



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 693.7

Job Title: **HEALTH PLANNING CHIEF**

Pay Grade: 24

GENERAL SUMMARY:

Develops and coordinates comprehensive health planning activities within established parameters of specific ordinances. Provides technical assistance and liaison relationships to government organizations, agencies and the public.

RESPONSIBILITIES:

- Develops strategic health planning activities.
- Coordinates and develops feasibility studies for the establishment of health centers and multi-service centers.
- Assesses the adequacy and accessibility of existing clinic services through the development of patient-origin maps.
- Provides technical health planning assistance to the department, organizations, agencies and individuals.
- Represents department at various committee meetings concerning health policies.
- Reviews federal, state and local legislative current issues for relevance to existing or needed health programs.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Master's degree in Business Administration, Public Administration, Public Health or a related social science.

EXPERIENCE:

Four years of experience in public health planning and administration are required.

Bachelor's degree in Business Administration, Public Administration, Public Health or a related social science and six years of experience in public health planning and administration may be substituted for the above requirements.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Health Planner
Senior Health Planner
Health Planning Chief

Effective: October 1990

Revised: August 1991