

THE MANAGERIAL SERVICE [061]

**HEALTH SERVICES MANAGER**

**Duties and Responsibilities**

This is a management class of positions with several assignment levels. All personnel perform related work. The following are typical assignments within this class of positions.

Under direction, with wide latitude for the exercise of independent judgment and initiative, plans, develops, and administers public health or mental hygiene programs of considerable size and/or complexity. Duties may include administrative supervision of clinical, as well as other professional, clerical, fiscal, analytical, and support staff; responsibility for contract administration, allocation of funds, monitoring, evaluation, and contract compliance in one or more service areas; performs related work.

Within the following agencies, Health Services Managers may also be assigned the following duties and responsibilities:

In the Department of Health and Mental Hygiene, under direction, with wide latitude for the exercise of independent judgment and initiative, administers the non-medical aspects of Health District(s); plans, develops, and administers public health programs such as lead poisoning control, disease intervention, personal health services, child and adolescent health, laboratory services, and environmental health; performs related work.

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**HEALTH SERVICES MANAGER** (continued)**Duties and Responsibilities** (continued)

In the Fire Department, under executive direction and with very wide latitude for the exercise of independent judgment and initiative, heads the Counseling Service Unit, offering psychological assessments, counseling and referral services to Uniformed Fire Members, EMS, Civilian employees and their families; performs related work.

In the Department of Education, under general direction, plans, directs, administers and controls review and evaluation of student health and wellness programs; maintains administrative supervision of professional staff and support personnel; performs related work.

In the Department of Correction, under general direction, oversees correctional health care programs, providing oversight, reviewing policy and collaborating with other stakeholders to provide services to the inmate population; performs related work.

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HEALTH SERVICES MANAGER (continued)Qualification Requirements

1. A baccalaureate degree from an accredited college and five years of full-time satisfactory experience in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, community health, environmental health, school health, social services program, or mental hygiene program at least 18 months of which must have been in a managerial or administrative capacity requiring independent decision-making concerning program management, planning, evaluation for quality improvement and assurance, allocation of resources, and the scheduling and assignment of work; or
2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, community health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above.

Direct Lines of Promotion

From: To be determined.

To: None