

HEALTH PROGRAM REPRESENTATIVE PRINCIPAL

KIND OF WORK

Second level supervisory or middle management public health program work.

NATURE AND PURPOSE

An employee in this class, under broad policy direction from an assistant Commissioner or division director, directs a health program of statewide impact; assists in directing or supervising a large section of a major health program where extensive staff, broad regulations and a wide variety of sub-program areas are included; or handles independently a staff function for the entire Health Department. The employee perceives program needs, sets and evaluates program goals and objectives and directs staff effort toward accomplishment of those goals. Employees in this class possess wide latitude for approving or disapproving proposals and for exercising independent judgement in devising solutions to problems encountered. Responsibility extends to the supervision and training of large staffs of supervisory, professional, technical and clerical personnel.

Promotion from this level in the class series is contingent upon vacancies in the higher level division director classes appropriate to the various programs and divisions of the Department of Health. Such classifications require greater management responsibility and involve synthesis of a wider variety of program functions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Initiates, coordinates and implements administrative policies, and procedures for a major division of the Minnesota Department of Health; represents the division in contracts with federal, state and local health agencies and with other divisions of the department.

Directs the health maintenance organization program, prepares and evaluates regulations, reviews applications for certificates of authority, recommends issuance, assists health maintenance organizations in meeting requirements, and administers grant award funds.

Directs program efforts in the implementation of a statewide plan of providing a system of comprehensive emergency medical services.

Supervises and coordinates consultation and training services provided by a staff of specialists for improving patient care and administrative practices of health care facilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of federal and state laws pertaining to state and local public health programs.

Thorough knowledge of the Minnesota Department of Health functions, policies and procedures in its participation and public health programs.

Thorough knowledge of the general nature and objectives of the statewide public health program including extensive knowledge of the particular program in which employed.

Thorough knowledge of individual and community health problems, particularly as they relate to state public health programs.

Considerable knowledge of the functions, policies and procedures of the U.S. Department of Health, education and welfare and its participation in state public health programs as well as the private, local and other state and national health agencies.

Considerable knowledge of modern principles of administrative management and public administration.

Ability to:

Establish and maintain effective working relationships with professional health personnel, federal and local officials, community groups, and the general public.

Initiate and give effect to policies and procedures.

Direct and evaluate the work of others.

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Rev.: 8/5/68; 6/18/71; 6/78  
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T.C.: 2/14/73  
Former Title(s):