

Class Specification
for the Class:

PUBLIC HEALTH SUPERVISOR II

Class Distinguishers:

Supervisory Responsibility: This class reflects a supervisor responsible for planning, directing, and coordinating the provision of a variety of public health services on a statewide basis to certain target groups in the community. A position in this class works under the general direction of a branch chief and within established program policies and guidelines, and directs the activities and services through the supervision of several professional subordinate supervisors in various public health fields.

Complexity: This class is responsible for the development and implementation of goals and objectives, standards, and operating policies and procedures for the various service areas, and the monitoring and evaluation of the provision of services.

Knowledge and Abilities Required: *(The knowledge and abilities required to effectively perform the key duties of the class.)*

*"P" indicates prerequisite knowledge and abilities, which must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

Knowledge of:	
1. Public health laws, rules and regulations.	P
2. Program policies, procedures and guidelines, goals and objectives such as those relating to the administrative, fiscal and operational functions.	A
3. Public health needs of the community.	P
4. Current public health problems.	P
5. Community health organizations and the services they provide.	P
6. Practices in the provision and evaluation of public health services.	P
7. Effective work organization and staff utilization.	P
8. Principles and practices of supervision.	P
9. Report writing.	P

Ability to:	
1. Comprehend, interpret and apply governing laws, rules, regulations, policies, procedures and guidelines.	P
2. Develop and implement goals and objectives, standards, operating policies and procedures.	P
3. Serve as advocate for the target population while balancing the statutory requirements and the resources available.	P
4. Plan, organize, and supervise the provision of public health services.	P
5. Plan, supervise, direct, coordinate, and evaluate the work of others.	P
6. Evaluate program services and operations.	P
7. Negotiate and administer contracts for services.	P
8. Establish and maintain effective working relationships with other governmental agencies, professional and lay groups.	P
9. Communicate effectively orally and in writing.	P

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans and implements statewide public health services.
2. Develops services, goals and objectives, standards, and operating policies and procedures.
3. Coordinates program services with other programs, departments, and organizations.
4. Determines and justifies budgetary and staffing requirements.
5. Plans and develops resources to meet program needs.
6. Evaluates the efficiency and effectiveness of present standards, procedures, and services.
7. Examines the appropriateness of program services.
8. Oversees the expenditure of funds.
9. Negotiates and administers contracts for services.
10. Provides for and coordinates staff training and development programs.

11. Serves as liaison and representative to other public and private agencies; compiles, analyzes, and evaluates program statistics and reports.
 12. Handles personnel matters including disciplinary actions and grievances.
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This is an amendment to the specification for the class Public Health Supervisor, which was approved on March 11, 1993; a change in job title to PUBLIC HEALTH SUPERVISOR II; and a change in the class code from 2.014 to 6.907.

Effective Date: March 16, 2005

Date Approved: May 18, 2007

Clara D. Young

for MARIE C. LADERA
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