

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Health Program Specialist II

Class Code: 50517

Pay Grade: GK

A. Purpose:

Develops and administers health programs and manages budgetary activities to include comprehensive and strategic planning; directing provider and task force activities; writing administrative rules, policies and procedures; negotiating contracts; investigating service complaints to ensure quality services; functioning as a team leader or supervisor of professional staff; and budgeting funds for service providers to ensure the department meets established goals and objectives and complies with all pertinent state and federal guidelines.

B. Distinguishing Feature:

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.

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 developing goals for the operation of the program.

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. Responsible for planning, development, and evaluation of health programs and/or an assigned area ensuring subordinates implement and carry out program activities while complying with the goals and plans of the division.
 - a. Provides work direction and guidance to subordinates in planning, implementation, coordinating daily activities, and evaluation of activities.
 - b. Conducts needs assessments and develops program plans to meet identified needs.
 - c. Collaborates with various programs/activities in the department.
 - d. Develops, implements, and provides guidance for department policy.
 - e. Develops and drafts new legislation.
 - f. Acts as a consultant and official liaison between department and program with other agencies to facilitate cooperation.
 - g. Initiates, writes, reviews, and approves grant applications and determines the distribution of grant funds.
 - h. Approves strategic plan proposals submitted by subordinates.
 - i. Coordinates the repair of specialized equipment.
 - j. Orders supplies and writes specifications for new specialized equipment.
 - k. Develops guidelines and procedures for licensure or certification requirements in assigned program areas.

2. May supervise subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.

- e. Conducts performance appraisals and completes performance documents.
 - f. Ensures compliance with state laws, administrative rules, and contracts.
 - g. Distributes and interprets administrative information regarding policies, procedures, and rules.
3. Provides technical guidance and consultation to local health offices and other medical professionals and community groups to ensure compliance, clarify requirements, verify procedures and results, and to ensure expected outcomes are achieved.
 - a. Interprets state laws, administrative rules, accepted procedures, and other guidelines and codes.
 - b. Provides technical oversight in the development of services, referrals, and follow-ups.
 - c. Responds to inquiries for assistance or to clarify issues or programs.
 - d. Provides leadership and support for initiatives and strategic planning.
 - e. Coordinates program activities with other state, federal, and local agencies and private organizations.
 - f. Makes presentations on health programs/issues.
 - g. Develops and maintains effective working relationships with other health service agencies and private health care providers.
 - h. Serves as a resource to communities in assessment and development of systems of care by providing information on resources and linking professional staff to communities.
 4. Manages budget and fiscal operations for assigned programs to ensure the proper expenditure of program funds.
 - a. Coordinates and administers the fiscal activities of assigned programs.
 - b. Maintains accountability for multiple program budgets and their fiscal management.
 - c. Reviews and compiles the budgets for all programs supervised.
 - d. Prepares and submits budget requests.
 5. Serves as an assistant to the program/office administrator to ensure the administrative needs of the programs are maintained.
 - a. Administers program activities in the absence of the administrator.
 - b. Keeps program administrator and division director informed of office and field activities and community issues.
 - c. Aids program administrator in the development of short and long-term goals and the office's strategic plan.
 - d. Develops and implements policies and procedures for those programs under the program administrator's control.
 - e. Prepares proposals, requests, and justifications to assist the program administrator in the budgetary process.
 - f. Directs and monitors complaint and investigation activities for the office.
 - g. Provides administrative direction for and coordinates activities at special events.
 6. Updates administrative rules annually to ensure appropriate and necessary requirements for regulated facilities/programs are met.
 - a. Compiles suggested and necessary rule changes.
 - b. Solicits participation from various interested parties.
 - c. Gathers background information and comments.
 - d. Conducts meetings with interested parties.
 - e. Prepares draft rules and coordinates the adoption of rules.
 7. Performs other work as assigned.

D. Reporting Relationships:

The Health Program Specialist II reports to the program administrator or division director and provides work direction or supervision to Health Program Specialist Is, Public Health Advisors, Health Facility Surveyors, Emergency Medical Specialists, and other professional level staff specific to the facility being supervised.

E. Challenges and Problems:

Challenges include being accountable for specific health service programs, prioritizing between administrative duties, and responding to public inquiries for information/technical assistance.

Problems include convincing health-care providers, agencies, institutions and the public of the importance of public health measures; staying current with program guidelines; enforcing policies, regulations, and public health measures; prioritizing conflicts and investigations; individuals/staff not complying with policies and procedures; interpretation and correct identification of unusual results; keeping current with new regulatory/intervention/testing procedures; formulating federal grant requirements into organizational plans and programs; identifying and evaluating resources, prioritizing program evaluation activities; coordinating programs within and outside the agency; resolving contract problems; meeting approved budget allocations; interpreting complex federal rules and regulations; ensuring implementation and compliance with program policies and procedures; and allocating funds and resources to meet identified needs within grant requirements and budget constraints.

F. Decision-making Authority:

Decisions may include the daily management and prioritization of field services; responses to technical inquiries; interpretation of state laws, policies, regulations, and procedures; licensure recommendations of problem facilities; evaluation of disease reports; assignment of surveys/investigations; revisions to policies and procedures; the competency and qualifications of applicants; acceptability of facility plans of corrections on noted deficiencies; planning the budgets for and monitoring the expenditures of complex funding structures and programs; negotiating contracts; managing block grants; overseeing the development of administrative rules and legislation; what technical assistance to provide in improving programs; monitoring expenditures of contracts; the utilization of block grant funds; compliance with grant and contract provisions; and the development of program plans to meet identified needs.

Decisions referred include final approval in hiring staff; license suspensions or revocations; response to media or legislators; FTE utilization; the approval of new initiatives; modifications to licensure and certification standards; whether to license or certify health care facilities; enforcement requirements for plans of correction; final approval of training for staff; final approval of budgets, grants, contracts, and new programs; policy decisions that affect the overall direction of the division; block grant priorities; and final approval of administrative rules.

G. Contact with Others:

Daily contact with the public, health care providers, and facility operators to provide technical assistance; other department staff for strategic planning concerning department, fiscal, and budget issues, and to provide technical assistance; weekly contact with federal agencies, institutions, other federal and state regulatory agencies, other agencies, and advisors to solve problems and initiate program coordination and planning; and monthly contact with federal agencies for technical assistance and grant issues.

H. Working Conditions:

Typical office environment. Occasional travel to field offices and the sites of investigations, surveys, or reviews; and occasional out-of-state travel to meet federal grant requirements.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the communities and cultural groups receiving health services;
- health resources;
- procedures and techniques used in policy research, policy and program analysis, planning, contract review, and/or grant administration;
- effective methods of supervision;
- health administration;
- state and federal laws;
- administrative rules;
- department procedures and references relative to public health and health care activities;
- principles of management and administration;
- agency rules, regulations, policies, and procedures;
- grant development and administration;
- technical knowledge of assigned programs;
- contract management.

Ability to:

- assist in the planning and organization of the activities of a program;
- analyze situations accurately and formulate and suggest effective courses of action;
- communicate information clearly and concisely;
- gather, interpret, report, and use information concerning programs managing/directing;
- interpret and follow agency rules and regulations;
- assess program effectiveness and recommend changes;
- train and provide guidance to staff;
- write proposals, budget requests, and reports;
- establish and maintain effective working relationships;
- deal tactfully with others.