

SECOND DEPUTY COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the First Deputy Commissioner of Health, an incumbent of this class is responsible for the organization, management and planning for administrative and operational activities of the Westchester County Health Department. This includes implementing, monitoring and evaluating operations to ensure the delivery and receipt of services are performed in accordance with departmental policies and objectives, and are in compliance with governmental regulations. Incumbents develop and implement departmental policies and programmatic objectives, strategic plans, and procedural objectives to ensure the efficient and effective management of overall departmental operations. This position acts as chief advisor to the First Deputy Commissioner on departmental administrative policies and procedures, and administrative aspects of departmental programs. Supervision is exercised over professional, technical and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements administrative, management and operational policies and procedures for the Health Department, and reviews and evaluates existing policies, making recommendations for improvement;

Reviews, evaluates and develops departmental policies, plans and programs to ensure they effectively and efficiently achieve departmental goals and objectives;

Coordinates, plans and evaluates administrative and operational activities in order to ensure efficiency;

Develops and implements management techniques to evaluate the delivery of program services and eliminate duplication or overlap of functions;

Assists in coordinating departmental activities with other County departments and agencies;

Reviews and may approve policies and protocols for compliance with legal and regulatory requirements;

Directs the administration of personnel and payroll operations;

Directs the development and analysis of program and policy issues from a department-wide perspective, assessing impact of issues on departmental operations and advising Commissioner and First Deputy Commissioner of recommendations;

Provides guidance to program directors regarding special personnel matters;

Handles risk management and occupational health issues for the Department, coordinating with other county agencies to resolve problems;

Coordinates planning and development of the Department budget to reflect program priorities and goals;

EXAMPLES OF WORK: (Cont'd)

Works with the County Attorney's office to resolve programmatic and administrative matters, claims and lawsuits;

Directs the financial operations of the Department, including management and reporting of departmental expenditures, revenues and costs;

Participates in researching and developing public health grants for departmental projects and services;

Coordinates management of and monitors public health grants for departmental projects and services;

Directs and supervises the development and management of contracts for the department and monitors contracts to ensure compliance with stated terms and conditions;

Represents the First Deputy Commissioner on matters related to administration and operations;

Participates in the compilation and analysis of statistics;

Oversees the preparation of federal, state and local reports;

Oversees departmental information technology and communications systems;

Evaluates the need for and coordinates the development and use of various databases and data systems to support public health programs;

Manages facility and operational support services for the department, coordinates activities with other county departments to ensure the needs of the Health Department are met;

Coordinates departmental space planning and real estate matters;

Oversees and reviews periodic reports of assigned departmental divisions;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Represents the department at meetings, conferences, and seminars, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public health administration; thorough knowledge of public administration including personnel administration, budgeting and financial planning; good knowledge of Federal, State and Local public health laws, regulations and policies applicable to the operation of the department; good knowledge of the procedures involved in the development and management of contracts; ability to plan, organize and supervise the work of others; ability to communicate effectively, both orally

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

and in writing; ability to prepare and evaluate reports; ability to prepare contract agreements and grant applications; ability to interpret and apply laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships; sound professional judgment; reliability; initiative; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and nine years of public health administrative and supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in Public, Business, Public Health, or Hospital Administration may be substituted on a year for year basis for up to two years of the above stated experience.

*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.

West. Co.
J. C.: Exempt†
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Job Class Code: E0274
Job Group: XVII