councils and committees and attends monthly regional health care preparedness meetings relating to area of responsibility to ensure that performance measures and standards for program/services are met and disseminate information to staff as needed.

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 within the agency or may require travel to emergency events or training sites.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 9-6-10

DATE OF LAST REVISION:

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.