

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

Classification Standard

**Occ. Code 5202800**

**Health Program Director 1, M-4      5202800**  
**Health Program Director 2, M-5      5202825**

Brief Description of Class Series

Health Program Directors direct, manage, and oversee the development, administration, implementation, and evaluation of health programs with statewide impact. Incumbents serve as high-level managers; participate in strategic planning, policy, and decision making; and collaborate with other agency programs, external stakeholders, and local, State, and federal agencies to achieve program goals and objectives.

These positions are non-competitive and are classified at the Department of Health and the Office of the Medicaid Inspector General.

Distinguishing Characteristics

Health Program Directors 1 and 2 perform similar duties and are distinguished by an evaluation of the following factors: nature and scope of the program(s) managed; complexity of processes and governing policies and/or regulations; and the number, level, geographic dispersal, and program function(s) of subordinate staff.

*Health Program Director 1:* managerial level; directs, oversees, and manages the operations and activities of a statewide health program(s) and/or bureau(s); or functions as a deputy director to a Health Program Director 2, Health Program Director 3, or other high-level executive.

*Health Program Director 2:* managerial level; directs, oversees, and manages the operations and activities of multiple statewide health programs and/or bureaus, including supervision of Health Program Directors 1 and other managerial level titles; or functions as a deputy director to a Health Program Director 3, or other high-level executive.

Related Classes

Health Program Directors 3 oversee Health Program Directors 1 and/or 2 and other high-level managerial positions. They are classified in the exempt jurisdictional class.

Health Program Administrators perform a broad range of activities in the administration, supervision, and oversight of agency programs, including but not limited to the design, implementation, administration, management, operation, and assessment of program effectiveness.

### Illustrative Duties

#### *Health Program Director 1*

Directs, manages, and oversees the operations and activities of a statewide health program(s) and/or bureau(s).

- Directs program planning, quality assurance, evaluation, and monitoring activities; and provides feedback to executive staff concerning the development and implementation of the program.
- Oversees and develops strategies to measure performance, monitors program performance and effectiveness; and makes recommendations to executive staff for improvement.
- Develops and implements policy recommendations based on operational needs.
- Directs, manages, and oversees the development of policy implementation plans; communicates directives and policy changes to program managers, regional offices, local government units, healthcare providers, and other organizations; and oversees implementation to ensure consistent interpretation and application of program policy, and compliance with federal and State laws, rules, and regulations.
- Prepares program legislation and regulatory proposals in conjunction with executive staff and other managers, and serves as interagency liaison on such proposals as needed.
- Develops and oversees allocation strategies to maximize resource availability; monitors expenditures, and manages the use of resources.
- Oversees and manages grants administration and contractor performance monitoring activities to ensure compliance with grants and contract requirements.
- Represents the agency with federal and State agencies, community organizations, local government officials, healthcare providers, advocates, and other stakeholders to increase program awareness, resolve issues, and ensure program success.

- Develops and directs the development of new programs, policies, systems, and procedures in conjunction with executive staff.
- Oversees and coordinates the completion and submission of all State, legislative, and federally mandated periodic reports, assessments, and analyses.
- Directs the preparation of annual budget requests.

Supervises program and/or bureau staff.

- Analyzes staffing distribution within assigned program, and directs staff deployment to meet program needs and priorities.
- Determines and oversees staff assignments and reassignments; reviews, monitors, and evaluates staff performance.
- Identifies training needs and arranges for the provision of training.

May serve as deputy director to a higher-level Health Program Director, or other executive, and as director in his/her absence.

#### *Health Program Director 2*

May perform the same duties and activities as a Health Program Director 1.

Directs, manages, and oversees the operations and activities of multiple statewide health programs and/or bureaus.

May serve as a deputy director to a Health Program Director 3, or other high-level executive, and as director in his/her absence.

#### Minimum Qualifications

##### *Health Program Director 1*

Non-Competitive: Eleven years of professional experience, of which two years must have included managerial responsibility for a major health-related program, or a major administrative function for a large health-related organization.

##### *Health Program Director 2*

Non-Competitive: Twelve years of professional experience, of which three years must have included managerial responsibility for a major health-related program, or a major administrative function for a large health-related organization.

Substitution: a bachelor's degree may substitute for four years of the professional experience described above for Health Program Director 1 and 2.

**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: 10/2017