

## HEALTH SECTION ADMINISTRATOR I

DESCRIPTION: Under administrative direction, supervises program management staff in planning and policy formulation which impacts on the agency's total programs and services including decisions involving staffing, grants, sub-grants, and contracts; directs managers and supervisors in diversified program and service areas including, but not limited to: data collection, medical and nursing support, rehabilitation and specialized care, consumer safety, and health promotion and education. This level of work is differentiated from the Section Administrator II level by: 1) scope of programs/activities in terms of the number of programs, the number of staff/contractors, and the size of the budget; 2) complexity of the programs, in terms of the scope of responsibility, the number and complexity of laws and regulations, the education and experience level required of the staff, predictability of the work, and level of program issues; and 3) consequence of error in terms of financial impact, public safety/convenience, and adverse political/media outcomes. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Confers with the agency director, service directors, and other program and delivery staff to discuss and resolve administrative problems that impair the effectiveness and efficiency of operations and activities direct impact on the overall management of the agency.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities, and to improve the effectiveness of the assigned functions.

Authorizes appropriate personnel actions requested by staff including promotions, reassignments, status changes, and appointments of new employees to ensure the effective and efficient utilization of available human resources.

Plans, organizes, assigns, and directs the work activities of staff to facilitate the attainment of the section's work goals and to insure the consistent application of technical policies, procedures, and guidelines.

Reviews and compares work performance and/or products of staff with established standards to determine employee production levels and training needs and to determine actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Establishes and maintains professional development standards for staff in the principles, practices, policies, and procedures of the assigned functions to maintain and/or improve quality production levels of employees in accordance with established work performance standards.

Develops performance evaluation standards and procedures to provide information to subordinates on the expectations of individual work performance and to insure complete and objective appraisal of a subordinate's performance.

Evaluates the performance of program management by measuring results against established goals.

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Directs the development of division policies, operating procedures, standards, forms, manuals, and controls for efficient operation of the section.

Designs and directs special studies, policy analysis, and research to support the administration of the agency.

Directs the preparation of departmental responses to inquiries, reports, plans, or related materials produced by other agencies to cooperate with the coordination of pertinent requested information.

Supervises the preparation and dissemination of publications and general public information regarding general and technical health care system information.

Plans, organizes, coordinates, and controls the section activities to establish priorities, to coordinate these with other functions within the agency, and to ensure standards are established and attained and are congruent with overall goals.

Develops work proposals, maintains the section's adherence to administrative directives and policies, and participates in inter-sectional review to integrate the goals and programs of the agency.

Determines and requests staff, material, and equipment needs for the operations and programs managed to contribute to the formulation and justification of budgetary requests for the section.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative objectives, policies, procedures, and standards to identify the characteristics and impact of work problems and formulate possible solutions.

Monitors the development and implementation of new legislation, regulations, and policies on state and national health programs to ensure they are compatible with current legislation, regulations, and policies.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the scope and impact of the operations administered and their relationship with programs, sections, and organizations inside and outside the agency; agency missions, goals, and objectives; source material and guidelines for resolving issues not covered by precedent or established agency policies; state, federal, and local government structure, programs, and operations; federal laws and state statutes impacting agency operations.

Ability to: coordinate administrative and program operations and activities; implement program objectives and performance goals; assess section progress toward achievement of program objectives and adherence with program standards; understand and support management policies and procedures which impact on established operations and goals; develop work priorities for effective use of available resources and staff; analyze organizational and operational problems and develop timely and economical solutions.

Skill in: analyzing policy/issues, formulating solutions to problems, and developing service delivery models.

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ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: the federal and state laws, regulations, and guidelines that govern health planning and service delivery systems; the principles and practices of administration including planning, organizing staff, budgeting, and controlling; the planning and delivery of health services; the organizational structure, functions, policies, and procedures of the agency; the techniques of program research, planning, and evaluation.

Ability to: manage and administer staff, policies, and regulations; interpret and apply programs legislation and administrative directives to section operations; plan, organize, and assign the work of subordinate supervisors; evaluate subordinate supervisors based upon their capabilities and performance; cooperate with other administrative personnel in the coordination of closely related activities; interpret and apply state and federal laws, rules, policies, and standards to the operations of health services; develop plans and methods for improving services; establish and maintain harmonious working relationships.

Skill in: presenting complex ideas and relationships; facilitating work groups and task forces.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline for positions in this class is post high school coursework/training in business administration, public health administration, health care administration, or public administration AND experience in managerial or administrative capacity with responsibility for program management, budget preparation, program analysis/evaluation, human resource management, or policy development and implementation.