

ASSISTANT COMMISSIONER OF HEALTH  
(NURSING SERVICES AND COMMUNITY HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Health, the incumbent manages the clinical and certified home health services delivered by the Health Department. The incumbent plans, directs, coordinates, supervises and evaluates the delivery of nursing care services throughout the department in order to make health services available to all County residents. This position is responsible for all nursing protocol issues in the department and provides professional supervision for all nursing staff in the department. This position has direct responsibility for personnel under its administrative jurisdiction and delegates accountability for operations to District Managers and Supervising Public Health Nurses in order to assure safe, effective and efficient delivery of a variety of health services by the local offices. The incumbent formulates, develops, and amends division policies and procedures in order to ensure compliance with applicable Federal, State and Local laws, rules and regulations and is responsible for ensuring that the division is operated to deliver quality health care, while operating within the established budget. Supervision is exercised over a large number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates policies and program goals for the delivery of health care services by district office clinics and home health care programs, in compliance with federal, state and local health regulations as well as financial reimbursement mechanisms (Medicare, Medicaid, Blue Cross, etc.);

Collaborates with other program directors and division heads in the development and implementation of departmental and divisional policies and procedures to ensure uniform and coordinated service objectives in conformance with departmental goals;

Hires, deploys and monitors productivity of staff to insure that service needs are met and to assure accomplishment of health-care provision objectives;

Delegates operational responsibility for districts to respective District Managers and Supervising Public Health Nurses, and provides administrative direction and guidance to them as needed, with appropriate consultation with the Deputy Commissioners;

Prepares the division's annual budget, with the assistance of the Deputy Commissioners, based on budget requests and service indicators submitted from each District office, determines the allocation and distribution of available resources based on service needs of district offices;

Monitors expenses against available budgeted resources;

Establishes annual targets for maintaining program delivery, and monitors productivity of staff and utilization of clinical services in order to insure the most efficient provision of services to the public;

Reviews and compares statistics provided by the Division of Planning and Evaluation with the projections and allocations established in the yearly budget; evaluates them to pinpoint trends, to prevent under-utilization of resources, and to assist in planning future programs and services;

EXAMPLES OF WORK: (Cont'd.)

Conducts monthly staff meetings with District Managers and Supervising Public Health Nurses to review operational issues;

Serves as member of the Health Department's Infection Control, Professional Advisory, and Internal Quality Assurance/Utilization Review Committee, and on the Commissioner of Health's Cabinet;

Initiates contracts and agreements between Westchester County Department of Health and other proprietary and non-profit agencies as well as individuals for the purchase of services or equipment, utilizing the standard bid process, or a credentials review process.;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current public health nursing practices and administration; thorough knowledge of public health programs and administration; thorough knowledge of health economics, health legislation, and pertinent laws and regulations; thorough knowledge of community organizations; good knowledge of research methods; familiarity with civil service regulations; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect nursing; excellent communications and interpersonal skills; ability to work cooperatively with others; ability to communicate effectively, both orally and in writing; ability to develop practices and procedures in accordance with ANA Code for Professional Nurses; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in nursing, nursing administration, or health care administration and either (a) six years of public health nursing experience at a supervisory level; or (b) six years of administrative or managerial experience in a certified home health agency, which included or was supplemented by two years of supervisory nursing experience in a certified home health agency.

LICENSE REQUIREMENT: Possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Professional Nurse.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.