

HEALTH AND HUMAN RESOURCES EXECUTIVE**Nature of Work**

Under general direction, performs complex administrative and professional work at the executive level with responsibility for a bureau or comparable 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 Bureau for Health and Health Facilities, Bureau for Child Support Enforcement, Bureau of Medical Services, Bureau for Children and Families, Deputy Secretary, Assistant Secretary, 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.

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

HEALTH AND HUMAN RESOURCES EXECUTIVE (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 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: Nine 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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AREAS OF ASSIGNMENT

Behavioral Health

Child Support Enforcement

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: 4/5/11