

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

Public Health Program Administrator

**SERIES NUMBER**

6538

**MAJOR AGENCIES**

Health only

**EFFECTIVE DATE**

02/22/2015

**SERIES PURPOSE**

The purpose of the public health program administrator is to plan & direct activities of large office within Ohio Department of Health.

**JOB TITLE**

Public Health Program Administrator

**JOB CODE**

65385

**PAY GRADE**

46

**EFFECTIVE**

02/22/2015

**CLASS CONCEPT**

The administrator level class works under administrative direction & requires thorough knowledge of management in order to plan & direct activities of large office (i.e., Office of Health Improvement & Wellness, Office of Health Assurance & Licensing) & statewide public health program within Ohio Department of Health & supervise subordinate employees in program research, planning development, implementation & evaluation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Public Health Program Administrator	65385	EX	02/22/2015	46

**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.)**

Plans & directs activities of large office (i.e., Office of Health Improvement & Wellness, Office of Health Assurance & Licensing) & statewide public health program within Ohio Department of Health & supervises subordinate employees engaged in program research, planning, development, implementation & evaluation.

Oversees all expenditures & recommends approval, termination or reduction of funding to agencies, works with other offices/divisions to ensure compliance with federal grant requirements & develops procedures & policies for programs to be implemented on statewide basis.

Consults with & assists federal, state & local officials regarding medical & administrative aspects of programs & provides technical assistance to medical, nursing & other professional staff on program related matters.

**MAJOR WORKER CHARACTERISTICS:**

N/A

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Master's core program in field of public health, health administration, preventative medicine, social work, nursing or other health-related field or public policy & management/public administration or business administration; ten years of broad-based experience in community health program administration or health-related management or public administration.

-Or a certificate to practice medicine in Ohio as provided by Chapter 4731 of the Ohio Revised Code; five years of broad-based experience in preventative medicine, community health program administration or health-related management or public administration.

-Or a license to practice nursing in Ohio as provided by Chapter 4723 of the Ohio Revised Code; master's core program in nursing from an accredited institution of higher learning; ten years of broad-based experience in community health program administration or health-related management or public administration.

-Or other equivalent combination of education & experience.

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

N/A

**UNUSUAL WORKING CONDITIONS:**

N/A