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Class Specifications for the Class:PUBLIC HEALTH SUPERVISORDuties Summary:

Plans, directs and coordinates the provision of a variety of public health services on a statewide basis; directs activities through the supervision of several professional subordinate supervisors in various public health fields; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects a supervisor responsible for planning, directing and coordinating the provision of a variety of public health services on a statewide basis to certain target groups in the community. Such responsibility includes developing and implementing goals and objectives, standards and operating procedures for the various service areas, and monitoring and evaluating the provision of services. A position in this class works under the general direction of a branch chief and within established program policies and guidelines and directs the activities and services through the supervision of several professional subordinate supervisors in various public health fields.

Examples of Duties:

Plans and implements statewide public health services; develops services, goals, objectives, standards and operating procedures; coordinates program services with other programs, departments and organizations; determines and justifies budgetary and staffing requirements; plans and develops resources to meet program needs; evaluates the efficiency and effectiveness of present standards, procedures and services; examines the appropriateness of program services; oversees the expenditure of funds; negotiates and administers contracts for services; provides for and coordinates staff training and development programs; serves as liaison and representative to other public and private agencies; compiles, analyzes and evaluates program statistics and reports; and handles personnel matters including disciplinary actions and grievances.

Knowledge and Abilities Required:

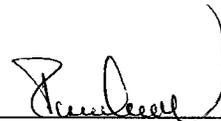
Knowledge of: Public health laws, rules and regulations; community health organizations and the services they provide; public health needs of the community; current public health problems; report writing; principles and practices of supervision.

Ability to: Plan, organize and supervise the provision of public health services; plan, supervise, direct, coordinate and evaluate the work of others; develop and implement service goals and objectives, standards, operating policies and procedures; evaluate program services and operations; negotiate and administer contracts for services; establish and maintain effective working relationships with other governmental agencies, professional and lay groups; communicate effectively orally and in writing.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class PUBLIC HEALTH SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources