

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

Classification Standard

**Occ. Code 2414300**

<b>Senior Health Planner, Grade 18</b>	<b>2414300</b>
<b>Associate Health Planner, Grade 23</b>	<b>2414400</b>
<b>Assistant Chief Health Planner, Grade 27</b>	<b>2414650</b>
<b>Chief Health Planner, Grade 29</b>	<b>2414600</b>

Brief Description of Class Series

Health Planners at the Department of Health (DOH) conduct research to develop, plan, evaluate, and ensure the quality and regulation of the State's health care system; participate in the analysis of health policy or legislation; and analyze statewide issues in health services. Positions analyze medical resources and health care needs; design and implement programs to address shortages; and assemble work groups to achieve improvements in health care quality, access, affordability, and efficiency.

Distinguishing Characteristics

*Senior Health Planner.* full performance level; administers and oversees implementation of public health laws and initiatives; performs analysis of healthcare resources, staffing needs, usage patterns, and quality of services; assists in the development, planning, evaluation, quality assurance, and regulation of the State's health care system; and develops research designs and methodologies.

*Associate Health Planner.* advanced performance level; makes recommendations on health planning issues, serves on planning committees and workgroups, writes and analyzes reports, and may supervise staff.

*Assistant Chief Health Planner.* supervisory level; serves as a unit head; supervises staff and provides guidance in the development, evaluation, quality assurance, and regulation of the State's health care system; writes and analyzes reports on public health needs; and presents public health materials to the public.

*Chief Health Planner.* managerial level; serves as bureau head with responsibility for the development, evaluation, quality assurance, and regulation of the State's health care system; liaises with State agencies and DOH programs in the design and implementation of Certificate of Need (CON) applications for expansion of hospitals, nursing homes, clinics, other health care facilities, and DOH programs that promote health care access.

## Related Classes

Program Research Specialists plan studies; collect and analyze data; interpret and report findings on current or proposed programs, policies, and legislation related to such programs to determine the actual or potential effectiveness in achieving objectives; identify weaknesses in programs and make recommendations for modifications; and provide advice and consultation to agency management on program operations.

Health Program Administrators perform a broad range of activities in the administration and oversight of agency programs, including assisting and/or developing unit programs; establishing policies, goals, and objectives; analyzing program performance; developing program evaluation strategies; and making recommendations for program modifications. Incumbents may be involved in managing contracts; interpreting and developing policy, regulations, and legislation; and managing program activities.

Health Care Management Systems Analysts perform health care financing functions; conduct research related to the development and management of health care delivery systems; and work with outside groups to develop policy options and recommendations to develop and implement health care delivery systems, including managed care and health care insurance programs, to contain health care costs; implement new or refined systems; and perform evaluations of health care financing systems.

## Illustrative Tasks

### *Senior Health Planner*

Administers various public health laws and implementation of program initiatives to ensure consistency with applicable laws, rules, and regulations.

- Coordinates draft reviews with internal staff to identify deficiencies and recommends remediate action.
- Reviews CON applications to regulate health care costs and determine whether new capital expenditures meet public health needs.
- Conducts planning studies and reviewing coordination of various comprehensive health plans.
- Researches health services and analyzes health care resources on a geographic basis.

- Completes planning oversight functions essential for individual health care facilities proposing to adapt to the evolving health care environment.
- Analyzes health care resources, staffing needs, usage patterns, quality of services, or patterns of clinical care.
- Assesses the demographic and economic impact of proposed actions.
- Develops research designs and methodologies.
- Plans project activities within a specialized field.

*Associate Health Planner*

May perform all of the same duties and functions as a Senior Health Planner.

Recommends health policies, and shares data and information from other states, research institutions, and other relevant sources.

- Participates in intradepartmental planning groups, and the planning of DOH research priorities.
- Organizes and leads informational meetings with other public health organizations and within DOH.
- May serve as liaison between State agencies and other organizations concerned with comprehensive health planning.

Conducts needs assessments of target populations and compares results to public health goals.

- Prepares descriptive, narrative, and/or statistical reports that can be used to inform current policies, and analyzes and presents findings.
- Prepares reports and plans applications for funding and program guidelines.
- Drafts policy statements concerning health planning.
- Conducts literature searches and analyses on health issues.
- Plans follow-up studies that measure improvement over time.
- May supervise and/or assist in training lower level Health Planners and contract staff.

### *Assistant Chief Health Planner*

May perform all of the same duties and functions as an Associate Health Planner.

Oversees a specific public health issue or program area within DOH.

- Initiates planning and evaluation studies.
- Reviews and approves recommendations on health planning issues.
- Serves on departmental planning committees and workgroups.
- Reviews and finalizes various reports and communications.
- Evaluates new legislation and impact on existing public health programs.

Analyzes data collected from various sources as well as focused studies to measure performance in various public health areas.

- Evaluates performance of assigned public health programs using both State and national benchmarks.
- Prepares comprehensive reports for presentation to senior management and executive staff.
- Compiles narrative and statistical reports and policy proposals about health care delivery and financing systems.

Provides guidance to assigned staff, reviews work products, and identifies staff training needs.

### *Chief Health Planner*

May perform all of the same duties and functions as an Assistant Chief Health Planner.

- Directs, supervises, and oversees staff with responsibility for one or more areas of comprehensive health planning, coordination, or review.
- Develops policy analyses, issues papers and reports; develops health programs, drafts regulations, and prepares reports and articles for publications.
- Analyzes State and national planning priorities to assist in decision making regarding healthcare policies, staff recruitment strategies, programs, services and technology.

- Works with consultants, professional and voluntary agencies, and academic experts in defining problems in their planning areas.
- Develops educational materials and program monitoring plans.

Develops and initiates proposals for comprehensive planning, data gathering, and resource evaluation studies.

- Plans, supervises, and coordinates research projects.
- Reviews and interprets relevant national, regional, and statewide data.
- Oversees staff analysis of proposed and actual changes in mandated health planning.
- Develops research designs and methodologies and conducts qualitative and quantitative analyses of a variety of demographic, staffing, and health status data.
- Advises data gathering organizations and institutions on changes in methods and procedures to improve analysis and evaluation of health services, facilities, and work force training.
- Evaluates the effectiveness of assigned public health programs.
- Develops grant proposals for new and innovative health programs and monitors and evaluates existing programs.
- Prepares reports that provide alternative solutions and possible recommendations for addressing health care issues that impact health care delivery.

Represents DOH on matters relating to assigned public health programs.

- Presents and participates in workshops and seminars on health planning.
- Reviews, critiques, and summarizes publications, articles, and reports for the executive staff and the Department.
- Develops and maintains effective relations with high-level officials in State agencies, regional organizations, and various other institutions to develop effective coordination.
- Prepares testimony and participates at department hearings.

## Minimum Qualifications

### *Senior Health Planner*

Open Competitive: six years\* of experience where your primary duty was performing at least one of the following activities:

1. Health services research and analysis of health care systems resources, beds, or services allocations or processes of care.
2. Demographics or economics, for the purpose of projecting need for health care facilities and services.
3. Analysis of health care resources, health personnel needs, usage patterns, health services quality, or patterns of clinical care.
4. Health care policy development and analysis on a national, statewide, regional, or county basis.
5. Experience in a state regulated health care facility or governmental agency in which the major portion of the duties relate to the preparation or review of Certificate of Need applications.

### *Associate Health Planner*

Open Competitive: seven years\* of experience in two of the experience areas described above.

Promotion: one year of permanent competitive service as a Senior Health Planner.

### *Assistant Chief Health Planner*

Promotion: one year of permanent competitive service as an Associate Health Planner.

### *Chief Health Planner*

Promotion: one year of permanent competitive service as an Assistant Chief Health Planner.

\*Substitutions: a bachelor's degree may substitute for four years of experience, and a master's or doctorate may each substitute for one additional year of experience.

**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 of the work that might be appropriately performed by a class. The minimum qualifications above are

those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 9/2024

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