

ASSISTANT COMMISSIONER OF HEALTH (PLANNING AND EVALUATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the First Deputy Commissioner or Commissioner of Health, the incumbent of this class is responsible for the development and direction of planning and evaluation, including health promotion, education and communication strategies, grants coordination, vital statistics, data analysis and management, community health assessment, program evaluation, health care access and monitoring of health and wellness programs for the Department of Health. Responsibilities include assessment of the effectiveness of present and proposed health programs and for directing the planning, development and implementation of financial, statistical and management reporting systems for the Health Department. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the planning, development and implementation of data collection systems for assigned areas of responsibility;

Evaluates present and proposed health services and programs, which includes health promotion and communication strategies, management techniques, methodologies and staffing patterns, etc. through planning, designing and implementing studies involving statistical data collection and analysis;

Plans, develops, implements and coordinates community health programs and campaigns that address public health issues;

Reviews, updates and develops Resource Directories of Educational Materials on all aspects of public health;

Establishes and coordinates evidenced-based health promotion interventions across the Department,

Builds and convenes local community partners to address health problems, identify barriers and develop recommendations for change or improvement,

Develops and implements the Department's Community Health Improvement Plan

Assists in the formulation of broad departmental health service policies and/or programs;

Represents the Department at local, state, regional, professional, and public health meetings on health issues, data collection and analysis, and related matters as directed;

Prepares proposals for grant applications to State, Federal and/or private funding agencies for epidemiological studies, health demonstration projects and health service programs;

Supports program directors in program planning and data analysis;

Directs the vital statistics data collection, analysis, and reporting for Westchester County;

Coordinates the development of grants and monitors the grants for the Department;

EXAMPLES OF WORK: (Cont'd)

Identifies, with program directors, appropriate department programs to be reviewed and revised to ensure that they advance the mission of the Department;

Evaluates local and countywide health status indicators and alerts the Commissioner of Health to deviations from the expected;

Continuously assesses the health status of the population and alerts the Department of variances and opportunities for intervention, providing recommendations for change;

Directs the analysis of epidemiological data to identify disease and health trends in the County;

Coordinates planning activities for the Department and in activities in which the Department may be a participant;

Directs the development of new programs and opportunities to increase awareness of and access to health services for County residents;

Oversees the department's website and ensures a positive and informative presence for the department on social media;

Reviews and analyzes legislative initiatives and proposals;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of public health including health services delivery systems and program development; thorough knowledge of the principles and techniques of community health care planning; thorough knowledge of social, economic and scientific research methodologies; thorough knowledge of vital statistics; good knowledge of biostatistics; good knowledge of the basic principles of electronic data processing systems; knowledge of the standards and regulations related to health and human services; ability to apply data processing techniques to research and management data; ability to interpret statistical data on health, economic and social phenomena in ways relevant to community health care planning; ability to present health planning data and proposals effectively through both oral and written presentations; ability to relate to and work with health professionals of other disciplines and agency officials, as well as professional researchers; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; accuracy; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* or Ph.D.* in Public Health, Health Policy, Health Administration, Social Work, or Public Administration, and six years of experience where the primary function was in health planning, program evaluation or development of health programs and/or research, four of which must have been at a supervisory or managerial level.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
SAS51

Job Class Code: E0664
Job Group: XVI