



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HEALTH POLICY SPECIALIST II

Job Number: 20001869

Job Code: 96970V231216

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 07/01/1996

Job Revised: 12/16/2023

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.*

Performs complex research, analysis and/or planning functions related to Certificate of Need (CON) applications, health policy compliance monitoring, health data collection and analysis, development and implementation of health plans, and/or health policy. 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 managed health care, Medicaid, Medicare, health insurance claims/systems, health care research, health care planning, health care policy development, health care administration, public health, or population health.

Substitute EDUCATION for EXPERIENCE:

Graduate work in planning, public health, public administration, health administration, business administration, or a related field will substitute for the required experience on a year-for-year basis up to two years.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the preparation of health care reports, health care audits, health data tables, or development and implementation of health plans 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.*

Organizes and presents health care policy options to management staff. Organizes, directs, and implements studies to determine health care needs and resources for the state. Recommends policies, goals, and strategies. Coordinates and evaluates specific program initiatives related to health care needs. Provides technical assistance to the public, health care organizations, and professional and government officials. Reviews policies and ensures programs complies with these policies. Serves as project leader for staff. May supervise work of compliance staff. Trains new staff in procedures and techniques related to the mission of the office. Provides advanced technical assistance to task forces and citizen groups involved in the preparation of the State Health Plan and in other health planning and implementation activities.

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.*

Incumbents working in this job title primarily perform duties 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.