OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

AUG 0 2 1987

NEW

CLASS TITLE:	CODE:
Health Planning Administrator 2	65247 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general direction from health planning administrator 3 or administrative superior, plans, directs & organizes statewide health care or related support program (e.g., alcoholism, black lung, heart disease, occupational health, womens, infants & children (WIC) within division (e.g., plans & provides training & technical consultative assistance to agencies & program administrators, ensures compliance of program to federal & state laws & rules, oversees management of appropriated funds & monitors fiscal compliance to applicable laws & rules, monitors & evaluates program effectiveness, assesses & approves/ disapproves requests for continued funding, develops &/or reviews reporting system for agencies), directs activities & assigned staff & assists in development of policy & procedure;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	57-67	Plans, directs & organizes statewide health care or related support program (e.g., alcoholism, black lung, heart disease, occupational health, womens, infants & children (WIC) within division (e.g., plans & provides training & technical consultative assistance to agencies & program administrators, ensures compliance of program to federal & state laws & rules, oversees management of appropriated funds & monitors fiscal compliance to applicable laws & rules, monitors & evaluates program effectiveness, assesses & approves/disapproves requests for continued funding, develops &/or reviews reporting system for agencies), directs activities of assigned staff & assists in development of policy & procedure.	Knowledge of (1) community & environmental health problems, (2) comprehensive health planning, (3) health data collection & analysis, (4) health services administration, (5) public accounting, public budgeting or public finance, (6) demographics (i.e., statistics relating to distribution of community & environmental health problems), (7) federal & state laws & rules governing licensing & certification of health care facilities, (8) federal & state laws & rules governing health care administration, (9) management consulting, (10) medical terminology, (11) effective oral communication, (12) public relations, (13) supervision/management*, (14) employee training & development*; ability to (15) define problems, collect data, establish facts & draw valid conclusions, (16) use statistical analysis, (17) develop complex reports &

*Developed after employment

(844)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Completion of graduate level coursework in field of health administration as required by college or university & 1 yr. exp. in planning & administering health programs or 4 yrs. exp. in planning & administering health programs; or 6 mos. exp. as

TRAINING & DEVELOPMENT:

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NEW

OHIO
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SPECIFICATION
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CLASS TITLE: Health Planning Administrator 2

MAJOR AGENCIES: County Offices, Universities

CODE: 65247C

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			position papers, (18) gather, collate & classify information about data, people or things, (19) handle sensitive inquiries from & contacts with officials & general public.
2	23-33	Acts as liaison between various units & divisions in health department & with other state agencies & coordinates health care services & resources with other divisions; advises department heads on program-related matters; identifies & organizes new & existing community resources; prepares & delivers speeches to community groups.	Knowledge of 1, 11, 12; ability to 15, 18, 19, (20) prepare & deliver speeches before non-technical audiences.
3	7-13	Prepares & reviews reports; reviews grant proposals & recommends approval or disapproval.	Knowledge of (21) technical writing; ability to 15, 17, 18.

(842)

123.1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Health Planning Administrator 1, 65246; or equivalent.