

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> Public Health Program	<b><u>SERIES NUMBER</u></b> 6538
	<b><u>MAJOR AGENCIES</u></b> Health only	<b><u>EFFECTIVE DATE</u></b> 4/28/2019

**SERIES PURPOSE**  
The purpose of the public health program occupation is to assist in the development of agency goals & objectives.  
At the lower level, incumbents assist in developing agency goals & objectives for one or more public health initiatives and serve as member of director's senior executive team.  
At the highest level, incumbents plan & direct activities of large public health division within the Ohio Department of Health.

<b><u>JOB TITLE</u></b> Public Health Policy Advisor	<b><u>JOB CODE</u></b> 65384	<b><u>PAY GRADE</u></b> 45	<b><u>EFFECTIVE</u></b> 04/28/2019
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**CLASS CONCEPT**  
The managerial level class works under administrative direction & requires thorough knowledge of management & public administration/political science in order to assist in defining agency goals & objectives & act as agency's public health policy officer for designated program(s).

<b><u>JOB TITLE</u></b> Public Health Program Administrator	<b><u>JOB CODE</u></b> 65385	<b><u>PAY GRADE</u></b> 46	<b><u>EFFECTIVE</u></b> 02/22/2015
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**CLASS CONCEPT**  
The administrator level class works under administrative direction & requires thorough knowledge of management in order to plan & direct activities of one of two large divisions & statewide public health program(s) 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 Policy Advisor	65384	EX	04/28//2019	45

**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.)**

Under the direction of the agency director, assistant director or comparable executive level staff, acts as agency's public health policy officer for designated program(s); assists in defining agency goals & objectives, develops policies & procedures, designs & schedules programs.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**

Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Education &/or experience in public health, health administration, or other health-related field or public policy & management/public administration or business administration or other relevant experience as determined by the appointing authority.

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

Not applicable

**UNUSUAL WORKING CONDITIONS:**

Not applicable

<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 division & 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 bureaus/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