



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>
PRIMARY CARE WORKFORCE DEVELOPMENT MANAGER	40	B	10.200

Within the Department of Health & Human Services (DHHS), Director's Office, the Primary Care Workforce Development Manager develops, organizes, coordinates, implements, evaluates and manages long-range, broad-based planning and program development for the recruitment and retention of primary care professionals and other difficult-to-recruit health and social service professionals to the State of Nevada.

Develop, review, revise, implement and monitor program policies, procedures and processes to expand opportunities for primary care, health and social service professionals to remain and/or relocate to the State of Nevada; develop goals and objectives for program implementation; develop and implement evaluation tools related to program performance; identify areas for improvement and implement solutions; research, develop and implement best practices.

Interpret, apply and ensure compliance with established State, federal and local laws, rules, regulations, policies and procedures to include J-1 Visa Waiver Program, Health Professional Shortage Area (HPSA) and Medically Underserved Area/Population (MUA/P) designations, National Health Service Corps (NHSC) programs and other health related workforce development programs.

Review and analyze information to include community needs assessments, health statistics, health care resource information, and health care service gaps in order to identify primary care, health and social service professional shortages by location and health care specialty; identify challenges, research strategies, and implement solutions to eliminate barriers and incentivize primary care and other professionals to remain and/or relocate to the State.

Collaborate, coordinate and outreach with multiple State, federal, regional, and community partners to include the Governor's Workforce Investment Board/Health Care Sector Council, Department of Employment, Training and Rehabilitation (DETR), Nevada System of Higher Education (NSHE), other States' college systems; licensing boards, professional associations and community health centers; identify and develop alternative solutions to workforce development barriers such as education, training, internships, licensure, Medicaid/Medicare reimbursements, and loan repayments; coordinate discussion groups to develop recommendations for the expansion of the health and social services workforce.

Develop, review, analyze, monitor and/or research bills submitted to the legislature; review, analyze, monitor and interpret changes to federal rules and regulations; inform management of possible implications; recommend appropriate course of action; testify, as needed, at legislative hearings to provide information on issues directly affecting operations.

Develop, justify, implement, monitor and authorize expenditures of assigned budgets; manage resources to include federal grants, State general funds, program application fees and Memorandums of Understanding (MOU); research and recommend costs related to personnel, equipment, supplies, etc.; develop, review, negotiate and monitor contracts.

Research, develop and write grant proposals related to primary care, health and social services workforce development, recruitment and retention, primary care integration and other health care access programs; audit and ensure compliance with grant deliverables; prepare required reports.

PRIMARY CARE WORKFORCE DEVELOPMENT MANAGER

Page 2 of 2

Develop and prepare comprehensive statistical, analytical and narrative reports related to the activities of the work unit; prepare ad-hoc and special reports as required.

Supervise subordinate supervisors, professional technical and administrative staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, human services, social science, behavioral science, health care administration, business administration or closely related field and four years of professional experience in the management and/or development of a health care or other workforce development program to include the analysis of health professional and/or social service workforce development components that support greater flexibility for improved access while maintaining public safety; program planning and evaluation; writing comprehensive statistical and narrative reports; and reviewing, revising and developing policies and procedures. Of the four years of experience, two years must have included supervision of professional staff; **OR** two years of experience as either a Health Program Manager I, Social Services Program Specialist III, ESD Program Specialist III, Health Program Specialist II, or Health Resource Analyst III in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: workforce development related to the health care and social service fields; principles and practices of effective management and supervision; applicable federal and State laws and regulations related to workforce development. **General knowledge of:** J-1 Visa Waiver Program, HPSA and MUA/P programs, federal NHSC programs and/or other applicable workforce development incentive programs; Medicaid/Medicare reimbursement policies; professional licensure and certification requirements; graduate medical education programs; scope of practice requirements; program/policy development, planning, research and evaluation. **Ability to:** establish and maintain partnerships with staff, representatives from other State, federal, county, local, and community organizations; foster collaboration among diverse stakeholders; communicate effectively both verbally and in writing; design and conduct advanced analytical research studies and prepare statistical, analytical and narrative reports; review and analyze complex information in order to make determinations and offer recommendations; identify problems and offer solutions; develop and monitor budgets, contracts and grants. **Skill in:** organization; consensus building.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: workforce development principles and practices; federal and State laws and regulations which govern the assigned program area. **Working knowledge of:** department, division and unit goals, policies, and procedures; legislative process; grant development and oversight; applicable workforce development incentive programs; State and agency personnel and administrative regulations, policies and procedures. **Ability to:** develop regulations and draft legislation.

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.

10.200

ESTABLISHED: 10/1/15R
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