

## ASSISTANT COMMISSIONER OF HEALTH (PLANNING AND EVALUATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the First Deputy Commissioner, the incumbent of this class is responsible for the development and direction of planning and evaluation, including grants coordination, vital statistics, data analysis and management, community health assessment, program evaluation, health care access and monitoring and Ryan White 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)

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 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;

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

Supports program directors in program planning and data analysis;

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

Directs the planning, development and implementation of all data collection systems for the department;

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

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

Submits required reports to State and Federal and other agencies;

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;

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

EXAMPLES OF WORK: (Cont'd.)

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 access to health services for County residents;

Reviews and analyzes legislative initiatives and proposals;

Uses computer applications and 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 public health including health services delivery systems; 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 use computer applications such as spreadsheets, word processing, e-mail and database software; 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; 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 with a Health Track, and six years of experience in health planning, evaluation 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.

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Job Class Code: E0664  
Job Group: XVI