



## HEALTH PROGRAM MANAGER

---

### **General Summary**

Incumbents are responsible for planning, implementing and administering a major public, environmental or behavioral health program within the Department of Health.

### **Health Program Manager I**

**Jobcode: X30665**

**Pay Band: 75**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

Manage a specialized health program such as drug abuse, tuberculosis prevention, non-ionizing radiation protection, etc., or manages multi-county (sub-regional) programs in several problem areas.

### ***Minimum Qualifications***

A Bachelor's degree in any field from an accredited college/university and five (5) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care, of which two (2) years must be supervisory experience. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities\****

- Plans, directs, evaluates and evaluates health programs having significant public, agency and financial impact.
- Trains staff on policies and procedures, ensures compliance, conducts employee evaluations, approves leave requests, creates retention strategies and supervises and mentors employees as they develop.
- Stays current on policy updates and changes, oversees any policy changes, serves as a resource to the community and to employees and serves on policy development committees as needed.

### **Health Program Manager II**

**Jobcode: X40665**

**Pay Band: 80**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

The Health Program Manager II is distinguished from the Health Program Manager I class by responsibility for multiple, major health programs, by the responsibility for the supervision of a large professional staff through subordinate program managers and by the level of independent decision making and size of budget. This classification combines high level program and technical expertise with equally high level management responsibility.

### ***Minimum Qualifications***

A Bachelor's Degree in any field from an accredited college/university and eight (8) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care, of which four (4) years must be supervisory experience. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience.

## HEALTH PROGRAM MANAGER

### *Essential Duties and Responsibilities\**

- Plans, implements and directs, through subordinate program managers, multiple major statewide health programs (environmental, behavioral, public health) such as facilities licensing and certification, communicable disease control, water pollution control, radiation protection, substance abuse, developmental disabilities and others.
- Develops, writes, evaluates, monitors and coordinates outcome based contracts and services delivered by field staff, coordinators and contractors.
- Leads strategic planning and data analysis, determines and implements best practices, manages grant applications and provides testimony to government bodies as needed.
- Directs and manages unit budget procedures, delivers fiscal reports as needed to the federal government and maintains fiscal tracking databases.
- Represents, mediates, and negotiates at meetings, task forces and government meetings to maintain positive relationships and services statewide.

### Health Program Manager III

**Jobcode: X50665**

**Pay Band: 85**

**FLSA Status: Exempt**

### *Distinguishing Characteristics*

The Health Program Manager III is distinguished from the Health Program Manager II class by higher level of responsibility and by generally acting in a Deputy Division Director capacity over a specialized programmatic area within the Division.

### *Minimum Qualifications*

Bachelor's Degree in related field from an accredited college/university and ten (10) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care, of which six (6) years must be supervisory experience. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience.

### *Essential Duties and Responsibilities\**

- Provides supervision to assigned bureaus and ensures that these offices and employees support the mission and vision of the Department, adhere to applicable federal and state law, Department policies, procedures and performance standards and oversees and makes decisions on investigations and disciplinary actions.
- Assumes a leadership role in the implementation of the agency's plans to blend service areas and related principles and strategies and uses agency partnerships to support the provision of family centered services to those families requiring those services.
- Develops and maintains an environment that facilitates the provision of quality services to customers and assists employees in meeting the agency's mission, vision, and goals.
- Represents, mediates, and negotiates at meetings and task forces with local county officers, tribal leaders, the legislature and other state agencies in order to provide leadership to field offices and maintains positive relationships with the community and with other agencies.

---

**Bargaining Unit:** Not represented

**Statutory Requirements:**

## HEALTH PROGRAM MANAGER

**Conditions of Employment:** Work is performed in an office setting. Late hours, weekend and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required.

**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Developed:** 03/26/2015

**Revised:**

---

*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*