SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION
Programs Manager - Senior

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<th>JOB FAMILY</th>
<th>BAND/GRADE/SUBGRADE</th>
<th>FLSA STATUS</th>
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<td>Programs</td>
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<td>Exempt</td>
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CLASS SUMMARY:
This class is the sixth level in a six-level Programs Series devoted to providing administration and management of public health programs and staff of SJBPH. Incumbents, as assigned, develop objectives, activities, and scope of work based on program guidelines; ensure compliance with contract; develop and review required reports; evaluate program performance and recommend improvements and updates; administer the budget and make purchases; conduct/oversee research and analysis; serve on or lead internal and external committees; develops and reviews program education and materials; and act as a subject matter expert within program. Incumbents supervise non-exempt and exempt staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES:
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.

- Supervises staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline and termination procedures.
- Develops program goals and objectives; implements and oversees program activities and adherence with program guidelines and contractual obligations; monitors compliance with policies, standards, regulations and/or contract requirements.
- Evaluates program performance and quality of services; identifies improvement or growth opportunities and makes recommendations; develops, implements and evaluates process improvements and service quality enhancements; and evaluates overall program outcomes.
- Manages the collection, research and analysis of program data; develops, prepares and reviews program evaluation reports and required program documentation; and develops, prepares and delivers program correspondence and presentations.
- Administers program budget and oversees expenditures; initiates purchase; seeks, identifies and pursues funding opportunities and new revenue sources.
- Performs and oversees outreach, education and promotional activities; serves as a program advocate, subject matter expert and/or senior advisor; maintains effective business relationships and communications with internal and external program stakeholders to promote assigned program.
- Oversees the accessibility, security and confidentiality of medical records and program data; oversees data management activities and system reliability; manages and ensures system and data integrity.
- Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.
ESSENTIAL DUTIES:
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the SJBPH. Performs other duties of a similar nature and level as assigned.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Position assigned to Access to and Linkage with Health Care may be responsible for:
- Providing administrative oversight and management of Connect for Health Colorado, Maternal and Child Health (MCH), Regional Oral Health, Care Coordination, and Temporary Assistance for Needy Families (TANF) programs.
- Ensuring compliance with standards and expectations of each assigned program as stipulated by the funding source as well as any applicable regulatory requirements.
- Developing, coordinating and providing community outreach and education opportunities by utilizing a variety of methods and mediums
- Works with SJBPH’s medical billing team as applicable

Position assigned to Maternal, Child, Adolescent and Family Health may be responsible for:
- Providing administrative oversight and management of Nurse Family Partnership (NFP), Women, Infants and Children (WIC), Safecare programs, and other related operations.
- Ensuring compliance of any applicable regulatory requirements
- Monitoring program and staff caseloads
- Ensuring compliance with standards and expectations of each assigned program as stipulated by the funding source
- Developing, coordinating and providing community outreach and education opportunities by utilizing a variety of methods and mediums
- Evaluating program outcomes and interventions
- Working with SJBPH’s medical billing team, as applicable
Position assigned to COVID-19 vaccine operations may be responsible for:

- Providing administrative oversight and management of COVID-19 vaccine clinic planning, operations, data management, and safety
- Working with the vaccine coordinators to schedule, manage, and staff COVID-19 vaccine clinics offered by SJBPH
- Scheduling and assisting COVID-19 vaccine clinics operated by SJBPH and state contractors
- Working with the Southwest Regional Emergency Preparedness and Response Coordinator and COVID-19 logistics staff on vaccine ordering, inventory, storage, and transport
- Working with the Communications Director and COVID-19 Liaison Officer to publicize clinics, recruit patients, and reduce vaccine hesitancy
- Monitoring SJBPH vaccine administration to ensure equitable distribution of vaccine, and working with partners and other SJBPH programs to reduce barriers to vaccine access

Positions assigned to COVID-19 Disease Investigation and Control may be responsible for:

- Supervision of the Disease Investigation and Control team, including the management of team schedules and the daily operations
- Providing day to day case management
- Oversight of complex and or high-risk situations or cases
- Providing oversight of new guidance related to disease investigation and control
- Acting as a liaison between the Disease Investigation and Control team and other agencies
- Acting as a liaison between SJBPH Contact Tracing team and CDPHE
- Attending applicable CDPHE calls and meetings

TRAINING AND EXPERIENCE:

Bachelor’s degree in nursing, social work, human services, or related field and five years of human services or public health programs related experience.
Master’s degree in nursing preferred (based on assignment).
Minimum of two years experience in maternal/child health, public health, or mental/behavioral nursing (based on assignment).

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.
LICENSING/CERTIFICATIONS:
- Valid Colorado Driver’s License.
- Depending upon assignment, may require Registered Nurse.

WAGE SCALE RANGE:
- $29.10-$43.66

KNOWLEDGE OF:
- Supervisory principles, practices and techniques.
- Practices and methods of coaching and leading the work of others.
- Principles and practices of program administration and management.
- Public health case and program management principles, procedures and techniques.
- Public health functions, resources and services.
- Principles and practices of program needs assessment.
- Records management principles.
- Principles and applications of critical thinking and analysis.
- Best practices, trends and emerging technologies.
- Principles and methods of qualitative and quantitative research.
- Principles and practices of budget development and administration.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.
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**SKILL IN:**  
- Supervising and evaluating staff performance.  
- Training and coaching staff.  
- Providing direction to others in order to meet standards.  
- Providing project/program management, organization and logistics coordination.  
- Reading, analyzing, evaluating, interpreting and summarizing written materials and statistical data.  
- Providing program evaluation of service quality and overall effectiveness.  
- Researching industry trends, solutions and best practices.  
- Exercising political acumen, tact and diplomacy.  
- Maintaining program documentation and related confidentiality and security of information.  
- Authoring and editing complex reports and documents.  
- Overseeing the implementation and adherence to quality assurance and standards.  
- Facilitating and providing program outreach, education and communications.  
- Interpreting, monitoring and reporting financial information and statistics.  
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).  
- Providing customer service.  
- Utilizing a computer and relevant software applications.  
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**  
Positions in this class typically require: stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.  

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects including the human body.  

**Working Conditions:**  
Work is performed in both the field and in an indoor office environment with frequent exposure to hazardous materials (such as chemicals, blood and other body fluids); moderate exposure to environmental conditions (such as disruptive people, imminent danger, or threatening environment); and moderate exposure to intense noise and travel.  

**Emergency Preparedness:**  
Must participate from time to time in Disaster Preparedness and emergency events.  

**NOTE:**  
This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.
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**CLASS HISTORY INFORMATION:**
- Date: (03/2017)
- Changed Levels in Programs Classification (9/2017)
- Added wage pay range (05/2019)
- Added COVID-19 response vaccine coordinator specific job duties (3/2021)
- Added COVID-19 Disease investigation and control job specific duties (8/2021)
- Added Maternal, Child, Adolescent and Family Health job specific duties (8/2021)
- Added Access to and Linkage with Health Care job specific duties (8/2021)
- Added COVID-19 Disease Investigation and Control job specific duties (8/2021)

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**Approved by:**

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**Reviewed by:**

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<th>(Human Resource Director – Signature)</th>
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**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.

- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.

- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.

- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.

- I have read and understand this job description.

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