

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Public Health Program Administrator

SERIES NO.:

6538

MAJOR AGENCIES:

Health only

EFFECTIVE DATE:

07/26/1998

SERIES PURPOSE:

The purpose of the public health program administrator is to plan & direct activities of large division within Ohio Department of Health.

CLASS TITLE:

Public Health Program Administrator

CLASS NUMBER:

65385

EFFECTIVE DATE:

07/26/1998

CLASS CONCEPT:

The administrator level class works under administrative direction & requires thorough knowledge of management in order to plan & direct activities of large division (i.e., Family & Community Health Services, Quality Assurance, Prevention) & statewide public health program within Ohio Department of Health & supervise subordinate employees in program research, planning development, implementation & evaluation.

CLASS TITLE: Public Health Program Administrator	CLASS NUMBER: 65385	BARGAINING UNIT: EX
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EFFECTIVE DATE:

07/26/1998

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & directs activities of large division (i.e., Family & Community Health Services, Quality Assurance, Prevention) & statewide public health program within Ohio Department of Health & supervises subordinate employees engaged in program research, planning, development, implementation & evaluation.

Oversees all expenditures & recommends approval, termination or reduction of funding to agencies, works with other divisions to ensure compliance with federal grant requirements & develops procedures & policies for programs to be implemented on state-wide basis.

Consults with & assists federal, state & local officials regarding medical & administrative aspects of programs & provides technical assistance to medical, nursing & other professional staff on program related matters.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must meet minimum qualifications for assigned division as set forth in Chapter 37 of Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.