



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4025-014
CLASS TITLE:	Health Program Manager
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	280 (Step A-F; \$3,941-\$5,030)

JOB SUMMARY:

Under direction, the Health Program Manager provides planning, coordination, oversight and direction for one or more programs within Health Services.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for the oversight and implementation of one or more programs, including developing a budget, goals, objective, and methods of evaluation. The distinguishing characteristics of this class compared to Health Education Specialist are the increased responsibility of ensuring goals and objective are met, conducting comprehensive data collection, evaluating effectiveness of activities, and completion of timely reporting. In addition, this position provides guidance to the Health Education Specialist on program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Develops and executes short and long-term goals associated with one or more programs.
- Assures compliance with all applicable state and federal guidelines as they relate to the operation of the program.
- Represents the program at various local, regional and state meetings involving matters pertinent to the program.
- Collects, analyzes and maintains program data for the preparation and updating of various program operational reports as necessary for compliance with state, federal, and/or departmental guidelines.
- Conducts methods of evaluation to ensure that the program is meeting goals.
- Provides guidance on program goals and objectives to other staff working within the program and ensuring tasks are completed according to program requirements.
- Establishes and maintains liaisons between Health Services and other public and private agencies, community organizations, and professional groups.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of program management including delegation techniques and oversight of the quality and quantity of another staff persons work.
- Techniques for understanding and effectively communicating with individuals from various cultural backgrounds.
- Budget and statistical methods and analysis of program effectiveness and efficiency.
- Business computer applications, particularly as relating to statistical analysis, recordkeeping, and report writing.
- Grant sources, development and acquisition theories, writing techniques and administration.

Skill in:

- Developing, implementing, monitoring and evaluating program goals and objectives.
- Training and overseeing the activities of staff working within the program.
- Interpreting, explaining, and applying regulations, policies, and procedures.
- Establishing and maintaining cooperative relationships with staff, clients, and the community.
- Preparing clear and concise reports, correspondence and other written materials.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

EXPERIENCE AND TRAINING:

Any combination of knowledge and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and experience would be:

- Graduation from a four year college or university with major course work in health education, social science, public health, public relations, community

development, or other related field, plus two (2) years of professional level experience in an area similar to the program which assigned.

Special Requirements:

Possess a valid California Class C driver's license. Exceptions to this requirement may be considered on a case-by-case basis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

Approved through the county wide reclassification survey February 1996

*Position reclassified and approved by the Board of Supervisors on June 22, 2021
Effective: July 1, 2021*

Final verified classification approved by:

DocuSigned by:

Pam Randall
EE2A34A925D4EE
Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

5588E557A7634E6
County Counsel

Received and filed by:

DocuSigned by:

0919E6147774E6
Clerk of the Board