STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION  

CLASSIFICATION SERIES  
Public Health Program  
SERIES NUMBER 6538  
MAJOR AGENCIES Health only  
EFFECTIVE DATE 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.  

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<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Public Health Policy Advisor</td>
<td>65384</td>
<td>45</td>
<td>04/28/2019</td>
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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).  

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<tr>
<td>Public Health Program Administrator</td>
<td>65385</td>
<td>46</td>
<td>02/22/2015</td>
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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.
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<th>JOB TITLE</th>
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<th>B. U.</th>
<th>EFFECTIVE</th>
<th>PAY GRADE</th>
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**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
**JOB TITLE**
Public Health Program Administrator

**JOB CODE**
65385

**B. U.**
EX

**EFFECTIVE**
02/22/2015

**PAY GRADE**
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