

**HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 1****Nature of Work**

Under general direction, performs administrative and professional work with responsibility for an office of small size and limited complexity in the Department of Health and Human Resources. Responsibilities include formulating plans, programs, systems and procedures for smaller, less complex programs; directing the work of a small staff of professional, technical and clerical employees; overseeing the preparation and execution of a small budget; serving in a liaison role with state and local agencies and advocacy groups on important issues affecting a small client population; may perform in a liaison role with the legislature on policy issues in the area of assignment. Performs related work as required.

**Distinguishing Characteristics**

Positions representative of the kind and level of work intended for this class include the Office of Client Services and other organizational units of similar size, scope and complexity.

**Examples of Work**

Supervises managers, professional, technical and clerical staff; makes assignments, conducts staff meetings, reviews and approves plans of operation.

Develops, plans, evaluates, and implements statewide health and human services programs through managers, program administrators, and supervisors.

Directs the development of office standards, policies and procedures.

Assures the compliance of office programs with state and federal rules, policies and standards.

Prepares and executes the office budget, approves expenditures; supervises fiscal records maintenance and reporting; plans and presents budget requests as required.

Serves in a liaison role with state and local agencies, advocacy groups, educational institutions, clients and service providers.

Monitors and evaluates program administration and the delivery of services to clients.

Provides technical consultation and policy interpretation to subordinates, supervisor, public officials and advocacy groups.

Oversees the preparation of periodic and special reports on the status of agency programs.

**Knowledge, Skills and Abilities**

Knowledge of the theories, principles and techniques of the area of assignment.

**HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 1 (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

- Knowledge of federal and state statutes, regulations and program standards in the area of assignment.
- Knowledge of state and federal fiscal regulation, policies and procedures.
- Knowledge of the principles of management.
- Ability to develop, plan, coordinate and evaluate statewide health and human services programs in the area of assignment.
- Ability to work effectively with coworkers, the public, advocacy groups, federal and state agencies in the area of assignment.
- Ability to prepare and execute an office budget.
- Ability to establish program standards, and control, monitor and evaluate program administration and the delivery of services to clients.
- Ability to provide technical consultation and policy interpretation in the area of assignment.
- Ability to communicate effectively, orally and in writing.
- Ability to supervise the work of others.

**Minimum Qualifications**

- TRAINING Bachelor's degree from an accredited college or university in the area of assignment.
- EXPERIENCE Four years of full-time or equivalent part-time paid professional experience in the area of assignment, two years of which must have been in a program administration capacity.
- SUBSTITUTION Post-graduate training in the area of assignment may substitute through an established formula for the non-supervisory experience.

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HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 1

AREAS OF ASSIGNMENT

Behavioral Health

Community Health

Emergency Medical Services

Environmental Health

General Administration

Health

Health Facilities Licensure and Certification

Health Planning

Health Promotion

Investigation

Legal

Rural Health

Social Services

Volunteer Services

Established: 8/20/92

Revised: 8/15/03

Effective: 8/15/03