



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #68-09**  
**December 4, 2009**

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, appearing to read "Teresa Thienhaus".

**SUBJECT: PROPOSED CLASSIFICATION CHANGES**

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than January 7, 2010.

If no written objections are received in this office by January 7, 2010, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: 09-10**  
**Posting Expires: January 7, 2010**

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.230	Health Program Manager III	41 A	10.230	Health Program Manager III	41 A
10.217	Health Program Manager II	39 A	10.217	Health Program Manager II	39 A
10.232	Health Program Manager I	37 A	10.232	Health Program Manager I	37 A

### ***EXPLANATION OF CHANGE***

With assistance from the Health Division, the Department of Personnel recommends changes to the Health Program Manager series. The class concept for the Health Program Manager III was expanded to include positions that are functioning at the Health Program Manager III level, following the division's reorganization. All positions at that level supervise professional supervisory staff; plan, coordinate and evaluate their assigned programs and services; oversee the day-to-day operations of a large number of regional and/or statewide programs; and provide oversight and guidance for complex multi-disciplinary teams.

Revisions were also made to the minimum qualifications for all three levels to broaden the types of acceptable degree disciplines and relevant requisite experience.

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			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.502	Health Bureau Chief II	42 A	10.502	Health Bureau Chief	42 A
10.501	Health Bureau Chief I	40 A	10.501	ABOLISH	

### ***EXPLANATION OF CHANGE***

At the request of the Health Division, which has recently reorganized, the Department of Personnel recommends changes to the Health Bureau Chief series. The duty statements of Health Bureau Chief were expanded to reflect the scope of work and level of responsibility that has always been associated with this class. Benchmarks were added to describe duties and responsibilities representative of this level.

The Department of Personnel also recommends modifications to the minimum qualifications and the knowledge, skills and abilities to both broaden the type of acceptable and relevant experience necessary and to reflect the appropriate supervisory experience needed to perform the duties of the class.

As a result of the reorganization, the Health Bureau Chief I class is no longer used and is, therefore, recommended to be abolished.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

**Objections to the proposed change(s) must be received in writing by January 7, 2010.** Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: December 4, 2009**

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH PROGRAM MANAGER III	41	A	10.230
HEALTH PROGRAM MANAGER II	39	A	10.217
HEALTH PROGRAM MANAGER I	37	A	10.232

### SERIES CONCEPT

Health Program Managers provide administrative direction for programs related to maternal, child and family health, nutrition, disease control, or other health programs. Program management responsibilities include program development, implementation and evaluation, budget preparation and control, ensuring fiscal accountability and compliance with relevant policies and regulations, and supervision of professional and support staff. Positions in this series differ from Health Program Specialists who perform analytical work specifically related to the collection and analysis of data, identification of trends and preparation of statistical reports, and the development, implementation and evaluation of small narrowly focused programs.

Prepare, justify, implement and monitor program budgets; submit recommendations concerning personnel, equipment and supplies needed to ensure services are provided efficiently and effectively; develop and analyze data related to performance indicators, quality assurance data, number of clients served and related information; review historical data and make projections regarding program growth; review and approve expenditures; negotiate contracts for services; prepare, review and monitor contracts for expenditures and services provided.

Interpret State and federal laws, regulations, requirements and restrictions related to services provided by the program; develop and implement operational guidelines and directives; ensure compliance with applicable agency policies, regulations and statutes; establish and implement controls and procedures to ensure appropriate records and reports are prepared, maintained and submitted in accordance with requirements.

Plan, organize and oversee the work of professional, technical and support staff; assign, review, prioritize and delegate work to subordinate personnel; develop work performance standards and evaluate employee performance; ***initiate disciplinary action***; ensure work performed is consistent with professional standards and applicable licensure requirements; ***submit a variety of reports to management regarding staff, production and special projects***; analyze and resolve staffing issues and requirements.

Research, develop and write grant proposals to acquire funding for program enhancements or expansion; implement new services or programs according to granting agency requirements and ensure effective integration with existing programs and services; direct and participate in the preparation and maintenance of grants and budgets and other required documentation.

Develop program goals, objectives and service delivery procedures; develop and conduct surveys and assessments to determine health needs, incidence and prevention of disease, and significance of health problems of the population served; ***design, formulate, establish and implement methods, standards and data collection techniques to evaluate program outcomes and success***; analyze, prepare and present data to administration, related programs and agencies, advisory boards, the legislature, and other interested parties; ***adjust priorities based on agency and program needs***.

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<b>HEALTH PROGRAM MANAGER I</b>	<b>37</b>	<b>A</b>	<b>10.232</b>

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**SERIES CONCEPT (cont'd)**

Work cooperatively with other agencies, professionals, civic groups, community leaders, and consumers at local, regional and/or statewide levels to identify health needs, issues and gaps in service; coordinate and participate in task forces and other work groups; establish new program directions, and draft legislation/regulations; develop recommendations regarding actions that affect ongoing and planned program services; *testify, as needed, at legislative hearings to provide information on issues directly affecting operations and budgets*; conduct public education, outreach campaigns, and promotional activities applicable to the program area.

Plan, organize and participate in special projects and activities; develop and prepare comprehensive narrative and statistical reports; conduct or attend meetings and conferences; prepare special reports and make presentations to a variety of groups in the community as required.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Health Program Manager III:** Under [administrative] *general* direction, incumbents perform the full range of duties described in the series concept and *manage a staff which includes both supervisory and professional staff engaged in the provision of health-related services. Health Program Manager III's are the highest-level managers of a statewide or regional health program and are responsible for long range, broad-based planning and policy development, and controlling and administering multiple complex funding sources and budgets. Incumbents in this class report to a Bureau Chief and examples of positions allocated to this level include:*

- 1) Manage supervisory and professional staff engaged in providing services through a regional [~~Special Children's Clinic~~] *Early Intervention Services program* to families and children who have known or suspected developmental delays, are at risk of becoming developmentally delayed, and/or have chronic diseases. Clinic services include early intervention diagnostic, treatment and follow up services in areas such as speech/language, occupational and physical therapy, child development, psychology, nutrition, and other professional services provided by pediatricians, audiologists, and social workers. Intervention is provided in the clinic, home, school, daycare, and other settings. The clinics are staffed with over 25 subordinate personnel from a variety of professional disciplines [~~clinic budgets are in excess of \$1.5 million and have multiple funding sources~~].
- 2) *Serve as a regional manager of the Health Care Quality and Compliance Bureau and carry out the policy and management directives, and provide guidance, oversight and supervision to a large multi-disciplinary staff that performs functions such as: service delivery; survey of medical and health-related facilities to include review of environmental health, patient safety, business operations, policy review, regulatory compliance and medical procedures for the purposes of licensure. The program manager directly supervises a regional-based staff of four subordinate supervisors and indirectly supervises nine Health Facilities Surveyor positions. Programs managed are complex, diverse, and broad in scope.*
- 3) *Assist the Chief of the Bureau of Child, Family and Community Wellness in Carson City in administration of the bureau and manage three sections of the bureau to include the Communicable Disease and Chronic Disease sections, and the Office of Minority Health. In addition, the incumbent has direct responsibility for the bill-paying function of the Children With Special Health Care Needs (CSHCN) Program and duties include, but are not limited to: developing performance based objectives;*

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**CLASS CONCEPTS (cont'd)**

**Health Program Manager III:** (cont'd)

*monitoring and collecting data; providing presentations to the public, training and other health care education; managing Requests for Proposal; negotiating and implementing contracts; and participating in the development of the annual Maternal and Child Health (MCH) Block Grant, Annual Report and the five-year MCH Needs Assessment. The program manager supervises a staff of approximately 21 professionals from a variety of disciplines, including subordinate supervisors, and nine program support staff.*

**Health Program Manager II:** Under general direction, incumbents perform the full range of duties described in the series concept and supervise a staff which includes both supervisory and professional staff engaged in the provision of health-related services. Health Program Manager II's are responsible for long range, broad-based planning and policy development for a statewide program involved in health service delivery to at-risk populations with significant health issues, nutritional deficiencies, or other health related problems. The Health Program Manager II class is distinguished from the Health Program Manager I by the responsibility for supervising subordinate supervisors who supervise professional staff, and by the size and scope of the program managed.

An example of a position allocated to this level is the manager of the *Special Supplemental Food Program for Women, Infants and Children (WIC)* which provides nutritional information, education and assistance to women, infants and children who meet established eligibility criteria. The program manager administers a budget of approximately \$24 million and supervises six professional staff including subordinate supervisors and 20 program support personnel assigned to WIC clinics and satellites in various locations throughout the State and the central office.

**Health Program Manager I:** Under general direction, incumbents perform all or part of the duties described in the series concept for a relatively small program which is statewide in scope but has fewer subordinate professional and technical staff. Programs managed at this level typically consist of health education and prevention and tracking, analysis, and reporting of health related data for compliance with federal regulations and programs. This class is not to be used for individuals who work independently in implementing a narrowly focused statewide program and may supervise technical and clerical staff.

An example of a program managed by an incumbent at this level is the *Women's Health Connection, Breast and Cervical Cancer Early Detection and Prevention Program* which is a national program funded by the Centers for Disease Control, designed to provide information and education to medical providers and the public, provide for screening and examination of patients to detect cancer at the earliest possible stage, and establish and maintain comprehensive records and statistical data. The program manager administers a budget of approximately \$2 million and supervises a staff of four professionals and two administrative support personnel.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* Some positions in this series require professional licensure as a Registered Dietitian, Registered Nurse, or other professional licensure or registration at the time of appointment and as a condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* Pursuant to NRS 632, a bachelor's degree from a school of professional nursing approved by the State Board of Nursing is equivalent to a bachelor's degree from an accredited college or university.

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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH PROGRAM MANAGER III

EDUCATION AND EXPERIENCE: ~~[Master's degree from an accredited college or university in a human services field such as psychology, social work education, counseling or other related health, social, or behavioral science and four years of professional experience, three years of which included supervisory responsibility, coordinating the delivery of services, budget preparation and control and interpretation of regulations, policies and directives; **OR** a Bachelor's degree from an accredited college or university in [a field listed above and a Master's degree in Public or Business Administration, and the experience described above.]~~ *public health, human services, social science, behavioral science, special education or related field and five years of increasingly responsible professional experience in a health-related field, three years of which included budget preparation and control, program planning and evaluation, and interpretation and implementation of complex regulations. Of the three years of experience, two years must have included supervision of professional staff; **OR** one year of experience as a Health Program Manager II in Nevada State service; **OR** an equivalent combination of education and experience.* (See Special Requirement and Informational Note)

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

**Working knowledge of:** supervisory principles and practices involving professional licensure and standards of care in a multi-disciplinary setting. **Ability to:** plan, organize, coordinate and manage health, social, and other services for children who have, or may be at risk for developmental delays and/or chronic diseases; manage the activities, services, staff and physical facilities of a regional ~~[Special Children's Clinic]~~ *Early Intervention Services*; coordinate the services of multiple therapeutic disciplines; network effectively and persuade service providers and community members to work collaboratively with the clinic; evaluate the needs of the service area and effectively tailor programs to the client population served; effectively communicate and relate to other individuals and groups; *and all knowledge, skills and abilities required at the lower levels.*

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

**Ability to:** coordinate and integrate clinic services with local, State and federal programs and resources; participate in presentations, special committees and statewide conferences which provide training and develop policy and recommendations in related service areas.

#### HEALTH PROGRAM MANAGER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in *public health* ~~[health or]~~, *human services, social science, behavioral science* *or* related *field* ~~[to the program area]~~ and four years of increasingly responsible professional experience in a health-related field, two years of which included ~~[supervision of professional staff,]~~ *providing or coordinating the delivery of health care services*, budget preparation and control, and the interpretation and implementation of complex regulations. *Of the two years of experience, one year must have included supervision of professional staff; **OR** one year of experience as a Health Program Manager I in Nevada State service; **OR** an equivalent combination of [experience and education above the bachelor's degree level] education and experience.* (See Special Requirement and Informational Note)

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

**Working knowledge of:** program management principles and practices; techniques and principles of administration and fiscal management related to program operations; delegation of responsibility, workload analysis and coordination of the efforts of professional and support staff; contract development, negotiation and administration; grant application and administration procedures; principles of training and supervision; principles and practices of fiscal management as applied to developing initial budget recommendations and day-to-day maintenance of the legislatively approved budget. **Ability to:** organize, coordinate and direct the activities of professional staff and clinicians in a specified health program; effectively manage program

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### MINIMUM QUALIFICATIONS (cont'd)

#### **HEALTH PROGRAM MANAGER II** (cont'd)

staff engaged in providing and coordinating health services on a statewide basis; administer multiple program activities; resolve complex issues and problems related to health service delivery; *and all knowledge, skills and abilities required at the lower level.*

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

**Working knowledge of:** principles, practices and current trends in planning, organizing, delivering and managing a public health program; federal, State and local health care systems; federal, State, and divisional rules, policies and statutes related to the legal parameters within which the program functions; State accounting and budgeting processes. **Ability to:** analyze workload indicators, organizational structures, conduct cost/benefit studies and make recommendations to facilitate the delivery of services to clients and increase the optimum level of professional services available to clients; monitor performance levels and analyze a variety of written and statistical information.

#### **HEALTH PROGRAM MANAGER I**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in *public health* [~~health or~~], *human services, social science, behavioral science* *or* related *field* [~~to the program area~~] and three years of health-related professional experience, one year of which *was supervisory and* included providing or coordinating the delivery of health care services, budget monitoring, and interpretation of regulations, policies and directives related to health care delivery systems [~~and at least one year of which included supervisory responsibility~~]; **OR an equivalent** combination of [~~experience and education above the bachelor's degree level~~] **education and experience.** (*See Special Requirement and Informational Note*)

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

**General knowledge of:** principles, practices and current trends in planning, organizing, delivering and managing a public health program; federal, State and local health care systems; principles of training and supervision. **Working knowledge of:** program planning, management and evaluation; health programs, agencies and initiatives specifically related to disease prevention, health promotion and health awareness; administration of contracts and grants; budget preparation and control; principles of training and supervision; oral communication skills sufficient to make presentations to various groups in the community; writing skills sufficient to prepare reports, proposals, grant applications, recommendations and justifications. **Ability to:** plan, organize, coordinate and manage program activities; train, supervise and evaluate the performance of professional and support personnel; develop budget proposals and ensure fiscal accountability of the program to which assigned; analyze data related to health services provided to ensure efficiency and effectiveness of program staff and activities; interpret and explain complex regulations, requirements, restrictions and policies concerning health issues; work collaboratively with professionals in the health care field.

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

**Working knowledge of:** State personnel administration and purchasing procedures; organizational structure, policy directives, and mission of the agency; State and federal laws and regulations governing the health program to which assigned; principles of supervision and training; program promotion and public relations techniques; social, cultural, health, economic and demographic characteristics of populations targeted for program services. **Ability to:** effectively manage a statewide health promotion program; supervise professional clinicians and staff delivering health services.



**HEALTH PROGRAM MANAGER III**  
**HEALTH PROGRAM MANAGER II**  
**HEALTH PROGRAM MANAGER I**

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**37**            **A**            **10.232**

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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.

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ESTABLISHED:	1/6/84R 1/24/84PC	7/11/81 6/5/81PAC	7/1/99P 10/2/98PC
REVISED:		12/19/85-12	
REVISED:		11/13/87	
REVISED:	8/19/88-3		
REVISED:	7/1/89P	7/1/89P	
	8/19/88PC	8/19/88PC	
REVISED:	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG
<b>REVISED:</b>	<b>1/7/10UC</b>	<b>1/7/10UC</b>	<b>1/7/10UC</b>



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH BUREAU CHIEF [H]	42	A	10.502
<del>HEALTH BUREAU CHIEF I</del>	<del>40</del>	<del>A</del>	<del>10.501</del>

[SERIES CONCEPT]

*Under general direction, Health Bureau Chiefs [work under administrative direction and are responsible] exercise direct control over the health program policy, planning, development, administration, and monitoring aspects [for the development of program policy, direction and management of programmatic, personnel and fiscal operations, and supervision of staff in] of an assigned Health Division bureau.*

~~[Manage a bureau within the Health Division develop and implement program goals and objectives; develop and control the bureau budgets; supervise bureau staff in order to provide program integrity and to ensure federal and State statutory and regulatory mandates are met.~~

~~Ensure compliance with State, federal and private grant conditions, regulations and statistics; oversee grant and contract development, monitoring and reporting processes.~~

~~Develop reports on bureau activities or programs; conduct research, analyze statistics and develop conclusions in order to inform the Division Administrator, the Legislature, health industry and consumers and/or the general public about bureau programs; analyze public health trends and emerging issues.~~

~~Develop proposals for changes in State and federal legislation which affect bureau programs; testify at legislative hearings to provide information on issues directly affecting bureau operations and budgets.~~

~~Evaluate each program's effectiveness and implement changes as required pursuant to federal and State laws and regulations.~~

~~Oversee programs designed to educate the public and any other constituency regarding the bureau's programs and purpose.]~~

*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.*

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*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.

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**[CLASS CONCEPTS] BENCHMARKS**

~~**Health Bureau Chief [H]:** Incumbents manage a bureau within the Health Division and are distinguished from the Health Bureau Chief I class by responsibility] for diverse and multiple program areas, a large and multi-disciplinary professional staff, complex funding sources and budgets, and the overall complexity of bureau operations. Positions allocated to this class also perform the full range of duties outlined in the series concept. Examples of positions at this level include the Bureau Chief for Licensure and Certification, Family Health Services and Community Health]~~

*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:*

- ***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*

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**BENCHMARKS (cont'd)**

**Family, Community and Direct Service Programs: (cont'd)**

- **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.**

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**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.**

**HEALTH BUREAU CHIEF II:]**

**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 [closely] related field and six years of progressively responsible professional public health, *health care policy, health administration*, human services or related experience, [one] *three* years of which included [supervisory experience in a program or organization which involved] responsibility for [multiple program areas, supervision of a large professional staff,] *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 [relevant experience as a Health Bureau Chief I in Nevada State service,] *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; [the organization, management and administration of health related programs,] *State and federal* governmental budget and accounting practices and procedures; *data and/or survey analysis and research methodology; public policy development;* [Knowledge of:] federal and State laws, rules and regulations and national guidelines and standards; [division policies and procedures; the structure, function and purpose of providers of health care facilities and services; the State's budget process including financial analysis, preparation and administration,] personnel policies, procedures and administration necessary to supervise 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; [manage the activities, staff and operations of a Health Division bureau or comparable work unit]; 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. [; and all knowledge, skills and abilities required at the lower level].

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<del>HEALTH BUREAU CHIEF I</del>	<del>40</del>	<del>A</del>	<del>10.501</del>

MINIMUM QUALIFICATIONS (cont'd)

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

**Working knowledge of:** [agency] 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 [to consumers].

~~HEALTH BUREAU CHIEF I~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree in public health, health care administration, business or public administration, health sciences, social sciences or closely related field and five years of progressively responsible professional public health, human services or related experience, two years of which included supervisory experience in a health care program or organization which involved staff supervision, budget oversight, and program planning and evaluation; **OR** an equivalent combination of education and experience. (See Special Notes and Requirements)~~

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

~~**Working Knowledge of:** principles of public health administration; methods used to negotiate and mediate complex, controversial issues and develop workable solutions and/or reasonable compromises; the legislative process sufficient to draft legislation; services, rules and responsibilities of related outside health systems; principles of training and supervision; governmental budget and accounting practices and procedures; grant management procedures. **Ability to:** administer budgets with multiple funding sources; identify and secure available fiscal resources for health program needs; analyze health outcomes and system organizational structures; establish and maintain positive and effective working relationships with federal, State and local employees to facilitate grant/program administration; develop, implement and interpret a variety of rules, policies and procedures applicable to the bureau programs; analyze the potential effects of changing legislation on health bureau programs; supervise professional staff assigned to health programs and initiatives; manage the work activities, staff and operations of a work unit or program; organize material, information and staff to optimize efficiency; work cooperatively with other State agencies regarding program development, coordination, implementation and/or administration; write concise, logical and grammatically correct reports and correspondence; make oral presentations to various size groups composed of different social, cultural, economic and educational backgrounds.~~

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

~~**Knowledge of:** federal and State laws, rules and regulations and national guidelines and standards; division policies and procedures; the structure, function and purpose of providers of health care facilities and services; the State's budget process including financial analysis, preparation and administration; personnel policies, procedures and administration necessary to supervise subordinate professional staff; the organization, management and administration of major statewide programs; research methods and statistics related to the analysis of data and preparation of reports; the structure, function and purpose of providers of health care facilities and services; regulatory principles and practices. **Ability to:** 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.~~

**HEALTH BUREAU CHIEF [H]**

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**A**

**10.502**

~~**[HEALTH BUREAU CHIEF I**~~

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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

ESTABLISHED:

7/1/97P

9/19/96PC

REVISED:

6/29/01UC

**REVISED:**

**1/7/10UC**