

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PUBLIC HEALTH CONSULTANT MANAGER

JOB DESCRIPTION

Employees in this job supervise Public Health Consultants in the development of programs and services in such areas as prenatal health care, audiology/speech, eye health and visual efficiency, maternal and infant health, child and adolescent health, substance abuse, chronic disease detection/prevention/health screening, and primary care. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action, and is required to review the work of professional Public Health Consultants to ensure conformance with established guidelines, methods, procedures and policies.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title - Public Health Consltnt Mgr-1

Public Health Consultant Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of professional positions in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title - Public Health Consltnt Mgr-2

Public Health Consultant Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line professional manager of professional positions in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion in order to support a diverse workforce.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Uses performance management systems for program and organizational improvement.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Coordinates and directs health projects in local communities for the promotion and maintenance of public health by incorporating diverse perspectives in developing, implementing and evaluating policies, programs and services that affect the health of the community.

Consults with and provides technical assistance to state and local program administrators, legislators, the media, and other interested parties regarding population health program issues.

Develops and interprets rules, policies, and procedures related to health programs and services for implementation by public or private health agencies including community based organizations and health provider organizations.

Ensures ethical principles are applied in accessing, collecting, analyzing, utilizing, maintaining and disseminating data and information.

Ensures programs seek input from other organizations and individuals (schools, social service organizations, hospitals, government, community based organizations, various populations served, etc...) for improving the health of the community.

Facilitates communication among diverse individuals, groups and organizations.

In the development of educational materials and correspondence; ensures that the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy) is reflected in the organization policies, programs and services.

Provides assistance in the preparation of educational material and its evaluation for effectiveness.

Leverages public health and health care fund mechanisms and procedures, and ensures programs are merged within current and projected budgets.

Develops strategies for continuous quality improvement.

Provides assistance conducting workshops.

Monitors the service delivery of providers in the medical assistance program, and recommends termination of provider enrollment in the medical assistance program when necessary.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the needs and problems in the field of community health.

Thorough knowledge of the elements of adequate community health care programs.

Thorough knowledge in recognizing the ways diversity influences programs, policies and services.

Thorough knowledge of local health agencies.

Thorough knowledge of how public health sciences are applied in delivering essential population health services.

Thorough knowledge of the concept of diversity and cultural competency.

Thorough knowledge of the initiation, development, and evaluation of public health programs.

Thorough knowledge of the techniques of dealing with diverse individuals, groups and communities.

Thorough knowledge of community organizations.

Thorough knowledge of sources and utilization of funding for specialized statewide programs.

Thorough knowledge of policies, procedures, rules, and regulations relative to the specialized program being directed.

Thorough knowledge of ethical survey and research methods.

Thorough knowledge of public health evidence based practices.

Thorough knowledge of equal employment practices.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of the department's Diversity, Equity and Inclusion Plan.

Thorough knowledge of the methods used to detect and correct hearing disorders.

Thorough knowledge of the pathology of hearing and speech disorders.

Thorough knowledge of the methods used in the development of local audiology and/or speech pathology programs.

Ability to recognize health system problems and recommend solutions.

Ability to plan and oversee health care programs for local communities.

Ability to direct and evaluate employees.

Ability to coordinate state and local health care program activities.

Ability to train subordinate professional staff and local personnel regarding health care programs and promotion of population health.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with diverse populations.

Ability to maintain favorable public relations.

Ability to operate audiometric equipment and to interpret the results.

Working Conditions

Some jobs require travel.

Physical Requirements

None

Education

Possession of a master's degree in public health, health communication, health policy or a public health related field such as nursing, epidemiology, health education, health economics, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in public or business administration with a health care administration concentration; a master's degree in social work; master's degree in counseling, or master's degree in special education with specialization in blind/visual disabilities.

Experience

Public Health Consultant Manager 13

Four years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including two years equivalent to a Public Health Consultant P11 or one year equivalent to a Public Health Consultant 12.

Public Health Consultant Manager 14

Five years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including three years equivalent to a Public Health Consultant P11, two years equivalent to a Public Health Consultant 12, or one year equivalent to a Public Health Consultant 13.

Special Requirements, Licenses, and Certifications

Some positions may require the possession of specialized education and experience in audiology and/or speech.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PUBHCSMGR

Job Code Description

PUBLIC HEALTH CONSULTANT MANAGER

Position Title

Public Health Consltnt Mgr-1

Public Health Consltnt Mgr-2

Position Code

PUBHMGR1

PUBHMGR2

Pay Schedule

NERE-148

NERE-154

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06/03/2018