



STATE OF COLORADO
CLASS SERIES DESCRIPTION
JULY 2015

PUBLIC HEALTH MEDICAL ADMINISTRATOR

C1K1XX TO C1K2XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses two levels in the Health Care Services Occupational Group and describes physicians performing administrative work and medical consultation in the public health care field. Positions in this class use the principles, theories, and practices of medical science, preventive medicine, and public administration. By statutes C.R.S. 12-36-101 et. seq., a license is required in this class series.

Physicians in these classes administer a public health program. Administration includes, but is not limited to, establishing program objectives, developing and implementing program policies and procedures, leading or overseeing investigations and research projects related to public health, directing the activities of professionals and technologists and supervising program staff, coordinating and integrating public health program services with the work of other state and local government units and the private sector, and providing consultative services in an area of a public health or medical specialty. The work involves training physicians and other health care professionals and technologists, providing advice to physicians and other agency organizational units or health care specialties through consultation, and providing advice to management for the development of public health programs and programmatic goals and guidelines.

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PUBLIC HEALTH MEDICAL ADMINISTRATOR I C1K1XX

CONCEPT OF CLASS

This class describes physicians having administrative and supervisory responsibility for a designated state public health program. Positions are assigned administrative duties involving program and budget development and staff supervision. Physicians in this class apply the theories, principles, and concepts of medical and public health science to the problems, programs, goals, and objectives of the agency. Duties require establishing specific policies, procedures, and operational plans to implement a designated public health program and to supervise assigned staff.

FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master agency plans and allocated human and fiscal resources, choices involve determining tactical plans to achieve the public health objectives established by the higher management level. Positions in this class are responsible, on a regular basis, for developing plans for a statewide public health program. This involves establishing what public health processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes developing and/or changing public health programs and guidelines that may be applied by local public health officials statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. For example, a position develops a new program and funding source to provide training of local public health officials in an area of public health concern or emphasis, such as environmental toxicology. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future.

Complexity -- The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop and disseminate guidelines to implement a public health program that maintains the agency's mission. Guidelines do not exist for most situations. For example, a position develops state guidelines for a disease or condition of public health importance for an epidemiology program. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of local and/or statewide situations and establish guidelines that direct how a departmental public health program will be implemented.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

PUBLIC HEALTH MEDICAL ADMINISTRATOR II C1K2XX

CONCEPT OF CLASS

This class describes physicians having administrative and second-level supervisory responsibility for a state public health program. Positions are assigned administrative duties involving program and budget development and staff supervision. Positions in this class apply the theories, principles, and concepts of medical and public health science to the problems, programs, goals, and objectives of the agency. Duties require establishing specific policies, procedures, and operational plans to implement a designated public health program and to supervise subordinate unit supervisors. The

Public Health Medical Administrator II differs from the Public Health Medical Administrator I on the Line/Staff Authority factor.

FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master agency plans and allocated human and fiscal resources, choices involve determining tactical plans to achieve the public health objectives established by the higher management (strategic) level. Positions in this class are responsible, on a regular basis, for developing plans for a statewide public health program. This involves establishing what public health processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes developing and/or changing public health programs and guidelines that may be applied by local public health officials statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. For example, a position develops a new program to fund the training of local public health officials in an area of public health concern or emphasis, such as environmental toxicology. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future.

Complexity -- The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop and disseminate guidelines to implement a public health program that maintains the agency's mission. Guidelines do not exist for most situations. For example, a position develops state guidelines for a disease or condition of public health importance for an epidemiology program.. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of local and/or statewide situations and establish guidelines that direct how a departmental public health program will be implemented.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a manager. The manager must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Updated and removed the purpose of contact 6.30.2015

Effective 7/1/06 (TLE). Medical Occupational Group consolidated into Health Care Services. No substantive changes to CD. Proposed 3/13/06.

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Published as proposed 5/10/93.

Revised 7/1/86. Updated class and deleted options.

Created 7/1/75.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Line/Staff Authority
Public Health Medical Admin I	Interpretive	Strategic	Unit Supervisor
Public Health Medical Admin II	Interpretive	Strategic	Manager

ISSUING AUTHORITY: Colorado Department of Personnel & Administration