

HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 2**Nature of Work**

Under general direction, performs complex administrative and professional work at the advanced level administering an office or an organizational unit of equivalent size and complexity in the Department of Health and Human Resources. Responsibilities include formulating plans, programs, systems and procedures for the operation of a major program in health or human services. Recommendations are made to affect decisions having either a short or long-term effect on a major program or client group. Complexity level is evidenced by the variety of problem-solving demands and decisions for the assigned area. Work requires frequent contact outside the agency to advise and influence others on important matters; issues may be controversial in nature. Control is exercised through managers over a major program of the agency. Performs related work as required.

Distinguishing Characteristics

Positions representative of the kind and level of work intended for this class include the Office of Income Maintenance, Laboratory Services, the Office of Work and Training, 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, review and approves plans of operation.
- Develops, plans, evaluates and implements statewide health and human services program through managers, program administration, and supervision.
- 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 national, 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.

HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 2 (CONT'D)**Knowledge, Skills and Abilities**

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

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 Five 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 2

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

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Effective: 8/15/03