

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Health Services Policy

SERIES NUMBER

6521

MAJOR AGENCIES:

Health, Medicaid, Mental Health & Addiction Services

EFFECTIVE

12/29/2013

SERIES PURPOSE:

The purpose of the health services policy occupation is to conduct research & analysis & develop policies & procedures which will effect the regulation of the health care delivery system & health insurance carriers in State of Ohio.

At the lowest level, incumbents act as part of a team in the research & analysis of health status, cost, quality, use &/or access to health care services & in formulating & implementing policy for specific statutory reporting/research projects. At the second level, incumbents specialize in formulation & implementation of policy for a specific topic (e.g., health economics, nursing, public health or health care reform) or independently conduct research &/or analytical studies on a variety of health care issues/ topics. At the higher two levels, incumbents act respectively as a unit supervisor or overall program director.

JOB TITLE

Health Services Policy Analyst

JOB CODE

65211

PAY GRADE

13

EFFECTIVE

12/29/2013

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics or comparable field in order to participate as member of research team in performing analytical studies of health care status, cost, quality, use &/or access to health care services & in formulating & implementing policies for specific statutorily mandated reporting/research programs.

JOB TITLE

Health Services Policy Specialist

JOB CODE

65212

PAY GRADE

14

EFFECTIVE

12/29/2013

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of health services administration, mathematics, statistics, actuarial science, public administration, allied health services, nursing, economics or comparable field & application of multiple regression or multivariate analysis in order to conduct research & analysis & act as agency's expert in developing & implementing policies affecting health services in one specialty area (e.g., health economics, nursing, public health or health care concerning variety of health care issues or questions as required by law (e.g., Section 3729.10 of Revised Code), or independently conduct research &/or analytical studies on variety of health care issues/ topics as required by law.

JOB TITLE

Health Services Policy Supervisor

JOB CODE

65215

PAY GRADE

15

EFFECTIVE

12/29/2013

CLASS CONCEPT:

The supervisory level class works under general direction & requires extensive knowledge of health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics or comparable field & application of multiple regression or multi-variate analysis in order to supervise health services policy analysts &/or specialists assigned to one unit, initiate research agenda & prepare implementation plans.

JOB TITLE

Health Services Policy Program Administrator

JOB CODE

65216

PAY GRADE

16

EFFECTIVE

12/29/2013

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics or comparable field & application of multiple regression or multi-variate analysis in order to direct all activities related to health services research &/or health policy analysis or statutorily mandated health services research & data collection & supervise assigned health services policy supervisors &/or health services policy specialists.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Health Services Policy Analyst	65211	12	12/29/2013	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As one member of project team, participates in conducting analytical studies of health status, cost, quality, use &/or access of health care services, assists in designing & carrying out health research projects, uses available data bases, develops forecast methodologies, regularly updates forecasts, prepares statistical & narrative reports & presents research products for use in policy & administrative decision making.

Formulates & implements policy for specific reporting/research programs that were statutorily mandated which includes design, data collection, analysis & publishing of reports & consumer information related thereto; works with other health services researchers to ensure procedures are acceptable.

Provides general analytical support; maintains general knowledge of health care reform issues; researches & prepares reports; represents agency in meetings & makes presentations for policy & administrative decision making.

Coordinates access to health care data & reports; responds to public inquiries concerning availability of data; cooperates with other staff members to prepare information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of health services administration, mathematics, statistics, actuarial science, public administration, allied health services, nursing, economics, public health, or comparable field; application of multiple regression or multivariate analysis; research methodology, measurement & testing, analysis of variance & survey sampling. Skill in use of computer hardware & software to do spreadsheets, statistical analysis & graphics presentation; word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use regression or multivariate analysis; develop analytical documents defining health services, recommending policy positions &/or explaining impact of policy alternatives; cooperate with co-workers on research/analytical studies, handle routine & sensitive inquiries & meetings concerning availability of health care data & reports & presentations for policy & administrative decision making.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics or comparable field; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 6 mos. trg. or 6 mos. exp. in use of computer programs/applications used for spreadsheets, statistical analysis & graphics presentation & word processing; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or completion of undergraduate core coursework & 12 mos. exp. in one of following: health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics, public health, or comparable field; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 6 mos. trg. or 6 mos. exp. in use of computer programs/applications used for spreadsheets, statistical analysis & graphics presentation & word processing; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Health Services Policy Specialist	65212	12	12/29/2013	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts research & analysis & acts as agency's expert in developing & implementing policies affecting health services in one specialty area (e.g., health economics, nursing, public health or health care reform), or independently conducts research & studies concerning variety of health care issues or questions (e.g., health care quality, health care costs) as required by law (e.g., Section 3729.10 of Revised Code) & provides consultation to other office & departmental staff.

Leads or participates as member of project team in analytical studies of health status, cost, quality, use &/or access to health care services; uses available data bases; designs & conducts health research projects; prepares statistical & narrative reports.

Represents agency with outside constituency groups or matters related to area of expertise or team conducted analytical studies; presents research products for use in policy & administrative decision making.

MAJOR WORKER CHARACTERISTICS:

Knowledge of health services administration, mathematics, statistics, actuarial science, public administration, allied health services, nursing, economics, public health, or comparable field; application of multiple regression or multivariate analysis; research methodology, measurement & testing, analysis of variance & survey sampling. Skill in use of computer programming with emphasis on relational data bases, computer hardware & software to do spreadsheets, statistical analysis & graphics presentation; word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use regression or multivariate analysis; develop analytical documents defining health services, recommending policy positions &/or explaining impact of policy alternatives; work independently, lead &/or cooperate with co-workers on research/analytical studies, handle routine & sensitive inquiries & meetings as expert concerning availability of health care data & reports & presentations for policy & administrative decision making.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics or comparable field; 2 yrs. exp. in health services research &/or health policy analysis; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 12 mos. trg. or 12 mos. exp. in use of computer programs/applications with emphasis on relational data bases, use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & word processing; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or completion of undergraduate core coursework & 12 mos. exp. in one of following: health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics, public health, or comparable field; 2 yrs. exp. in health services research &/or health policy analysis; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 12 mos. trg. or 12 mos. exp. in use of computer programs/applications with emphasis on relational data bases, use of computer hardware, software used for spreadsheets, statistical analysis, graphics presentation & word processing; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or 2 yrs. exp. as Health Services Analyst, 65211.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Health Services Policy Supervisor	65215	EX	12/29/2013	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises health services policy analysts &/or specialists assigned to one work unit, initiates research agenda based on environmental assessment, availability of data, analytical tools & resources, prepares implementation plans & ensures compliance with priorities & schedules.

Specializes in particular aspect of health services research studies (e.g., statistical support &/or research design, or specific topic); maintains current knowledge; serves as agency expert in formulating & implementing policy for specialty area.

Manages, leads or participates as member of project team in analytical studies of health status, cost, quality, use &/or access to health care services; uses available data bases; designs & carries out research projects; prepares statistical & narrative reports.

Represents agency regarding research & analytical studies with outside constituency groups; provides consultation to other office & departmental personnel; presents research products for use in policy & administrative decision making.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques or management; health services administration, mathematics, statistics, actuarial science, public administration, allied health services, nursing, economics, public health or comparable field; application of multiple regression or multivariate analysis; research methodology, measurement & testing, analysis of variance & survey sampling. Skill in computer programming with emphasis on relational data bases, use of computer hardware & software to do spreadsheets, statistical analysis & graphics presentation; word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use regression or multivariate analysis; develop analytical documents defining health services, formulating/ recommending policy positions &/or explaining impact of policy alternatives; work independently, lead &/or cooperate with co-workers on research/analytical studies, handle routine & sensitive inquiries & meetings as expert concerning availability of health care data & reports & presentations for policy & administrative decision making; establish friendly atmosphere as unit supervisor.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics, public health, or comparable field; 2 yrs. exp. in health services research &/or health policy analysis; 2 yrs. trg. or 2 yrs. exp. in use of computer programs/applications with emphasis on relational data bases, use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & word processing; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques, management or acting as leader of project team; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or completion of undergraduate core coursework & 12 mos. exp. in one of following: health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics, public health, or comparable field; 2 yrs. exp. in health services research &/or health policy analysis; 2 yrs. trg. or 2 yrs. exp. in use of computer programs/applications with emphasis on relational data bases, use of computer hardware, software used for spreadsheets, statistical analysis, graphics presentation & word processing; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques, management or acting as leader of project team; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or 12 mos. exp. as Health Services Policy Specialist, 65212; 12 mos. trg. or 12 mos. exp. as leader of project team involved in health services research &/or health policy analysis.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Health Services Policy Program Administrator	65216	EX	12/29/2013	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs all activities related to health services research &/or health policy analysis, or statutorily mandated health services research & data collection, supervises assigned health services policy supervisor(s) &/or health services policy specialists, sets priorities, approves work plans & evaluates staff & their work products.

Provides policy guidance & strategic planning support to agency director & senior level management staff on variety of health services subjects based upon currently available health services research & analytical data; represents agency regarding health services research & analytical studies with outside constituency groups.

Directs & performs analytical studies of health care status, cost, quality, use & access to health care services; uses available data bases; designs & carries out research projects; prepares statistical & narrative reports; presents research products for use in policy & administrative decision making.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques or management; health services administration, mathematics, statistics, actuarial science, public administration, allied health services, nursing, economics, public health or comparable field; application of multiple regression or multivariate analysis; research methodology, measurement & testing, analysis of variance & survey sampling. Skill in computer programming with emphasis on relational data bases, use of computer hardware & software to do spreadsheets, statistical analysis & graphics presentation; word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use regression or multivariate analysis; develop analytical documents defining health services, developing/recommending policy positions &/or explaining impact of policy alternatives; handle routine & sensitive inquiries & meetings as expert concerning availability of health care data & reports & presentations for policy & administrative decision making; establish friendly atmosphere as section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics, public health, or comparable field; 5 yrs. exp. in health services research &/or health policy analysis; 3 yrs. trg. or 3 yrs. exp. in computer programming with emphasis on relational data bases, use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & word processing; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques or management; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or completion of undergraduate core coursework & 12 mos. exp. in one of following: health services administration, mathematics, statistics, actuarial science, public administration, allied health sciences, nursing, economics, public health, or comparable field; 5 yrs. exp. in health services research &/or health policy analysis; 3 yrs. trg. or 3 yrs. exp. in use of computer programming with emphasis on relational data bases, use of computer hardware, software used for spreadsheets, statistical analysis, graphics presentation & word processing; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques or management; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 1 course or 3 mos. exp. in multiple regression or multivariate analysis.

-Or 2 yrs. exp. as Health Services Policy Supervisor, 65215.

-Or 3 yrs. exp. as Health Services Policy Specialist, 65212; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques, management or working as leader of team involved in health services research &/or health policy analysis.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.