

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Health Services Manager II

**CLASS CODE:** 5682

### GENERAL DESCRIPTION OF DUTIES:

Incumbents plan, organize and administer several health service units or programs.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Public Health Series – Public Health Administrative Group job family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for long-range planning, organizing and developing budgets for several health service units or programs. Incumbents supervise subordinate employees including Health Services Manager I staff.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This is the executive level for this series. Positions in these classes have **primary and major** responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial, and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Directs implementation of administrative and/or program control systems to obtain the necessary administrative and/or program information and financial data required in the decision-making and planning process.

Controls and coordinates the direction of administrative and/or program functions over a long range planning period to facilitate attainment of program goals; to ensure adherence to administrative directions, State and federal laws and regulations; and to maximize the interaction and delivery of services.

Confers with the agency head, other administrators and divisional managers/directors to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of programs and organizational operations.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and/or program systems and to ensure proposals, respond to program needs and comply with state and/or federal law.

Prepares, negotiates and administers contracts with various agencies and health service providers.

Provides leadership in public health initiatives. Collaborates with agencies, schools and health care providers in implementing public health initiatives.

Plans, recommends and administers division budget.

Evaluates public health needs and trends to provide services and evaluate current and future programs.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

### **Human Interaction:**

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as calculator, computer terminal, telephone and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as budgets, expenditure reports, grant applications, service contracts, program reports, public health statistics, personnel policies, performance appraisals, program manuals, regulations, ordinances, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; interpret and develop descriptive statistical reports.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

**Physical Requirements:**

None.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of shapes to clearly distinguish objects and sounds to communicate with others.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.