



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HEALTH PROGRAM ADMINISTRATOR

Job Number: 20000995

Job Code: 41970V231116

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 11/16/2023

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$22,976-\$34,464 - Hourly	NONE
	\$3,733.60-\$5,600.40 - 37.5 Hr. Monthly Salary	NONE
	\$3,982.52-\$5,973.76 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops, and administers a public health program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional experience in a health care facility, a community-based health care program, an institutional health care program, any health program administration, pharmacy technician, social work, public health, population health, emergency management services, emergency medical technician, paramedic, or related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public health, or a health-related field (such as human services, psychology, nursing, health administration, substance abuse, special education, rehabilitation, social work, sociology, or related field) will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional professional experience in a health care facility, a community-based health care program, an institutional health care program, any health program administration, pharmacy technician, social work, public health, population health, emergency management services, emergency medical technician, paramedic, or related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs program oversight and is responsible for overseeing specific health programs, practices, and procedures. Provides training, orientation and guidance to support improvements across all aspects of health services. Conducts monitoring, analyzing, and evaluating public health programs, grants, and contracts related to health, social, behavioral, or healthcare services to accomplish program objectives and performance measures to gauge and report progress or success. Ensures program activities align with federal guidance and cooperative agreements, goals, objectives, policies, and procedures. Provides overall recommendations of all activities involving public health programs, services, budgets, state and federal funding, resources, staff and fiscal requirements to ensure compliance. Develops and recommends health policies, procedures and operational plans. Coordinates program activities during real world events and the responses to those events which may include response recovery and changes to programs based on the outcome the outcomes of the event. Develops program deliverables based on federal cooperative agreement requirements and directly oversees sub-recipients progress, performance, and reporting. Serves on advisory groups, providing expertise and support. Reviews legislation and regulations to identify program target populations, purposes, requirements, and funding. Develops and recommends program policies and procedures including reporting requirements and procedures, forms, spending allocations, and other managerial prerogatives. Interviews potential program staff and makes staffing recommendations. Conducts training for staff in programmatic or procedural changes. Provides technical support to staff, service providers, and clients. Compiles, or causes to be compiled, data, reports, and surveys to assess program effectiveness. Monitors program expenditures against the budget and provides interpretative information thereon to superiors. Deals with local, state, and federal officials to resolve programmatic problems. May supervise program and/or policy staff. Testifies before legislative bodies as appropriate. Participates in on site monitoring of service provision.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.