

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Health Program Specialist I

Class Code: 50514

Pay Grade: GJ

A. Purpose:

Directs and coordinates a health program by recommending and overseeing program implementation, analyzing and proposing procedure revisions, and monitoring program operations to ensure compliance with state goals and federal regulations.

B. Distinguishing Feature:

Health Program Specialist I is responsible for a health program which includes recommending policies and procedures, interpreting federal and state regulations, managing a federal grant and program budget, and developing goals for the operation of the program.

Health Program Specialist II administers the activities of health programs, assists the program administrator in carrying out administrative functions and in administering public health programs, and functions as a lead worker or supervisor.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Plans, develops, implements, and evaluates a health services program to promote a program while ensuring the appropriate services are provided.
 - a. Recommends policies and procedures for the operation of a health program.
 - b. Determines changes or modifications needed in the program and work-plans.
 - c. Serves as a contributing member of the planning process.
 - d. Develops public initiatives and resource materials for use in communities.
 - e. Develops an annual plan for program productivity and performance.
 - f. Writes operational manuals.
 - g. Makes on-site visits to review activities, reports, and records.
 - h. Collects, analyzes, interprets, and disseminates data measuring program effectiveness.
 - i. Recommends legislation, bill briefs, and rules specific to an assigned program.
 - j. May monitor field staff activities such as case management and compliance follow-up.
 - k. Implements quality assurance guidelines.
2. Facilitates task forces assembled to study health issues and plan activities.
 - a. Compiles information for the development of a strategic plan with input from task force members.
 - b. Acts as the primary contact/coordinator between the department and other health care agencies and community representatives affected by task force activities.
 - c. Participates on advisory councils and boards.
 - d. Recommends legislation based upon direction provided by a task force.
 - e. Develops an annual plan and program goals based upon input from a task force.
 - f. Researches material and maintains contact with experts in the program area.
3. Provides technical assistance to department staff, communities, agencies, and the health care industry to explain program activities, enlist support, and ensure services are delivered uniformly.
 - a. Interprets laws, rules, and regulations.

- b. Promotes programs and services through public presentations, media promotions, and personal contacts.
 - c. Develops and screens resource materials for specific content areas.
4. Develops and screens policy and procedure manuals for the operation of the assigned program or activity to ensure there are adequate procedural instructions and program compliance is met.
5. Prepares federal grant proposals and monitors approved grants to ensure funds are expended properly and within approved guidelines.
 - a. Reviews grant applications and determine eligibility for participation.
 - b. Administers the grant for a health program.
 - c. Reviews and recommends the approval of grant expenditures.
 - d. Completes reports and maintains files.
6. Maintains and monitors fiscal activities for an assigned program to ensure compliance with department's fiscal requirements.
 - a. Compiles a preliminary budget request for program activities.
 - b. Monitors fund balances and prepares expenditure reports.
 - c. Develops and monitors contracts.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Health Program Specialist II or a program administrator and may supervise or direct other staff.

E. Challenges and Problems:

Challenged to upgrade and improve services being offered and delivered. This position provides prompt and accurate technical assistance to field staff, providers, communities, and health-related agencies.

Typical problems include drafting operational plans that comply with federal and state regulations; producing accurate reporting documents; evaluating and proposing solutions for program problem areas; ensuring that the field staff and users of the service are adequately trained; rules, regulations, policies, and procedures of the program or activity are being applied consistently and compliance is being met; and the ever-changing nature of the health field.

F. Decision-making Authority:

Decisions include being responsible for providing policy interpretation, recommending criteria by which projects will operate, determining compliance, recommending program changes, evaluating the quality of services, establishing staff and user training, scheduling and conducting on-site visits, and developing grant application formats.

Decisions referred to a superior include expenditures outside of established budget; final approval of grants; approval of written reports; legal issues; proposed rules and legislation; changes to existing or new policies; and policy interpretations which have been challenged.

G. Contact with Others:

Daily contact with field staff and service users to interpret policy, answer questions and monitor problem areas; supervisor to exchange information and discuss problems; and the general public to provide program information and resolve complaints, and frequent contact with professionals in the assigned field to provide technical assistance, obtain program information, interpret policies, and coordinate services.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- agency rules and regulations, policies, and procedures;
- applicable federal and state statutes;
- effective methods of administration;
- communities and groups receiving services;
- the specific technical area assigned;
- procedures and techniques used in policy research, policy and program analysis, planning, contract review, and/or grant administration.

Ability to:

- gather, interpret, report, and use information concerning specified area of assignment;
- interpret and follow agency policies and procedures;
- assess program effectiveness and recommend changes or alternatives;
- train and provide guidance to staff;
- communicate information clearly and concisely;
- write grant proposals, preliminary budget requests, and related reports;
- establish and maintain effective working relationships with staff and the public.