

DHHS Program Manager RN

V78780

DESCRIPTION OF OCCUPATIONAL WORK

Under general supervision to administrative direction and within the scope of the RN licensure, positions in this classification are responsible for the management and oversight of a single, complex office consisting of one or more complex programs with diverse subprograms or activities within the Department of Health and Human Services. Performs activities necessary to plan, organize, implement and evaluate all program components through the supervision of subordinate supervisors and/or high-level professional program staff; manages the resources necessary to operate and maintain program and Office functions; reviews and revises program operating policies, procedures, objectives and goals within agency or regulatory guidelines; coordinates services with other State, local and federal agencies, health professionals, and service agencies; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to the DHHS Program Manager RN class require incumbents to have a current RN license. This class is distinguished from positions allocated to the DHHS Program Manager II class who are not responsible for utilizing nursing knowledge, judgment, and assessment skills in making decisions.

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.)

Plans, organizes, directs, and manages the activities of one or more complex programs within an Office through the supervision of supervisors and/or high-level professional program staff.

Plans, assigns, and directs the technical/operational activities of assigned supervisory and professional staff to attain the goals and objectives of the Office and ensure consistent application of administrative and program policies, procedures, standards, and guidelines; ensures work performed within the assigned Office is in compliance with agency, federal and State rules and regulations.

Plans for and manages the resources necessary to operate and maintain a program(s) of broad scope; prepares grant applications, federal and State plans and plan amendments, program impact evaluation plans and reports; monitors grant activity and program budget to ensure fiscal and grant objectives/responsibilities are met.

Develops budget proposals for major program expenditures such as program activities, staffing, facilities, and equipment; participates in the development of agency policy pertinent to overall organizational and financial management issues.

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 program(s).

Confers with higher level management officials/supervisors and program and delivery staff to discuss and resolve administrative problems that impair the effectiveness and efficiency of operations and activities relating to administration of services or program content and objectives.

Promotes awareness of total quality management practices, including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication. Fosters teamwork using disciplined problem-solving decision-making approaches.

Develops and discusses procedures and policies with staff to ensure understanding and adherence of established goals and objectives and the agency's approach to the accomplishment of program responsibilities.

Plans, develops, and/or coordinates pilot projects related to programs and/or services to facilitate the establishment and evaluation of new or innovative program activities.

Reviews complaints pertaining to health care facilities that include specific incidents involving nursing care, i.e. pressure sores, incontinence, weight loss and preventions, IV standards of practice, etc.

Confers with facility administration and staff to help interpret regulatory requirements related to patient care, specifically as they pertain to nursing standards of care.

Educates surveyors and facility staff on nursing standards of practice, including infection control principles and regulatory requirements, to address identified trends of deficiencies cited on facility surveys.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: registered nursing theory and practice; accepted standards of care; policies and procedures governing nursing care; sanitation and infection control standards; Nebraska regulations pertaining to nursing practice; federal and State laws, rules, policies, and accreditation standards as they apply to infection control and risk management; infectious diseases; prevention of infection; the principles and practices of management; business and management principles including planning, budgeting, resource allocation and human resources; the principles of grant writing and grant administration; the techniques of research, planning and evaluation; work performance or other standards of development; program analysis/evaluation; policy development

Skill in: communicating to convey information so others will understand; performing quality assessment reviews and evaluating program effectiveness; identifying problems and developing options for solution;

Ability to: plan, assign, direct and evaluate the work of subordinate staff; learn, apply and interpret State and federal statutes and regulations relating to assigned program(s); learn, apply and interpret agency policies and procedures relating to the assigned program(s); develop and maintain effective relationships with program representatives and the public; apply instructions; implement objectives and performance goals; assess progress toward achievement of objectives and adherence with standards and/or policies; summarize program and administrative data/statistics into reports; formulate short-term plans; manage time and workflow of oneself and that of others to meet deadlines; demonstrate professionalism; operate basic computer software and hardware.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree in business or public administration, social/behavioral sciences, education, health sciences, public health, education, law, or related field and one year experience in program planning, implementation, budgeting, monitoring, evaluating, marketing a program or service and supervising/managing staff. Related coursework, training and/or education may substitute for the bachelor’s degree on a year-for-year basis.

Requires an applicant to possess a current license as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a Registered Nurse in Nebraska.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Positions in this class may require an employee to possess a valid driver’s license and provide a passenger vehicle with adequate liability insurance, or ability to provide independent authorized transportation, in order to perform work-related travel.

Established: 12/2022

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date