

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

Public Health Program Administrator

**SERIES NUMBER**

6538

**MAJOR AGENCIES**

Health only

**EFFECTIVE DATE**

09/21/2014

**SERIES PURPOSE**

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

**JOB TITLE**

Public Health Program Administrator

**JOB CODE**

65385

**PAY GRADE**

46

**EFFECTIVE**

09/21/2014

**CLASS CONCEPT**

The administrator level class works under administrative direction & requires thorough knowledge of management in order to plan & direct activities of large division (i.e., Family & Community Health Services, Quality Assurance, Prevention) & 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	09/21/2014	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 division (i.e., Family & Community Health Services, Quality Assurance, Prevention) & 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 divisions to ensure compliance with federal grant requirements & develops procedures & policies for programs to be implemented on state-wide 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:**

**In the Division of Quality Assurance:**

A master's degree in a health-related field; five years of broad-based experience in health-related management.

-Or other equivalent combination of education & experience.

**In the Division of Family & Community Health Services:**

A certificate to practice medicine in Ohio as provided by Chapter 4731 of the Revised Code; five years of experience in the administration of family & community health programs or other equivalent experience.

-Or a certificate to practice nursing in Ohio as provided by Chapter 4723 of the Revised Code; a master's degree or higher in nursing from an accredited institution of higher learning; five years of experience in the administration of family & community health programs or other equivalent experience.

-Or a master's degree in a field related to public health; ten years of broad-based public health experience.

**In the Division of Prevention:**

A certificate to practice medicine in Ohio as provided by Chapter 4731 of the Revised Code; five years of broad-based management experience in preventive medicine or other equivalent experience.

-Or a doctorate in a field related to public health; five or more years of broad-based public health experience.

-Or a master's degree in a field related to public health; ten or more years of broad-based public health experience.

-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