



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>
HIV/AIDS PROGRAM MANAGER	38	B	10.504

The HIV/AIDS Program Manager plans, develops, manages and monitors the statewide HIV/AIDS Program and HIV Prevention Program.

Develop goals and objectives for the statewide HIV/AIDS Program and HIV Prevention Program; coordinate with community-based organizations to develop funding proposals, revise program policy, assess program needs, analyze available resources and determine program initiatives; identify program priorities for use in budget requests and grant proposals through the review of statistical, analytical and needs assessment reports; coordinate HIV prevention activities with other state agencies.

Supervise professional staff including hiring, training, assigning and reviewing work, and recommending disciplinary action as needed.

Direct and participate in the preparation and management of grants including the development of grants for submission to the federal government; monitor program performance and grant monies awarded to community-based organizations through the sub-grant system; determine compliance or non-compliance with contracts; amend sub-grants to increase or decrease funding when appropriate; terminate or reduce the level of funding to community-based organizations as a result of non-compliance.

Manage HIV/AIDS care services including development of a care consortium to provide housing and other support services; direct the drug assistance formulary maintained to assist persons with AIDS and symptomatic HIV disease including evaluation of program requirements and recommendation implementation of necessary changes.

Direct educational programs on HIV and AIDS designed to target Nevada's at-risk population; ensure programs include current information about HIV and AIDS.

Direct the collection of data related to HIV and AIDS including the analysis and interpretation of the statistics; present the statistics to the community at large including allied health care professionals; review reporting regulations and initiate appropriate changes; monitor health care providers and laboratories to ensure that reporting is consistent and accurate; ensure that statewide surveillance of HIV/AIDS is ongoing and responsive to need.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in the health sciences, epidemiology or a closely related field and five years of professional experience working in a public or community health program environment, two years of which must have been as a program manager performing activities such as budgeting, planning, grant management, staff supervision and policy formulation; **OR** an equivalent combination of education and experience as described above.

MINIMUM QUALIFICATIONS (cont'd)

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

General knowledge of: program planning including the writing of goals and objectives, evaluations, procedural manuals, treatment schedules and grants management; communicable diseases and public health practices as related to communicable disease control and intervention services specifically as they relate to HIV and AIDS; supervisory principles and practices. **Ability to:** plan, organize, develop, coordinate, and evaluate a public health program specifically related to HIV and AIDS; design and conduct valid studies of communicable disease problems such as HIV and AIDS; make oral group presentations to provide information or explain procedures, policies, disease control and eradication programs to staff, health districts, health care providers, and the public; compute ratios, rates and percentages to determine incidence rates, prevalence rates, attack rates and risks for communicable disease, specifically HIV and AIDS; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; establish and maintain cooperative working relationships with staff, health districts, health care providers, and the public; prepare and monitor budgets; develop, prepare, manage and monitor grants and/or sub-grants; perform effectively with frequent interruptions and/or distractions and adjust priorities as circumstances dictate; work independently; identify emergency situations and take appropriate action; write grants; operate a personal computer and use appropriate epidemiological, word processing, planning, health information and program management software; manage a professional staff responsible for implementing statewide politically sensitive programs.

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

Working knowledge of: federal and State laws and procedures pertaining to communicable disease programs, specifically HIV and AIDS programs. **Ability to:** manage the statewide HIV/AIDS program; interpret federal and State regulations related to HIV and AIDS; communicate with the news media; perform routine statistical computations to analyze data from field studies and evaluate disease programs; develop, justify and manage the HIV/AIDS program budget.

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.

10.504

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