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.

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

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>
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<tr>
<td>Public Health Program Administrator</td>
<td>65385</td>
<td>46</td>
<td>06/09/2019</td>
</tr>
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</table>

CLASS CONCEPT
The administrator level class works under administrative direction & requires thorough knowledge of management in order to plan & direct activities of a large division & statewide public health program(s) within Ohio Department of Health & supervise subordinate employees in program research, planning development, implementation & evaluation.
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
Public Health Program Administrator

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(s) 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:
Completion of graduate 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; 5 yrs. of broad-based experience in community health program administration or health-related management or public administration.

-Or completion of undergraduate 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; 6 yrs. of broad-based experience in community health program administration or health-related management or public administration.

-Or 8 yrs. 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