

Administrative Officer I Position Description

I. A. Primary Purpose of Organizational Unit:

The Jones County Health Department staff serves more than 9,000 citizens with the primary mission devoted to promoting sound health policies within the community, to preventing and controlling the spread of disease, to facilitating rehabilitation of disabled and to safeguarding the integrity of the environment. Employees and contracted personnel provide a myriad of health and environmental services to the residents of Jones County.

B. Primary Purpose of Position:

This position is considered as the primary administrative position within Jones County Health Department and serves as an assistant to the Health Director. Position works in conjunction with the Health Director to ensure all administrative functions as well as the supervision and implementation of Department programs are administered properly and in compliance with all local, state and federal guidelines. Position is accountable primarily for the fiscal operation of the Health Department, managing the agency's annual budget, serving as the HIPAA representative, coordinating all human resources activities, serving as the expert in the area of technology, serving as the Clerk to the Jones County Board of Health and supervising a staff of two - an Accounting Technician III and a Processing Assistant IV.

The position reports directly to the Health Director and works closely with the Health Director to manage the workflow and operations of the Department. This position will consult on a regular basis with the Director in regard to operations, policy development and overall management of the Department. Such work will include budget development and implementation, policy review, development and implementation, development of Department goals and objectives and considerable problem resolution in a variety of administrative areas. This position is a member of the Department's Management Team and participates in the planning of agency services and serves as a key resource to employees.

Position will directly supervise an Accounting Technician III and a Processing Assistant IV. Employee will also coordinate a variety of administrative and programmatic projects involving staff from all other programs.

C. Work Schedule

The work schedule is Monday through Friday, 8:00 am until 5:00 pm. There are occasions when the employee is expected to be involved in meetings or activities which would extend beyond the normal work schedule. The employee may also become involved in disaster related duties on an as-needed basis. Employee is required to work in any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics or other outbreaks of communicable diseases.

D. Change in Responsibilities or Organizational Relationship:

No change in responsibilities or organizational relationships since last signed.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

Administration and Supervision of Staff

Position provides leadership and works closely with staff to create a work environment that supports the Department's mission and goals. Employee will work closely with other Management Team members in developing program goals, work standards, work flow, and budgetary issues to ensure that all operations and services comply with the policies and strategic direction set by the Health Director and the Jones County Board of Health.

Position will assist in the development of Department services and integrate newly development of grants with current services. Employee will frequently act as a liaison between Health Director and other staff in the proper

implementation of services. Position may represent Director at Department Head meetings and other necessary services as they occur.

Position's incumbent must possess a good working knowledge of total Department programs and services, state and local purchasing and contract laws, rules and regulations, state personnel rules and other regulations to guide and evaluate staff. Position will supervise one Accounting Technician III and one Processing Assistant IV. Employee provides direct supervision in the accounting, billing, and medical records and participates in the recruitment and selection activities of staff, the overall training and problem resolution as required, performance evaluations and makes recommendations for personnel actions. Employee will take an active role in the area of counseling and disciplinary issues.

Fiscal Operations

Position is responsible for the operation of the Fiscal Unit and provides compliance with all liability and problematic issues on an as-needed basis. Employee assists the Health Director develop the annual operating and capital budget for the Department and evaluates budget and revenue alternatives and recommends courses of actions, meets with program managers to review budget development issues and provide advice on formulating and justifying budget requests. Major needs and changes are presented to the Health Director along with proper explanation, justification and alternative solutions and recommendations. Employee remains involved in investments and long term strategic financial planning as well as all budgetary reports and budget revisions. Revenue projections are made based on escrow balances, projected earnings and anticipated local, state, federal and grants allocations. Works closely with County Finance Director and staff to ensure budgetary functions are implemented and maintained properly.

HIPAA

Position is knowledgeable of all state and federal requirements with regard to the privacy and security of health information and be able to provide sound interpretation of the federal Health Insurance Portability and Accountability Act (HIPAA) that directly impacts the maintenance of health information. Administrative duties include the development and administration of a privacy program and security program that meets state and federal requirements. Position must work with representatives, management and specific committees to provide the framework for development of a privacy program that ensures the Department maintains appropriate privacy and confidentiality consents, authorization forms, and material reflecting current legal practices and requirements. Position must work with appropriate individuals to ensure the facility implements and maintains the appropriate security forms, material, processes, procedures and practices.

Employee will provide technical assistance in coordinating activities between program professionals and information technology staff to ensure that both paper and electronic health information is protected from unauthorized disclosure. Position will also become accountable for the training of Department staff and for periodic audits within the Department.

Human Resources Coordination

This employee serves as a key resource to the Health Director, Managers and the County Human Resources Director in the areas of organizational structure, position design and the maintenance of accurate position descriptions for all Department positions. In addition, this employee is accountable for the maintenance and administration of the Department's recruitment and selection policies and procedures which attract the best qualified applicants of Health Department positions. The position is accountable for posting and advertising agency vacancies, and works with the County HR Director in coordinating the applicant flow with the Employment Security Commission. Employee will act as a technical resource to managers in the development of job-specific structured interviews, reference-checking process, verification of transcripts and educational credentials and assurance of Department compliance with all Equal Opportunity laws and regulations. Employee will also coordinate all benefit information and other local, state and federal laws requirements which impact activities within the Health Department. Employee will monitor salary rates for employees who are newly appointed, promoted, demoted and received salary adjustment in addition to tracking types of appointment and status changes.

Employee will also participate in all training activities, especially in the area of personnel management, will coordinate all counseling and disciplinary actions with the Health Director and will act as a resource and interpreter in all areas of human resources.

Position will also assist the Health Director in the establishment and maintenance of all personnel records and other personnel related information.

Clerk to the Board of Health

Position will participate in all Jones County Board of Health meetings and will be responsible for the agenda development, for taking all minutes during meetings, will track attendance and will arrange all for all meetings and meeting locations. Employee will serve as a resource for board members and will respond to questions and problems as they arise. This position will gather specific information as requested by board members and will provide problem resolution to a variety of key issues as they occur.

Technology Resource

Position will be responsible for the coordination of all Department technological equipment, policies, programs and Department reports. This employee will create programs as necessary depending upon automation needs of the Department. Will assess Department needs and act as a resource for the Health Director and Management staff. Will participate in all training activities and act as a key troubleshooter when staff experience difficulty with the computer system. Position will become responsible for the network security, for all training, and for future planning in the development of the system. Employee serves as the NC Mail Administrator and is responsible for the NCID, NCIR and all other state records which pertain to Department activities. Employee also will become responsible for the telephone system, all automation within the Department and for electronic mail systems as well as the computer server operation. The Department contracts with a technology consultant when experiencing serious problems and complications.

Other Duties

Employee will perform other duties as assigned by the immediate supervisor.

Employee is required to work in any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics or other outbreaks of communicable diseases.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

This position requires a high degree of accuracy as it has responsibility for the overall quality and timeliness of much administrative activity within the Department. This position must be accurate in all review of work, programmatic services, budgeting planning and implementation, human resources rules and regulations and other administrative rules as they apply to the Department.

2. Consequence of Error:

Position is considered to have key decision-making skills required on a daily basis. Failure to remain knowledgeable, properly interpret and implement prescribed rules and regulations can lead to great consequences as all programs and financial operations as well as personnel decisions are critical to the smooth operation of the Department. Failing to properly execute a critical decision can result in improper service delivery, failure to meet local and state budgetary requirements, patient/consumer issues, penalties, fines and sanctions, denial of funding and placing citizens and consumers at risk for being properly served.

3. Instructions Provided to Employee:

Position requires use in independent judgment and discretion. Health Department Director offers instructions on an as-needed basis.

4. Guides, Regulations, Policies and References Used by Employee:

Position will remain knowledgeable in all basic policies and guidelines of all services of the Health Department. Employee will remain familiar with all general administrative rules and policies as well as rules/guidelines governing the financial operations and human resources activity in addition to accreditation, quality assurance guidelines etc.

5. Supervision Received by Employee:

Position is supervised by Health Director and is limited in nature.

6. Variety and Purpose of Personal Contacts:

This position will engage in many personal contacts to include Board Members, staff, state consultants, Commissioners, County Finance Director, other vendors, and representatives from other public agencies.

7. Physical Effort:

Little physical effort is required in performing duties related to this position.

8. Work Environment and Conditions:

There is adequate light, heat and ventilation in the work area. The noise level is usually quiet. Some areas of work are cramped with health department materials.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Calculator, copy machine, fax, typewriter, computer, telephone

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Mental concentration and attention to details are of vital importance. Planning, analyzing, budgeting and other assignments require considerable skills in each area. Must perform highly detailed work on multiple tasks with a high degree of accuracy and work under deadlines with frequent interruptions.

11. Safety for Others:

Participate in training required by OSHA to ensure employee safety. Management also requires adherence to HIPAA regulations.

12. Dynamics of Work:

Employee will address ever-changing dynamics of work. Must learn to multi-task and address constant changes in local, state and federal policies. A great deal of organization and planning is required to balance diverse demands.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

Considerable knowledge of the principles and practices of public health and business administration. Considerable knowledge of office procedures, practices and equipment. Considerable knowledge of various state and federal laws and rules related to personnel administration. Ability to plan, assign and supervise the work of subordinates. Ability to communicate orally and in written form and to establish and maintain an effective working relationship with agency personnel and various other personnel/officials at the local, regional and state levels and with the general public. Ability to exercise good judgment and discretion in developing and interpreting policies and procedures.

B. Minimum Training and Experience:

Graduation from a four-year college or university and one year of experience in personnel, budgeting, research or administrative management; or an equivalent combination of training and experience.