

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 1776400**

**Health Policy Associate, M-1**

Brief Description of Class

Positions in this title are responsible for the formulation of health policy. Positions in this class make managerial policy determinations, and provide oversight and guidance in setting, modifying, and implementing health department policies and regulatory practices.

These positions are only classified at the Department of Health (DOH).

Distinguishing Characteristics

*Health Policy Associate:* policymaking; makes managerial policy determinations, and provides oversight and guidance in setting, modifying, and implementing health department policies and regulatory practices.

Illustrative Duties

Develops and formulates policies to streamline regulatory reform, successfully produces policies with quality outcome results, and effectively represents DOH's views on health care and policy reform.

- Evaluates and modifies policies and protocols to effectuate the redesign of departmental systems and processes.
- Presents policy analyses and recommendations to department executives and senior management staff.
- Identifies and analyzes the need for modification and improvement in policies and standards.
- Plans and implements policy changes accordingly, to meet the needs of departmental programs.

Collects and analyzes data from programs and resources throughout New York State.

- Collects and analyzes data on health policy issues and regulatory practices in other states to compare new and innovated approaches in order to develop and formulate new initiatives for New York State.
- Develops reports and implements studies resulting in policy and practice assessments and changes that will meet the health care needs of New York State.
- Makes DOH's policy practices more efficient, effective, and customer oriented.

Communicates and interacts with DOH executive and senior managerial staff regarding policy issues.

- Represents DOH executive and senior staff on interagency committees as a professional expert on policymaking issues.
- Functions as a high-level liaison with constituency and advocacy groups, the legislature, the provider community, and other State and federal agencies.
- Negotiates sensitive policy determinations with stakeholders.
- Defends and interprets health care policy on behalf of DOH.

#### Minimum Qualifications

Non-competitive: six years of professional experience, two of which must have included administrative and/or supervisory experience evaluating and/or overseeing the provision of clinical health care services; and licensure and registration in a health care profession recognized by the New York State Education Department. Credentials as a licensed practical nurse, technician, aide, or other paraprofessional title will not be deemed qualifying.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 2/22

LJC