

**HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 3****Nature of Work**

Under general direction, performs complex administrative and professional work at the advanced level with responsibility for a large complex office in the Department of Health and Human Resources. Responsibilities include formulating plans, programs, systems and procedures for a variety of highly complex programs; directing the work of a large staff of expert level professional and administrative employees; overseeing the preparation and execution of large and complex budgets; representing the state and department to national, state and local agencies and advocacy groups on important issues affecting large client populations; serves as a key congressional and legislative liaison for departmental programs. Performs related work as required.

**Distinguishing Characteristics**

Positions representative of the kind and level of work intended for this class include the Office of Behavioral Health Services, Office of Social Services, Office of Child Advocacy, and other organizational units with similar size, scope or complexity. Positions typically assigned to this class involve large, complex budgets and staff, and programs of a wide variety and complexity relative to positions typically assigned to the Health and Human Resources Office Director 2 class.

**Examples of Work**

- Directs the work of managers, professional, technical and clerical staff; makes assignments, conducts staff meetings, review and approves plans of operation.
- Develops, plans, evaluates and implements complex statewide health and human services program through managers and program administrators.
- Directs the development of office standards, policies and procedures.
- Oversees the compliance of office programs with state and federal rules, policies and standards.
- Directs the preparation and execution of the office budget; plans and presents budget requests as required.
- Serves in a primary liaison role with national, state and local agencies, advocacy groups, educational institutions, clients and service providers.
- Oversees the monitoring and evaluation of program administration and the delivery of services to clients.
- Provides technical consultation and policy interpretation to subordinates, supervisor, public officials and advocacy

**HEALTH AND HUMAN RESOURCES OFFICE DIRECTOR 3 (CONT'D)****Examples of Work (cont'd)**

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.

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 direct the preparation and execution of large and complex office budgets.

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** Master's degree from an accredited college or university in the area of assignment.

**SUBSTITUTION** One year full-time or equivalent part-time paid experience as described below may substitute for the Master's degree.

**EXPERIENCE** Seven years of full-time or equivalent part-time paid professional experience in the area of assignment, four 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 OFFICE DIRECTOR 3

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: 12/23/98