

INGHAM COUNTY JOB DESCRIPTION

DEPUTY HEALTH OFFICER FOR HEALTH PLAN MANAGEMENT SERVICES

General Summary

Under general supervision of the Health Officer, responsible for the Bureau of Environmental Health, Bureau of Health Plan Management Services, the Department's Emergency Preparedness Program, Office of Young Children, Department's Registration and Enrollment Unit, and a regional Breast and Cervical Cancer Control Program in accordance with the mission and philosophy of the Health department and in compliance with state and federal standards, policies, guidelines, and grant funded requirements.

Manages, professionals, nurses and support staff who manage, coordinate, and carry-out Health department services, programs for consumers in and outside Ingham County. Serves as Health Department representative at state and local functions and serves as one of the chief liaisons with the State of Michigan, County Health Plan Management Executives, local health care systems, other governmental agencies, and community organizations. Also serves as Executive Director of a County Health Plan in Michigan.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1). Program Development: a) develops relationships and negotiates contracts with other units of government, profit and non-profit organizations and institutions in Ingham and other counties, b) participates in formal presentation with external entities, c) plans for future program development and develops new revenue sources to support Health Department programs and services, d) develops program management policies and procedures, and e) accomplishes revenue projections.

2). Program Management: Supervises managers and supervisors responsible for developing and implementing Health Department programs. Programs include health care prevention programs, enrollment service programs, programs to protect health problems and control environmental hazards, public health emergency preparedness programs charged with the responsibility of developing, updating, and exercising comprehensive public health emergency responses plans in preparation for large scale emergencies or disasters, and health benefit programs referred to as County Health Plans located in 53 Michigan Counties.

Deputy Health Officer for Health Plan Management Services

Page 2

3). Fiscal Management: develops budgets, monitors revenue and expenses, prepares and analyzes financial information, authorizes purchases, and attends administrative staff budget meetings.

4). Health Department Liaison: Represents the Health department at state and local functions and serves as one of the chief liaisons with local health care systems, other governmental agencies, and community organizations.

5). Bureau of Health Plan Management Liaison: Provides direct oversight of the relationship with Third Party Administrator, Pharmacy Benefit Manager, consultants and attorneys.

6). Performs Executive Director duties and responsibilities for one or more County Health Plans: Attends Board of Director Meetings, develops agendas and Board Resolutions, negotiates agreements, oversees transfers of funds and payments, signs checks, works with consultants and Board to develop annual budget, represents the County Health Plan at local and state meetings, responds to Board requests, and works with County Health Plan attorney and accountant regarding various business matter and other issues.

Other Functions:

7). Other duties as assigned.

Employment Qualifications:

Education: Possession of a Master's Degree in Health Education, Public Health, Public Administration or related health or management field. Significant management/supervision and health care/administration experience is required.

Experience: Seven years experience in public health and health care programs. Experience in managing and collaborating with diverse groups. Experience with state health programs and health insurance preferred. Some marketing or outreach experience would be helpful. Experience within varying political environments would be helpful as well. Demonstrated problem solving skills at all levels of administration. Ability to work in changing and fast paced environments.

Other Requirements: Michigan Driver's License

Deputy Health Officer for Health Plan Management Services
Page 3

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Walks over uneven terrain and climbs stairs to gain access to work site locations.
Ability to enter and retrieve information from the computer.
Lifts and carries boxes, display cases, audiovisual equipment, and other materials.

Working Conditions:

Works in office conditions.

