



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH BUREAU CHIEF	42	A	10.502

Under general direction, Health Bureau Chiefs exercise direct control over the health program policy, planning, development, administration, and monitoring aspects of an assigned Health Division bureau.

Plan, organize and oversee the operation, services and staff of an assigned bureau; establish program goals and objectives and ensure programs are administered in compliance with federal and State regulations and in accordance with the goals and objectives of the agency; provide administrative direction to the work unit by reviewing, analyzing, developing and recommending policies; develop operational procedures; analyze and resolve program operating and fiscal management issues.

Evaluate and ensure program effectiveness and implement changes as required pursuant to federal and State laws and regulations; determine the impact of completed projects and assignments and plan for future changes or activities; monitor program quality and compliance through review of management reports and results of on-site review; serve as a liaison with a variety of groups and individuals, media, agency and division administrators, and government officials to explain program policies and procedures.

Develop or participate in budget preparation for areas of responsibility; monitor and control the expenditure of funds for staffing, equipment, supplies and other areas as required; develop cost estimates and justification for new or expanded programs; provide recommendations to administrators.

Develop or participate in the development and justification of legislative proposals to include drafting proposed legislation; determine fiscal and operational impact; gain approval and support of administration and present agency's position to the legislature as requested; coordinate program activities among State agencies, local governments or community agencies; negotiate solutions and resolve conflicts.

Analyze and review data and reports regarding program participation and quality assurance activities; consult with administrators regarding agency and program goals and objectives; manage the development, negotiation and monitoring of agreements and program contracts to ensure services are provided and operations are conducted within program parameters; ensure compliance with State, federal and private grant conditions, regulations and requirements.

Supervise the performance of professional and administrative staff to include assigning work, evaluating performance and conducting appraisal interviews; interview applicants and select personnel; delegate authority and responsibility to staff; review appraisal reports prepared by subordinate supervisors; provide guidance and counseling; approve training requests; resolve personnel matters.

Perform related duties as assigned.

BENCHMARKS

In addition to duties described above, the following duties and responsibilities are representative of those assigned to Health Bureau Chiefs and are not intended to be all-inclusive:

BENCHMARKS (cont'd)

- **Regulatory Services:** The incumbent administers and coordinates the operation of the Bureau of Healthcare Quality and Compliance which includes regulatory programs such as: Health Care Quality and Compliance Training and Education; Radiological Health; Medical Laboratories Program; Medical Facilities and Dependent Care Regulatory Programs; and Permitting. The incumbent directly performs, or supervises and oversees staff who perform, functions such as: regulatory oversight relevant to health facility and dependent care licensing and certification; investigation and corrective action processes including submittals of criminal and civil cases; training designed to educate providers and the public on infection control issues; and implementation of the provisions of multiple federal agreements.
- **Planning and Response:** The incumbent administers and coordinates the operation of the Bureau of Health Statistics and Emergency Response which includes programs such as: Vital Statistics; Nevada Central Cancer Registry; Emergency Medical Services (EMS) Program; Sexually Transmitted Disease Program; Public Health Preparedness Program; Tuberculosis Elimination Program; Birth Defects Registry; the Office of Primary Care (including the J1 Visa Program); the Health Planning Unit; and the Medical Marijuana Registry. The incumbent directly performs, or supervises and oversees staff who perform, functions such as: surveillance sections of the communicable disease programs for the HIV Program; collection, analysis and dissemination of health statistics; research and data analysis; and training designed to educate the public.
- **Family, Community and Direct Service Programs:** The incumbent administers and coordinates the operation of the Bureau of Child, Family and Community Wellness which includes programs such as: Women, Infants and Children (WIC) Nutrition Program; Early Childhood Intervention Services; Children with Special Healthcare Needs; Chronic and Communicable Disease; Wellness programs; Service Assurance and Systems Development; and the Office of Minority Health. The incumbent directly performs, or supervises and oversees staff performing, functions such as: serving on advisory boards or committees; investigation and corrective action processes; public planning, education and training activities; contract negotiation; and testifying and representing the agency before a variety of committees.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Two years of experience supervising professional staff is required.
- * A bachelor's degree from an approved school of professional nursing, pursuant to NRS 632, is equivalent to a bachelor's degree from an accredited college or university.

EDUCATION AND EXPERIENCE: Bachelor's degree in public health, health care administration, business or public administration, health science, special education, social or behavioral science, human services or related field and six years of progressively responsible professional public health, health care policy, health administration, human services or related experience, three years of which included responsibility for program management functions such as policy research, management of complex funding sources and budgets, program planning and data analysis, and strategic planning; **OR** one year of experience as a Health Program Manager III in Nevada State service; **OR** two years of experience as a Health Program Manager II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles of public health, early intervention or special education administration; grant management procedures. **Working knowledge of:** the organization, management and administration of multiple complex, major, health and/or special education-related programs with a diversity of services; State and federal governmental budget and accounting practices and procedures; data and/or survey analysis and research methodology; public policy development; federal and State laws, rules and regulations and national guidelines and standards; personnel policies, procedures and administration necessary to supervise

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
subordinate professional staff; research methods and statistics related to the analysis of data and preparation of reports; regulatory principles and practices. **Ability to:** work and communicate effectively with legislators, media representatives and others regarding applicable public health issues; plan, organize and coordinate major, statewide health programs; evaluate the effectiveness of major health and/or special education-related programs; analyze the effectiveness of multiple program areas and develop strategic plans to meet bureau goals and objectives and State/federal requirements; analyze performance indicators and outcome measures; read, write and evaluate legal and technical documents such as health plans, new and proposed legislation, regulations and reports; appear before the legislature and other governing bodies to provide testimony and represent the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: policies and philosophy regarding division programs; State administrative regulations related to personnel administration and the expenditure of funds; the health, social service, justice and education delivery systems statewide; division policies and procedures; the State's budget process including financial analysis, preparation and administration. **Ability to:** manage the activities, staff and operations of a Health Division bureau; design and actively facilitate the development of systems which will aid in the delivery of services to consumers and increase the availability of services.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.502

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