

PUBLIC HEALTH PROGRAM MANAGER II

DEFINITION

Under administrative direction, manage, plan, organize, coordinate and direct services of a major program in the Community Health Division; manage the operation of program elements, staff and contract services through subordinate staff; recommend, develop, implement and evaluate goals, objectives, policies and procedures related to programs; provide leadership and coordination to community groups, public and private agencies, and State representatives; administer and oversee program budget; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are responsible for administering a large program or variety of programs within the Community Health Division of the Health Department aimed at the protection and enhancement of the general health of the citizens of Monterey County in such areas as disease and injury prevention, health promotion and wellness, health education, preventative medicine, clinic services, maternal and child health, and emergency medical services. In addition positions in this classification provide overall administration, direction and management of public health personnel activities and programs and may serve as a resource or consultant to management in matters of public health.

The Public Health Program Manager II differs from the higher class of Community Health Director in that the latter has overall responsibility for the Community Health Division. This classification differs from the lower class of Public Health Program Manager I in that the latter has responsibility over a smaller and less complex program.

EXAMPLES OF DUTIES

1. Manage, plans, organizes, coordinates and directs services through subordinate supervisors in service delivery of complex and varied health services programs.
2. Manage personnel actions for the division, including selection of employees, performance evaluation, training and professional development of division employees, recommending and implementing disciplinary actions
3. Prepare and supervise the preparation of policies, procedures, administrative manuals, guidelines and standards; interpret health services policy objectives and operational procedures to subordinate staff; set standards for performance and ensure appropriate training is carried out.
4. Oversee the development and monitoring of annual program budgets including recommending staffing levels; monitor both expenditures and revenue as well establishing and maintaining an efficient performance indicators.

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5. Research, interpret, explain and apply laws, regulations, policies and procedures, providing both written and oral direction; in collaboration with the State, program medical directors and component supervisors.
6. Analyze existing and proposed federal and state legislation and regulations for their impact on program operations and funding; establish and modify procedures in accordance with federal and state policies and directives, as well as to meet changing needs of communities served.
7. Establish goals and objectives and prepare program plan and reports; evaluate program components and develop strategies for improvement; plan and implement service and process quality improvement initiatives in accordance with federal and state regulations.
8. Provide direction to staff providing a number of medical, technical and administrative services; provide or oversee training of staff and contract providers in matters of regulatory compliance.
9. Plan and coordinate public health services with other divisions and branches within the Health Department as well as other County programs and community agencies, providing for continuity of care, accessibility and gaining community acceptance.
10. Meet with community representatives and governmental authorities to coordinate and implement public health services or programs.
11. Recommend to the Board of Supervisors through the Director of Health the provisions of services, allocations of resources and activities for action to enhance the health of the community.
12. Encourage the development and utilization of both public/private community resources to address community health needs.
13. Insures the visibility and accessibility within the community of Health Department services.
14. Represent the department to community groups, the media, and with the State and Federal governments in respect to community health issues.
15. Perform duties as necessary for the Director of Health related to public health or general support services.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

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Thorough knowledge of:

1. Principles and practices of public health and health administration.
2. Principles and practices of management including budgeting, program management and office practices.
3. Principles and practices of personnel management including effective supervision and performance management.
4. Contract administration and monitoring.
5. Legal requirements pertaining to contracts, compliance reporting and applicability of various laws pertaining to administration and management of health institutions.
6. Functions and service of State and Federal health agencies and voluntary health agencies.

Working knowledge of:

1. Health programs, functions and services.
2. Health legislation, codes and standards pertaining to health delivery agencies.
3. Community resources available for assistance in public health programs.
4. Basic organizational principles and procedures in the field of public health, maternal, child and adolescent health, disease control and public health statistics.
5. Communicable disease outbreak control, treatment and follow-up procedures.
6. Health and Safety Codes as they relate to the control of communicable disease.

Some knowledge of:

1. Public relations methods including familiarity with local media communications that will be of assistance in carrying out the public health function.
2. Cultural and ethnic values, customs and traditions of County populations (target groups).

Skill and Ability to:

1. Plan, organize, and coordinate programs and services on a comprehensive, County-wide level to meet community needs.
2. Prepare, analyze, evaluate, draw logical conclusions from data and select alternatives and implement recommendations.
3. Integrate a variety of activities and services to achieve program goals, objectives, and priorities.

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4. Organize, motivate and utilize the communication skills to involve and solve community public health problems.
5. Recognize and interface with community and agency representatives regarding problems and people of a sensitive and political nature.
6. Understand, interpret and apply laws, rules, and regulations relating to public health.
7. Communicate effectively orally with diverse groups.
8. Communicate effectively in writing, including skill to prepare administrative, technical and statistical reports.
9. Establish and maintain effective working relationships with all levels of County employees, public officials and members of the public.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, one or more of the following may be required:

1. Possession of a valid California Class C driver's license;
2. Pursuant to Title 17 of the California Administrative Code, possession of a license in active status to practice a registered nurse in California and possession of a Public Health Nursing Certificate issued by the State of California.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education: Bachelor's degree in Public Health Nursing, Health Education, Public Health, Epidemiology, Business Administration or directly related field.

A Master's Degree in Public Health or related field may substitute for one year of the required experience.

and

Experience: Four (4) years of progressively responsible professional public health experience, two years of which include experience in at the supervisory level.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. The ability to read standard, printed text and data on a variety of written and computer generated reports.

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2. The ability to hear telephone and face-to-face conversations.
3. The ability to communicate in a clear manner and with adequate volume when responding to telephone and face-to-face conversations.
4. The physical dexterity and mobility to function in a typical office environment.

CLASS HISTORY

Class Code: 14C48
Established Date: December, 1988
Revised Date: February, 2001
June, 2006
Former Title: Public Health Program Manager

CLASS DATA

Job Group: 01
EEO Category: OA
Work Comp. Code: 8810
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

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Approved by:

County Administrative Office

Date