

ASSISTANT TO THE COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Commissioner of Health, this position provides ongoing evaluation of the public health needs of the County and makes recommendations to the Commissioner on matters affecting policies, programs, legislation and funding. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates needs assessment activities within the Health Department;

Assists the Commissioner in the formulation of broad health service activities and/or specific programs;

Identifies and develops funding sources for programs designed to meet the determined needs;

Reviews the federal register and other publications or sources of information on a regular basis and informs the Commissioner of pertinent matters related to public health;

Reviews, analyzes and reports on proposed state and federal legislation affecting health policy;

Acts as liaison with regional and local health planning agencies, as directed;

Coordinates divisional periodic reporting activities;

Represents the Commissioner at local, state, federal, and public health meetings as directed;

Develops and prepares written reports and communications as needed.

REQUIRED, KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of public health planning; good knowledge of public health funding sources and resources; good knowledge of organizational theory and practice as it applies to public health agencies; good knowledge of federal and state legislation and federal, state, and local rule regulations and policies as they apply to public health policy; ability to gather and interpret public health data for decision making; ability to relate to and work with health professionals, agency officials and legislators; good communications skill; resourcefulness; imagination; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree* and either (a) three years planning, research or administrative experience in the health field; or (b) a Master's degree* in the field of health administration or planning and two years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*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.

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J. C.: Competitive
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Job Class Code: E0314
Job Group: XII