

HEALTH SERVICES MANAGERDuties and Responsibilities

This is a management class of positions with several assignment levels. All personnel perform related work. The following are typical assignments within this class of positions.

In the Department of Health, under direction, with wide latitude for the exercise of independent judgment and initiative, administers the non-medical aspects of Health District(s); plans, develops, and administers a public health program of considerable size and/or complexity, such as lead poisoning control, disease intervention, personal health services, school children and adolescent health, laboratory services, and environmental health; duties may include responsibility for contract administration, allocation of funds, monitoring, evaluation, and contract compliance in one or more service areas; performs related work.

In the Department of Mental Health, Mental Retardation, and Alcoholism Services, under executive direction and with very wide latitude for independent judgment and initiative, plans, develops, and administers mental hygiene programs of considerable size and/or complexity; maintains administrative supervision of clinical, as well as other professional, clerical, fiscal, analytical, and support staff; duties may include responsibility for contract administration, allocation of funds, monitoring, evaluation, and contract compliance in one or more service areas; performs related work.

HEALTH SERVICES MANAGER (continued)

Qualification Requirements (continued)

2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above.

Direct Lines of Promotion

From: To be determined.

To: None