

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

Classification Standard

**Occ. Code 2816100**

**AIDS Program Manager 1, Grade 27 2816100**  
**AIDS Program Manager 2, Grade 29 2816200**  
**AIDS Program Manager 3, Grade M4 2816300**

Brief Description of Class Series

Positions in this class series manage programs that provide HIV prevention education to the general population, and HIV prevention, health care, and supportive services to at-risk and HIV-infected populations in New York State. Incumbents monitor trends in the epidemic; formulate policy; form partnerships with providers and communities directly affected; develop HIV service strategies that address the epidemic; and direct staff in developing prevention, health care and supportive service programs, coordinating services, educating health care professionals and the public, and providing technical assistance and support to service providers.

These positions are classified in the AIDS Institute at the Department of Health (DOH).

Distinguishing Characteristics

*Aids Program Manager 1:* first managerial level; serves primarily as a Section Director overseeing the daily management of a limited scope HIV/AIDS program, or acts as an Assistant Bureau Director to a larger more complex program.

*Aids Program Manager 2:* second managerial level; oversees the daily management of a large, more complex HIV/AIDS program; serves primarily as Bureau Director, Office Director, or Associate Division Director.

*Aids Program Manager 3:* director level; directs a bureau or a large AIDS prevention program.

Related Classes

Nutrition Program Managers administer and oversee bureaus and larger units within the Division of Nutrition, which manages programs that improve the nutritional status of the residents of New York State.

Community Health Program Managers provide administrative and programmatic direction to a major public health program. Incumbents of these positions direct staff in a broad range of activities (such as public health outreach, control of disease outbreaks, and disease surveillance) and coordinate public health programs and services with other State agencies and local health units.

Environmental Health Program Managers are responsible for the development, implementation, oversight, and management of one or more major statewide environmental health programs, or a comprehensive environmental health program for a region.

### Illustrative Duties

#### *Aids Program Manager 1*

Responsible for policy and program development, implementation, and evaluation for the program area(s) within which they work (e.g., HIV prevention services; HIV counseling and testing; HIV ambulatory care services; HIV services for uninsured and underinsured populations; supportive services for persons with HIV/AIDS; services targeted to specific populations; management of the planning and coordination of HIV/AIDS services through planning/advisory bodies; and clinical/provider education).

Develop policy related to AIDS Institute programs.

- Analyze relevant data sources (including legislation, budget appropriations, federal grant policy/guidance, State and federal regulations, epidemiological data, demographic data, resource data, cost data) for incorporation into the formulation of policy alternatives.
- Develop policy options, including information on background, advantages and disadvantages of options, cost effectiveness, budget implications, and recommendations; ensure that key epidemiological, regulatory, economical, social, clinical research, geographic, programmatic, and administrative factors are addressed.
- Convene and direct deliberations on policy alternatives related to Institute programs and services, which might include directing forums involving providers, consumers, other State agencies, advisory bodies, and local government and community representatives.
- Develop legislation and regulations related to HIV/AIDS services and issues.
- Develop documents establishing policy and standards, such as Department of Health Memoranda, Requests for Applications, etc.
- Furnish policy interpretation and guidance to providers and Institute staff.

- Coordinate policy formulation with other Department programs and with federal and local governments.
- Plan, design, and implement HIV/AIDS programs and services.
- Convene committees, regional meetings, and other forums involving the provider community, government representatives, HIV-infected and affected populations, and staff to obtain input on the design of Institute programs and services.
- Collect and analyze data, including epidemiological, needs assessment, cost, and utilization data, and conduct legislative and regulatory analysis to inform and support program planning.
- Formulate optimal strategies for planning, developing, and implementing Institute programs, considering need, demand, resource availability, and barriers to implementation.
- Develop documents describing program models and defining the scope of services/activities/benefits.
- Formulate program and service standards, guidelines, and protocols that establish state-of-the-art practice, ensuring compliance with policy, legislative, regulatory, budget, and/or grant requirements.
- Review and revise program models considering trends in the epidemic, clinical advances, demand for interventions, service cost and utilization patterns, and shifting State and federal policies, mandates, and priorities.
- Coordinate planning, design, and implementation with other Institute programs.
- Direct the agenda, priorities, and activities of regional and statewide planning bodies charged with advising the State on policy and program matters, coordinating HIV services, and identifying service needs and priorities; and direct staff support to such bodies.

Direct the allocation of resources and fiscal processes.

- Conduct planning activities with regard to the allocation of resources, considering epidemiological information, other demographic and geographic data, and service availability and gaps throughout the State.
- Develop resource requests, including State budget requests and expenditure plans and requests/documents related to new or expanded Medicaid programs.

- Develop procurements, such as requests for applications (RFAs), incorporating all policy, program, fiscal, and administrative requirements.
- Direct the development of criteria and procedures for the evaluation of proposals for funding and provider applications.
- Make recommendations on the allocation of funds to best meet the needs of at-risk and HIV-positive persons throughout the State.
- Develop grant applications and direct the preparation of required reports, ensuring compliance with federal requirements. Serve as liaison with federal government representatives.
- Respond to audits by DOH internal audit staff, the Office of the State Comptroller, and federal officials.

#### Direct program evaluation.

- Participate in the identification of key indicators for process, outcome, impact, and fiscal evaluation of Institute programs and services.
- Participate in the design of methodologies for determining effectiveness and outcomes.
- Direct the monitoring of programs to determine effectiveness and compliance with policy, standards, and requirements.
- Develop and implement continuous quality improvement approaches that foster provider self-assessment.
- Participate in the development of reports and articles incorporating results of program evaluation and quality management.
- Link evaluation and quality results to program design or revision.

#### Direct the day-to-day implementation and management of programs.

- Direct the negotiation of contract work plans and budgets, ensuring compliance with program policy and standards, and State or federal fiscal and administrative requirements.
- Direct the review and processing of provider applications for participation in Medicaid programs, ensuring compliance with program policy and standards, DOH regulations, and Medicaid program requirements.

- Direct the provision of technical assistance to contractors and Medicaid providers in the development, implementation, and evaluation of HIV services and in complying with policy, regulations, and program requirements.
- Oversee the monitoring of providers to assess progress and performance as well as compliance with policy, regulations, and program requirements.
- Administer the development of provider reporting requirements.
- Direct the development of educational and promotional materials.
- Supervise the development of comprehensive reports on programs and activities, including reports to the legislature and the federal government.

Oversee program's human resources management activities.

- Ensure that timely and appropriate recruitment policies are followed.
- Strategize human resources needs, including development of staffing requests and communicating needs to senior management.
- Oversee subordinate staff, and intervene and resolve problems as necessary.
- Determine and oversee staff assignments.
- Approve leave and track time and attendance.
- Review, monitor, and evaluate staff performance.
- Identify training needs and arrange for provision of training.
- Manage and direct program activities by setting priorities and deadlines.

Represent the AIDS Institute.

Represent Institute program areas with DOH staff; providers; professional organizations; community groups; consumers; other State, federal, and local government agencies; advocacy groups; planning and advisory bodies, such as the New York State AIDS Advisory Council, the New York State Interagency Task Force on AIDS, the New York State Prevention Planning Group, regional and Statewide HIV care networks, and local HIV planning councils.

Make presentations at state and national conferences.

*Aids Program Manager 2*

The AIDS Program Manager 2 may perform some or all of the duties as the AIDS Program Manager 1, but their primary role is to coordinate and direct AIDS Program Manager 1s and other lower-level professional staff in execution of these duties. They may assume more responsibility in representing AIDS Institute program areas.

### *Aids Program Manager 3*

At the Division or Executive Office level, the AIDS Program Manager 3 will perform some or all of the duties of the AIDS Program Manager 2. Additional duties associated with the AIDS Program Manager 3 title include:

- Determine the allocation of funds to best meet the needs of at-risk and HIV-positive persons throughout the State.
- Develop AIDS Institute-wide strategic plans, incorporating input from throughout the organization, as well as the community.
- Establish Institute-wide policy, program goals, budget, and human resources priorities.
- Communicate with and respond to DOH executive staff, the Division of the Budget, the Governor's Office, and the legislature on HIV/AIDS policy, program, fiscal, and administrative issues.
- Make organizational changes necessary to carry out the mission of the AIDS Institute.

### Minimum Qualifications

#### *Aids Program Manager 1*

Open-Competitive: Bachelor's degree and four years of experience in the direction and management of a statewide, borough-wide, or multi-county HIV/AIDS program providing prevention, education, counseling and testing, health care, case management, or a variety of supportive services\* to persons at risk for or living with HIV/AIDS, or in providing education/training to HIV/AIDS service providers. This experience must have included prioritizing goals, implementing programs, and allocating resources. One year of the experience must have included supervising professional staff.

#### *Aids Program Manager 2*

Promotion: one year of experience as an AIDS Program Manager 1.

Open-Competitive: Bachelor's degree and five years of the experience required for AIDS Program Manager 1. Two years of the experience must have included supervising professional staff.

### *Aids Program Manager 3*

Promotion: one year of experience as an AIDS Program Manager 2, or two years of experience as an AIDS Program Manager 1.

Open-Competitive: Bachelor's degree and six years of the experience required for AIDS Program Manager 1. The experience must have included developing the program's budget and organizational structure, prioritizing goals and objectives, implementing programs, and staff development. Three years of the experience must have included supervising professional staff who supervises lower-level professionals.

\*The supportive services program must have provided a range of services, which may include but are not limited to outreach, transportation, food and nutrition, housing assistance, health education, substance abuse counseling, supportive counseling, peer support, and translation services.

**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 that 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.

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