



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3520

CHIEF, HEALTH RESOURCES SECTION

GRADE Q

SCOPE OF WORK:

Work involves directing various Divisions comprising the Health Resources Section of the Department of Health. Divisions include the Division of Food & Lodging, Health Facilities and Life Safety & Construction.

DUTIES PERFORMED:

- Plan, organize, administer and monitor programs and staff.
- Develop and implement the strategic plan, mission, and vision for the Section and contribute to strategic plan for the Department.
- Determine, monitor and evaluate overall goals, objectives, policies and procedures for the Section.
- Research, interpret and implement state and federal laws, rules and regulations; develop and maintain policies, standards and guidelines.
- Plan, develop, implement, monitor and evaluate programs to meet objectives, ensure effectiveness and maintain compliance with federal and state laws and regulations.
- Ensure regulatory compliance of entities that fall under the jurisdiction of the Health Resources Section.
- Provide oversight of the nurse aide and medication assistant registry.
- Plan, develop, administer and monitor the Section budget.
- Provide leadership and manage assigned staff; delegate programmatic responsibility to Division Directors.
- Research and provide testimony related to Section programs.
- Collaborate with state and federal officials, agencies and organizations; serve on various committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in nursing, business, or public or health administration and seven years of professional level work experience administering health or human service related programs. Work experience must have included managing staff and budget. A master's degree in one of the fields indicated may substitute for two years of the work experience requirement.

Eff. Date: 12/82

Rev: 1/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System

Rev: 11/13 – Revised scope and duties.

Rev: 12/13 – Job Evaluation Committee evaluated factoring.