

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

Revised Tentative Classification Standard

Occ. Code 5286310

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

Brief Description of Class Series

Community Health Program Managers provide administrative and programmatic direction to public health programs within the Office of Public Health in central or regional office settings. 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; oversees the daily management of a small community health program or serves as an assistant director of a larger program.

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

Community Health Program Manager 3: director level; directs a bureau or large and multifaceted community health program, or serves as director of several regional office programs.

Related Classes

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 Tasks

Community Health Program Manager 1

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

Manages program activities by setting priorities and deadlines.

Analyzes legislation, statutes, and regulations that affect programs; acts 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.

Seeks and develops grant proposals to better meet the health needs of the population; manages community and public health program grant contracts; and monitors use of funds.

Prepares and reviews contractors' annual budget requests.

Provides input and guidance for ongoing and emerging public health issues.

Oversees and advises staff in the provision of technical assistance to local health departments, community-based partnerships, contract and grant agencies, and other organizations.

Manages federal grants processing, including development of federal applications, and preparation of federal reports; ensures compliance with federal requirements, and serves as liaison with federal project officers.

Assists in and directs the coordination, monitoring, evaluation, and provision of community and public health services.

Ensures compliance with program policies, rules, and regulations, and recommends corrective action.

Presents public health information to a variety of groups, including professionals and the public, including delivery of presentations and written communications.

Oversees the development and implementation of quality improvement processes, including program review and evaluation, for the purposes of improving and promoting healthy behaviors and public health outcomes.

Identifies service gaps and barriers to implementation, and recommends changes to programs based on gaps, barriers, and target population needs.

Analyzes and evaluates findings for trends and emerging public health issues.

In conjunction with internal and external information technology staff, develops new data systems or improves existing systems to support programs.

Determines and oversees assignments; reviews, monitors, and evaluates staff performance; identifies and arranges for training needs; and participates in hiring processes at the program level.

Community Health Program Manager 2

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

Monitors emerging public health issues for assigned programs at regional and statewide levels; ensures leadership is informed of issues, and modifies strategies and activities based on leadership direction.

Provides support to public health research and evaluation activities both within DOH, and in conjunction with other research organizations. Ensures program activities meet appropriate federal and State standards, requirements, laws, and regulations.

Oversees staff efforts in providing consultation and assistance to local health departments, providers, community partners and others funded and/or regulated by the State.

Develops and implements policies and procedures, ensuring compliance with all standards, requirements, laws, and regulations. Communicates policy changes to stakeholders in verbal and written formats.

Directs and oversees outreach activities to ensure target populations are reached.

Directs quality improvement 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.

Coordinates and directs lower-level Community Health Program Managers or other professional staff in the performance of program functions.

Directs oversight of all policy development, fiscal, administrative, staffing, contract, and grant-related activities across assigned programs and units.

Provides overall direction regarding department priorities and policies to regional office public health program directors.

Assesses program needs and funding availability to ensure effective and efficient use of funds.

Communicates with and responds to questions relating to budget initiatives from senior management, DOH's Fiscal Management Group, the Division of the Budget, the Governor's Office, and legislature; analyzes legislation and final budgets for impact on program activities.

Develops expenditure plans; and directs all aspects of contract management for assigned programs.

Represents the State as a member of professional organizations, task forces, and other groups to advance the State's public health priorities.

Minimum Qualifications

Community Health Program Manager 1

Open Competitive: bachelor's degree and five years of professional* public health experience in a public health agency or program**. Two years of the experience must have been at a supervisory level.

Community Health Program Manager 2

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

Open Competitive: bachelor's degree and six years of professional* public health experience in a public health agency or program**. Three years of the experience must have been at a supervisory level.

Community Health Program Manager 3

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

Open Competitive: bachelor's degree and seven years of professional* public health experience in a public health agency or program**. Two years of the experience must have been at a managerial level.

*The required professional experience must include either: designing or implementing a public health outreach, promotion, or disease prevention program; OR conducting disease surveillance or a disease control program.

** A public health agency or program focuses primarily on the prevention of disease through outreach and public health education or health promotion activities, including population-based plans of care (not just plans of care for individual patients), or the study of the prevalence or causes of disease through population-based studies.

Substitution: A master's degree may substitute for one year of the professional experience. A Ph.D. may substitute for two years of the professional 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: 1/2023

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