

6.340

**HEALTH PLANNING and DEVELOPMENT ADMINISTRATOR
DEPARTMENT of INTEGRATED SERVICES for INDIVIDUALS with DISABILITIES
(DISID)**

NATURE OF WORK IN THIS CLASS

Administers island-wide health planning and development services for the public to include individuals with disabilities.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers health planning and development services for the public to include individuals with disabilities.

Administers the Certificate of Need Program and provide to the community a review of institutional health services being offered on Guam and the appropriations of such services.

Coordinates the implementation of the Guam Health Plan and the Guam Physical Fitness and Wellness Plan.

Interprets, formulates, and recommends administrative and operational policies and procedures on health and other related issues on Guam.

Evaluates health education and prevention program procedures and progression.

Conducts management and manpower studies/surveys to improve delivery of health care and services.

Provides technical guidance to other planning and program administrators in securing and administering federal grants in aid; and ensures compliance with local and federal regulations and program guidelines.

Provides assistance, advice, and recommendations to the Guam Health Coordinating Council (GHC Council).

Establishes guidelines, policies, and procedures; sets program goals, priorities, and evaluates progress and results; prepares long term strategic planning as it relates to program needs.

Reviews and analyzes operational reports to determine effectiveness of the programs and implements necessary changes.

Evaluates program policy changes on the basis of reviews, studies, and recommendations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques applicable to health planning services for the public to include individuals with disabilities.

Knowledge of federal grants-in-aid programs as they relate to health planning activities.

Knowledge of federal and local programs, laws, rules and regulations pertaining to health planning and development.

Knowledge of the principles, practices, and techniques of program administration and supervision.

Knowledge of the principles and practices of management and public administration.

Ability to administer the programs and activities of an island-wide planning agency.

Ability to make decisions in accordance with appropriate health program guidelines.

Ability to interpret and apply pertinent laws, rules, regulations, and other program guidelines.

Ability to analyze and evaluate program plans and operations and recommend/implement changes to improve effectiveness.

Ability to identify, coordinate, develop, and evaluate community resources.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Skill in developing community support, awareness of various resources, and community organization.

MINIMUM EXPERIENCE AND TRAINING

Four (4) years of community experience in community services dealing with individuals with disabilities, of which two (2) years shall be administrative and two (2) years of planning experience, and graduation from a recognized college or university with a bachelor's degree.

ESTABLISHED: **OCTOBER 1998**

PAY GRADE: **Q**

HAY EVALUATION:	KNOW HOW:	F13	304
	PROBLEM SOLVING:	E4 (43%)	132
	<u>ACCOUNTABILITY:</u>	<u>E1P</u>	<u>152</u>
	TOTAL POINTS:		588



ELOY P. HARA
Executive Director
Civil Service Commission