

**DESCRIPTION:** Under limited supervision, responsible for the management and oversight of a single program with limited scope or multifaceted functions of a program within the Department of Health and Human Services. Performs activities necessary to plan, organize, direct and evaluate the activities of an assigned program with limited scope or multiple program function(s) through the supervision of subordinate program staff; manages resources necessary to operate and maintain assigned program function(s); develops and/or revises the assigned program/functions operating policies, procedures and objectives within agency and/or regulatory guidelines; coordinates program/function 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.)

This is the first classification level of two in the DHHS Program Manager class series. Positions allocated to this class are responsible to manage a single program with limited scope or multifaceted functions of a program. Decisions are made through higher level management that impacts the operations of the assigned program and/or functions. Incumbents oversee and monitor the work of subordinate program and support staff, provide input into Office and Unit policies and procedures and perform planning limited to the activities of the assigned program/function(s). Incumbents generally report to a DHHS Program Manager II, DHHS Administrator I or II or other classification found at the Office and/or Unit level.

This class is distinguished from the DHHS Program Manager II class by the scope and complexity of the assigned program(s), the amount and type of staff supervised, reporting relationships and impact of decisions made.

This class is distinguished from positions allocated to the DHHS Administrator class series who are responsible for the administration of a complex Unit consisting of multiple programs that are distinctly diverse in nature and which have statewide impact. Positions in this class generally report to a Director or Deputy Director or other classification found at the Section Administrator level. Positions allocated to this class series manage through subordinate managers, develop and implement Unit wide policies and procedures which impact Division operations and conduct long-range planning for a Unit.

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

Plans, organizes, directs and coordinates the activities of a single program with limited scope or multifaceted functions of a health program; evaluates and performs quality assurance functions to ensure work performed for the assigned program/functions(s) is in compliance with applicable agency, federal and State rules and regulations.

Plans, assigns and directs the technical/operational activities of assigned professional and support staff to attain the goals and objectives of the program/function and to ensure consistent application of administrative and/or program policies, procedures, standards and guidelines; provides guidance to contract and/or sub-grantee staff and other interested stakeholders regarding the rules and regulations of the assigned program or function.

Plans, directs and coordinates the collection and compilation of statistical, economic, demographic and/or administrative data to determine the needs of persons served by the program(s) to assess effectiveness of services and for future initiatives/programs/services to meet identified needs (long range planning).

Plans for and manages the resources necessary to operate and maintain assigned program(s); develops grant applications, federal and State plans and plan amendments, program impact evaluation plans and reports.

Monitors grant activities including activities performed by contractors and/or sub-grantees; reviews and approves payments, work plans and provides technical assistance to contract and/or sub-grantee staff to ensure the goals and objectives of the assigned program/function are met.

Develops budget justifications for major program expenditures such as programs, staffing, facilities and equipment; participates in the development of agency policies 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/function.

Resolves problems that impair effectiveness of the assigned program/function.

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.

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

Knowledge of: the principles and techniques 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.

Ability to: plan, assign, direct and evaluate the work of subordinate staff; learn, apply and interpret agency policies and procedures relating to the assigned program or function; learn, apply and interpret State and federal laws and standards; develop and maintain effective relationships with program representatives and the public; apply instructions; summarize program and administrative data/statistics into reports; formulate goals and 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, law or related field and experience in program planning, implementation, monitoring, evaluating program functions or supervising/management staff and budgets. Related coursework, training and/or education may substitute for the Bachelor's degree on a year-for year basis.

**SPECIAL NOTES:**

Some positions in this class may require an applicant to possess a current professional license/degree/certificate within a professional field of health care and/or experience specific to the assigned program prior to appointment to the class.

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.

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).