

CLASS SPECIFICATION

CLASS TITLE: HEALTH PROGRAM SPECIALIST III
Class Code: L043C

CLASS SUMMARY

The Health Program Specialist III is responsible for acting as the senior program specialist by planning, developing, initiating, and maintaining public health programs. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

Trains, supervises, and coordinates work schedules of public health program staff. Provides leadership as senior program specialist. Determines health program goals and objectives based on state and agency directives, and existing laws and regulations. Monitors program effectiveness and cost analyses, forecasts program service needs and budget, writes grants, obtains program funding, and prepares supporting financial reports and documents. Maintains consistent contact with federal, state, and local officials, and members of the community served by the public health program. Communicates goals and policies of the health program in meetings, committees, conferences, and workgroups. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of principles and practices of public health program administration. Knowledge of supervisory principles and practices. Ability to monitor the effectiveness of programs and services. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to communicate in oral and written formats. Ability to plan multiple program components. Ability to analyze data and prepare reports. Ability to supervise and evaluate personnel and program performance. Ability to review and analyze financial data and develop budgets.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in public health, public health administration, or a related field; plus two years of work related experience. OR The formal education equivalent of a master's degree in public health, public health administration, public administration, or related field; plus one year of work-related experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.