

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR II -
Office of Public Health

SALARY GROUP: B27

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Chris Black-Edwards, RN DATE: 8/03/2015

POSITION #: 030289

I. JOB SUMMARY

Performs advanced managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan, goals, and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; reviewing and approving budgets; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides direction, guidance, and assistance to staff within the program areas of the Health Services Division; develops and establishes goals and objectives that support the divisional and agency strategic plans; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
- B. Develops and implements techniques for evaluating program activities; reviews results of special clinical investigations, internal audits, biomedical research studies, forecasts, and modeling exercises to provide direction and guidance; and ensures compliance with applicable state and federal standards, requirements, and statutes, court orders, executive directives, and health services policies.
- C. Plans, develops, implements, coordinates, monitors, and evaluates policies; reviews guidelines, procedures, rules, and regulations; and identifies the need to revise program areas.
- D. Performs periodic reviews of established infection control policies; oversees the development of statewide new infection control policies; and provides clinical consultation and advice to agency staff regarding communicable diseases and public health issues.
- E. Reviews and approves management, productivity, and financial reports and studies; directs the preparation, development, review, and revision of legislation regarding offender health care; and develops the agency's position regarding legislative impact.

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- F. Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees; provides clinical liaison for local, state, or federal agencies; and responds to public inquiries regarding program areas.
- G. Plans, assigns, and supervises the work of others; and identifies and provides staff development and training requirements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree in Nursing from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE).
2. Five years full-time, wage-earning health services administration experience to include three years in the supervision of employees.
3. Two years full-time, wage-earning hospital infection control experience.
4. Correctional health care experience preferred.
5. Governmental agency experience preferred.
6. Must be licensed as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact; must have a current, unrestricted Texas license to practice nursing as approved by the Texas Board of Nursing.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable local, state and federal laws, rules, regulations, and statutes.
3. Knowledge of federal requirements and standards regarding correctional health care to include the National Commission on Correctional Health Care and the American Correctional Association standards preferred.
4. Knowledge of the Occupational Safety and Health Administration (OSHA) regulations and requirements.

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5. Knowledge of the Department of State Health Services regulations and requirements.
6. Knowledge of managed health care concepts preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to direct and organize program activities.
9. Skill to establish program goals and objectives that support the strategic plan.
10. Skill to identify problems, evaluate alternatives, and implement effective solutions.
11. Skill to direct the development and evaluation of agency policies and procedures.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
14. Skill to interpret and apply rules, regulations, policies, and procedures.
15. Skill to manage program activities.
16. Skill in administrative problem-solving techniques.
17. Skill to review technical data and prepare technical reports.
18. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.