

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

Classification Standard

Occ. Code 5286310

Community Health Program Manager 1, Grade 27	5286310
Community Health Program Manager 2, Grade 29	5286320
Community Health Program Manager 3, M-4	5286330

Brief Description of Class Series

Community Health Program Managers provide administrative and programmatic direction to a major public health program within the Office of Public Health in a central or regional office. Incumbents direct staff in a broad range of activities such as public health outreach, control of disease outbreaks, disease surveillance, epidemiology, public health preparedness, HIV/STD testing, promotion of healthy behaviors, and access to quality health care services; and coordinate public health programs and services with other State agencies and local health units.

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

Distinguishing Characteristics

Community Health Program Manager 1: first managerial level; oversee the daily management of a small community health program, or serve as an assistant director in a larger program in central or regional office comprised of multiple units or programs.

Community Health Program Manager 2: second managerial level; oversee the daily management of a large program comprised of multiple units or a large community health program, or serve as director of a regional office program comprised of multiple programs or units.

Community Health Program Manager 3: director level; direct a bureau or large community health program, or serve as director of several regional office programs. Serve as the DOH representative for implementing community based health programs.

Related Classes

Nutrition Program Managers administer and oversee bureaus and larger units within the Division of Nutrition, which manages programs designed to

improve the nutritional status of the residents of New York State. Incumbents administer components of a public health nutrition program.

AIDS Program Managers oversee 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.

Environmental Health Program Managers direct 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

Community Health Program Manager 1

Provide program planning and evaluation, coordination, and management of unit activities, including the supervision of professional staff and monitoring of resources.

- Determine and oversee assignments, and review, monitor, and evaluate staff performance.
- Identify training needs and arrange for training.
- Manage program activities by setting priorities and deadlines.
- Develop and implement internal administrative policies and procedures.
- Manage personnel actions related to recruitment, interviewing, hiring, staff development, performance evaluations, and disciplinary issues.
- Monitor the use of funds.
- Manage community and public health program grant contracts.
- Prepare and review contractors' annual budget requests.
- Provide input and guidance for ongoing and emerging public health issues.
- Seek and develop grant proposals to better meet the health needs of the population.

- Provide and manage staff in the provision of technical assistance to local health departments, community based partnerships, contract and grant agencies, and other organizations.
- Manage federal grants processing, including development of federal applications, preparation of appropriate federal reports; ensure compliance with federal requirements, and serve as liaison with federal project officers.
- Assist in and direct the coordination, monitoring, evaluation, and provision of community and public health services.
- Ensure compliance with program policies, rules, and regulations, and recommend corrective action.
- Act as liaison to other DOH programs, local, State, and federal agencies, external organizations, healthcare facilities and key stakeholders, and the public regarding program coordination and issues.
- Oversee the development and implementation of quality improvement processes including program review and evaluation.
- Analyze and evaluate findings for trends and emerging public health issues.
- In conjunction with DOH information technology staff, develop new data systems or improve existing systems to support programs.

Community Health Program Manager 2

May perform all of the duties and functions of a Community Health Program Manager 1.

- Participate in communications regarding public health issues and program priorities for implementation in central and regional offices. Ensure Department leadership is informed of priorities and issues, and modify strategies and activities based on leadership direction.
- Focus on improvements to better meet the needs of New York's population to prevent poor health outcomes and promote healthy behaviors and outcomes.
- Ensure program standards meet appropriate standard of care, and federal and State requirements, law and regulations.

- Oversee staff efforts in providing consultation and assistance to local health departments, providers, community partners and others funded and/or regulated by the State.
- Assess implementation of agency policies, services, programs, data sources, informational literature, planning and/or development of regional public health programs implemented through the DOH Center for Community Health.
- Recommend modifications or changes based on the need of the target population.
- Manage the human resource needs of the program, through mentorship and training of staff to ensure appropriate succession planning.
- Identify service gaps and/or barriers to service, and work with other entities to correct deficiencies.
- Develop and implement policies and procedures, assuring compliance with all applicable laws and regulations, and communication with the appropriate stakeholders.
- Direct and oversee outreach activities to ensure target populations are reached.
- Direct the evaluation activities to identify best practices and recognize program deficiencies and improvement opportunities.

Community Health Program Manager 3

May perform all of the duties and functions of a Community Health Program Manager 2.

- Coordinate and direct lower level Community Health Program Managers or other professional staff in the execution of their duties.
- Provide overall direction regarding department priorities and policies to regional office public health program directors.
- Assess program needs and funding availability to ensure the most effective and efficient use of funds.
- Work with DOH leadership and staff to modify programs to align with available resources.

- Communicate with and respond to questions relating to budget initiatives from senior management, Fiscal Management Group, the Division of the Budget, the Governor's Office, and legislature.
- Analyze legislation and final budgets for impact on program activities.
- Develop expenditure plans; and direct all aspects of contract management.
- Review program performance and development of program changes or systems.
- Convene meetings of contractors and key stakeholders to explain program policy and procedures and administrative requirements.

Minimum Qualifications

Community Health Program Manager 1

Open-Competitive: Bachelor's degree and five years of general professional administrative work experience in a governmental agency's community health or preventive health program, including two years of experience in program management and supervision of professional staff.

Community Health Program Manager 2

Promotion: One year of permanent competitive service as a Community Health Program Manager 1.

Open-Competitive: Bachelor's degree and six years of general professional administrative work experience in a governmental agency's community health or preventive health program, including three years of experience in program management and second level supervision.

Community Health Program Manager 3

Promotion: One year of permanent competitive service as a Community Health Program Manager 2.

Open-Competitive: Bachelor's degree and seven years of general professional administrative work experience in a governmental agency's community health or preventive health program, including four years of experience in program management and second level supervision.

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.

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