

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

Health Planning Administrator

**SERIES NO.:**

6524

**MAJOR AGENCIES:**Aging, Health, Rehabilitation & Correction,  
Youth Services only**EFFECTIVE DATE:**

07/10/2005

**SERIES PURPOSE:**

The purpose of the health planning occupation is to develop, plan & manage health program administration functions & act as an intra & inter agency liaison for assigned area.

At the lower levels, incumbents supervise unit staff in implementation of health care, health care access, prevention or promotion activities or manage one or more public health program(s) or direct nursing care for Corrections Medical Center.

At the middle level, incumbents administer daily operations of bureau & act as assistant bureau chief or administer assigned section activities or plan, direct & coordinate one or more agency-wide infectious disease control program(s) or administer daily operations of Office of Medical Services or maintain all aspects of administrative capacity to enable statewide home based services for elderly or develop statewide policies & procedures for assigned health discipline/area on behalf of appointing authority.

At the highest level, incumbents act as bureau or assistant division chief or plan, direct & evaluate employee health services network or act as agency's nursing health authority.

**GLOSSARY:** the following terms will be used throughout the classification specification and are to be interpreted as follows.

Block Grant: federal mechanism to consolidate (i.e., block) individual funding sources under one program announcement & funding award.

Bureau: in the Ohio Department of Health, the bureaus are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

Division: in the Ohio Department of Health, the Divisions are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

Correctional Health Care Program: in the Ohio Department of Youth Services, a system of preventative & therapeutic services that provide for the physical & mental well-being of an adjudicated juvenile population. Includes medical & dental services, mental health services, nursing, pharmaceutical services, personal hygiene, dietary services & environmental conditions.

Employee Health Service Network: series of occupational health units in various state locations.

Nursing Health Authority: in the Ohio Department of Youth Services, is the nursing director who is responsible for provision of all phases of statewide juvenile correctional health care programs & nursing services.

Policy Development: the application of research & evaluative methods to provide input in the construction of public policy with particular emphasis on the analysis of differing impact & long range ramifications of alternatives, decisions/choices in direct support of the division's strategic plan & initiatives.

Public Health: the science & practice of protecting & improving the health of a community, as by preventative medicine, health education, control of communicable diseases, application of sanitary measures & monitoring environmental hazards.

Public Health Program: in the Ohio Department of Health, population based services & interventions which protect entire populations from illness, disease & injury & for the purposes of this classification specification are designated a public health program by journal entry of the appointing authority.

Section: comprised of two or more work units, with each unit having a minimum of two full time permanent employees & one filled full time permanent supervisory position.

Unit: work group comprised of at least two full-time permanent employees.

Note: This class series is restricted for use by Aging, Health, Rehabilitation & Correction & Youth Services.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Planning Administrator 1	65245	13	07/10/2005

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of health-related field & management in order to supervise unit staff responsible for implementing health care, health care access, prevention or promotion activities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Planning Administrator 2	65246	14	07/10/2005

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of health-related field & management in order to manage one or more public health program(s) as designated by journal entry of appointing authority in Ohio Department of Health, or in Department of Rehabilitation & Correction, plans & directs nursing care at Corrections Medical Center & in addition to one of preceding options, supervise assigned staff, or in Ohio Department of Health, serve as block grant administrator for assigned division, develop statewide policies & procedures on behalf of department for federal block grant (e.g., maternal & child health or preventive health & health services), develop division block grant application process & monitor division's annual report to federal government, & if assigned, supervise staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Planning Administrator 3	65247	15	07/10/2005

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires extensive knowledge of health-related field & management in order to manage daily operations of bureau & act as assistant bureau chief or administers all activities of assigned section comprised of two units headed by subordinate supervisory personnel, one which must be classified as Health Planning Administrator 2 or similar professional/technical exempt classification in Ohio Department of Health or in Department of Rehabilitation & Correction, to plan, direct & coordinate agency-wide infectious disease program to treat, control & prevent spread of communicable disease (e.g., HIV/AIDS, sexually transmitted diseases, tuberculosis, hepatitis) or to plan, direct, organize & manage all phases of correctional health care program (e.g., medical services, recovery services, nursing services, standards & accreditation, health care quality assurance, laboratory services), or in Department of Youth Services, administers daily operations of Office of Medical Services & assists in planning, directing & organizing all phases of statewide juvenile correctional health care programs & services, monitors & evaluates agency's health services quality review & reporting program & develops policies & procedures on behalf of Nursing Health Authority; or in Department of Aging, to maintain all aspects of administrative capacity (e.g., budget & fiscal control, contracting, sub-grants, negotiation of rate with federal government in advance of any federal fiscal year) enabling statewide home-based services for individuals requiring long term care services due to chronic medical conditions & in addition to one of preceding options, supervise assigned lower-level health planning administrators, other managerial, administrative or supervisory personnel &/or professional/ paraprofessional personnel; or to develop statewide policies & procedures on behalf of appointing authority for assigned discipline/area, topic or programmatic issue (e.g., nutrition, social work, programs to serve older Ohioans, administration, public health, health care financing, health care delivery, ombudsman program mandated by statute for older Ohioans, preventive medicine) & if assigned supervise staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Planning Administrator 4	65248	16	07/10/2005

**CLASS CONCEPT:**

The third managerial level class works under administrative direction & requires extensive knowledge of health-related field & management in order to act as chief of bureau (e.g., as defined in glossary unless unique classification exists that identifies duties of given bureau chief) or act as assistant chief of division (i.e., as defined in glossary) or to plan, direct & evaluate nursing services in employee health service network in Ohio Department of Health, or In Ohio Department of

Youth Services acts as agency's nursing health authority & in addition to one of previous options, supervise lower-level supervisory/managerial &/or professional/paraprofessional personnel assigned.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Planning Administrator 1	65245	EX	07/10/2005	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.)**

Supervises unit staff responsible for implementing health care, health care access, prevention or promotion activities.

Reviews & directs review of proposals submitted for funding by local agencies to determine compliance with agency standards & federal & state guidelines & recommends action to be taken; follows up on approved program activities; develops monitoring & evaluation systems; conducts on-site reviews of assigned program activities; directs preparation of & prepares required reports & records; originates correspondence; conducts needs assessment.

Develops or assists in developing & enforcing criteria & standards for operation of health facilities, assists in development of methods & guidelines for administering & awarding funds & writes proposals for funding; participates in development of division goals & objectives; makes presentations; attends meetings & conferences; responds to inquiries & complaints; consults with other departmental staff.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field, or management; program planning, policy implementation & program evaluation; epidemiology, data collection & analysis; health care organization & health care systems delivery; budget development; federal & state laws & rules governing administration of assigned program\*; technical writing; effective oral communication; management consulting; public relations; supervisory principles/techniques\*; employee training & development\*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; develop complex reports & position papers; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field, or public policy & management/public administration or business administration with education to be commensurate with approved position description on file.

-Or 3 yrs. exp. in health program delivery (e.g., program implementation, program coordination, program monitoring & evaluation, budget development, grant writing/review, providing technical assistance) with experience to be commensurate with approved position description on file.

-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:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Planning Administrator 2	65246	EX	07/10/2005	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.)**

In Ohio Department of Health, as designated by journal entry of appointing authority, manages one or more public health program(s) (e.g., assists higher level administrator or bureau chief in development of program goals & objectives, develops program budget, develops & oversees implementation of program performance standards, monitors & evaluates health status or surveillance data collected for assigned program/populations, reviews & directs review of proposals submitted for funding by local agencies to determine compliance with agency standards & federal & state guidelines & recommends action to be taken, follows up on approved programs, develops monitoring & evaluation systems, directs on-site reviews of assigned programs, coordinates variety of administrative activities in accordance with agency, state & federal laws, rules & regulations to accomplish program operations);

OR

In Department of Rehabilitation & Corrections, plans & directs nursing care for corrections medical center (e.g., oversees nursing care services, establishes & implements nursing care programs, establishes & drafts nursing policy & procedures for medical center).

&

In addition to one of preceding options, supervises assigned staff;

OR

In Ohio Department of Health, serves as Block Grant Administrator for assigned division, develops statewide policies & procedures on behalf of department for federal block grant (e.g., Maternal & Child Health Or Preventive Health & Health Services), develops division block grant application process & monitors division's annual report to federal government, & if assigned, supervises staff.

Acts as liaison between various units, bureaus & divisions in department & with other government agencies; coordinates health care services & resources with other bureaus/divisions; advises department heads on program-related matters; identifies & organizes new & existing community resources; conducts needs assessment; prepares & delivers speeches to community groups; attends variety of meetings & conferences.

Directs preparation of & prepares & reviews reports; reviews grant proposals &/or budget reports & takes appropriate action; responds to inquiries & complaints; originates correspondence; develops monitoring & evaluation systems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field or management; program planning & evaluation; policy planning & implementation; epidemiology; health information systems & data collection; health care organization & health care systems delivery; budget development & fiscal control; supervisory principles/techniques; federal & state laws & rules governing administration of assigned program\*; management consulting; technical writing; effective oral communication; public relations; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; develop complex reports & position papers; gather, collate & classify information about data, people or things; interpret extensive variety of material in books, journals & manuals; handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before non-technical audiences; establish friendly atmosphere as manager.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field, or public policy & management/public administration or business administration; 12 mos. exp. in planning & administering health program(s), with education & experience to be commensurate with approved position description on file.

-Or 4 yrs. exp. in planning & administering health program(s), with experience to be commensurate with approved position description on file.

-Or 12 mos. exp. as Health Planning Administrator 1, 65245, with experience to be commensurate with approved position description on file.

-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:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Planning Administrator 3	65247	EX	07/10/2005	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.)**

In Ohio Department of Health, administers daily operations of bureau & acts as assistant bureau chief or administers all activities of assigned section with each unit headed by subordinate supervisory personnel, one which must be classified as Health Planning Administrator 2 or similar professional/technical exempt classification (e.g., public health nurse supervisor);

OR

In Department of Rehabilitation & Correction, plans, directs & coordinates one or more agency-wide infectious disease control program(s) to treat, control & prevent spread of communicable disease among inmates, employees & visitors (e.g., HIV/AIDS, sexually transmitted diseases, tuberculosis or hepatitis); or plans, directs, organizes & manages all phases of correctional health care program (e.g., medical services, recovery services, nursing services, standards & accreditation, health care quality assurance, laboratory services);

OR

In Department of Youth Services, administers daily operations of Office of Medical Services & assists in planning, directing & organizing all phases of statewide juvenile correctional health care programs & services, monitors & evaluates agency's health services quality review & reporting program & develops policies & procedures on behalf of Nursing Health Authority;

OR

In Department of Aging, maintains all aspects of administrative capacity (e.g., budget & fiscal control, contracting, sub-grants, negotiation of rate of federal government in advance of any federal fiscal year) enabling statewide home-based services for individuals requiring long term care services due to chronic medical conditions;

&

In addition to one of preceding options, supervises assigned lower-level health planning administrators, managerial, administrative or supervisory &/or professional/paraprofessional personnel;

OR

Develops statewide policies & procedures on behalf of appointing authority for assigned discipline/area (e.g., nutrition, social work, programs to serve older Ohioans, administration, public health, health care financing, health care delivery, ombudsman program mandated by statute for older Ohioans, preventive medicine) & if assigned, supervises staff.

Acts as liaison with outside agencies; coordinates health care services & assures compliance with state & federal rules, regulations & guidelines; prepares & delivers presentations to various groups; directs preparation of &/or prepares & reviews reports; develops policy recommendations based on outcome reports; directs development of section budget; monitors section expenditures & provides input to bureau chief regarding bureau budget; responds to inquiries & complaints; attends meetings & conferences; originates correspondence; assists in development of goals & objectives.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field or management; program planning & evaluation; health policy development; epidemiology; health information systems & data collection health care organization & health care systems delivery; budget development & fiscal control; supervisory principles/techniques; employee training & development; federal & state laws & rules governing administration of assigned program\*; public relations; technical writing; effective oral communications; management consulting. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; deal with large number of variables & determine specific course of action; prepare & deliver speeches before non-technical audiences; interpret extensive variety of material in books, journals & manuals; handle sensitive inquiries from & contacts with officials, providers & general public; establish friendly atmosphere as manager.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field or public policy & management/public administration or business administration; 2 yrs. exp. in planning & administering health programs, with education & experience to be commensurate with approved position description on file.

-Or 5 yrs. exp. in planning & administering health programs, with experience to be commensurate with approved position description on file.

-Or 12 mos. exp. as Health Planning Administrator 2, 65246, with experience to be commensurate with approved position description on file.

-Or 2 yrs. exp. as Health Planning Administrator 1, 65245, with experience to be commensurate with approved position description on file.

-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:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Planning Administrator 4	65248	EX	07/10/2005	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.)**

In Ohio Department of Health, acts as chief of bureau (i.e., as defined in glossary unless unique classification exists that identifies duties of given bureau chief); or acts as assistant chief of division (i.e., as defined in glossary); or plans, directs & evaluates nursing services in employee health services network ;

OR

In Ohio Department of Youth Services acts as agency's nursing health authority (i.e., plans, directs, organizes, evaluates & coordinates all phases of statewide juvenile correctional health programs & services, develops & reviews health care policies & procedures & promotes comprehensive, system-wide approach to health care services in order that continuity of care is ensured for juvenile during confinement through aftercare/parole period.)

&

In addition to one of previous options, supervises lower-level supervisory/ managerial &/or professional/paraprofessional personnel assigned.

Prepares correspondence, reports, records, analysis/assessments as required; develops budgets &/or directs development of contracts with health services providers or oversees development of grants; reviews & approves grant applications for outside funding; directs management of data used to monitor effectiveness of services; directs drafting of administrative rules &/or legislation; reviews & approves program standards & evaluates effectiveness of programs in meeting established goals & objectives; monitors & coordinates activities with state &/or local health departments or state & local juvenile correctional & detention facilities.

In Ohio Department of Health directs inter/intra departmental coordination of bureau programs & activities or in Ohio Department of Youth Services directs coordination of Office of Medical Services programs & activities; acts as liaison with community & other state, federal &/or local agencies; prepares & delivers speeches; advises deputy director/assistant director regarding various issues, problems & recommended policy & action related to area of assignment; testifies at legislative or other public hearings; conducts/attends staff meetings & training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field or management; program planning & evaluation; health policy development; epidemiology; health information systems & data collection; health care organization & health care systems delivery; strategic planning; supervisory principles/techniques; employee training & development; budget planning & fiscal control; federal & state laws & rules governing administration of assigned program\*; technical writing; effective oral communication, management consulting; public relations. Ability to develop complex reports & position papers; deal with large number of variables & determine specific course of action; prepare & deliver speeches before non-technical audiences; interpret extensive variety of material in books, journals & manuals; handle sensitive inquiries from & contacts with officials, providers & general public; establish friendly atmosphere as bureau/assistant division or office chief.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field or public policy & management/public administration or business administration; 3 yrs. exp. in planning & administering health program(s).

- Or 6 yrs. exp. in planning & administering health program(s).
- Or 12 mos. exp. as Health Planning Administrator 3, 65247.
- Or 2 yrs. exp. as Health Planning Administrator 2, 65246.

Note: applicants for any bureau chief position in Ohio Department of Health must satisfy qualifications cited in Chapter 37 of Administrative Code for particular bureau for which application is being made.

-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:**  
Not applicable.