



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

ANNOUNCEMENT OF ANTICIPATED JOB OPPORTUNITY **Open to the Public**

TITLE	Community Health Program Manager 3 - 22144
SALARY/GRADE	\$109,956 - \$138,763 / M-4
NEGOTIATING UNIT	Management Confidential (06)
LOCATION	Division of Nutrition – Bureau of Supplemental Food Programs Riverview Center 150 Broadway, Rm 650 Menands, NY 12204-2719
MINIMUM QUALIFICATIONS	TRANSFER: Current NYS employee with one year or more of contingent-permanent or permanent competitive service in a title at or above Grade 29/M-3 and eligible for transfer under Section 52.6 of the Civil Service Law. PROVISIONAL: A Bachelor's or higher degree AND professional administrative work experience in a governmental agency's community health/preventive health program, including program management and supervision of professional staff, as follows: seven years of general administrative experience, four of which must have included second level supervision and program management. Program management responsibilities must have involved oversight of the design and/or implementation of public health outreach and prevention or chronic disease or communicable disease surveillance or control programs focusing on the delivery of public health services to the general public. This experience must include five or more of the following responsibilities: program planning; program implementation; program evaluation; program monitoring; preparation of grant requests or grant administration; development of policy and/or procedures to implement policy; contract management; budgeting and fiscal management; staffing and staff development; inter-governmental communications and relations. <u>Experience limited to administrative support of public health programs such as personnel, budgeting or health care finance is not considered qualifying, nor is the provision of medical services to a fixed population.</u>
PREFERRED QUALIFICATIONS	The preferred candidate would have progressively responsible professional work experience in the oversight of a large, multi-faceted nutrition program with a strong understanding of public health, and state and federal government management processes. Excellent oral and written communication skills are critical.
RESPONSIBILITIES	The Community Health Program Manager 3 will serve as the Director of the Bureau of Supplemental Food Programs (BSFP) within the Division of Nutrition, providing overall direction and leadership to the New York State Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and Farmers Market Nutrition Program (FMNP). The Bureau Director is responsible for and monitors NYS compliance with administrative and programmatic requirements to ensure continued receipt of over \$500M in federal funds. This includes developing and implementing public health policy; strategic planning; implementing new initiatives; managing Bureau resources, including approximately 175 central and regional office positions; and representing the Department on nutrition-related issues including serving as liaison to the United States Department of Agriculture Food and Nutrition Services. The Director of BSFP is responsible for: providing overall direction to and management of the Bureau's statewide and/or community-based nutrition programs, and oversees the development of program policies and procedures, program planning, implementation, quality assurance and evaluation of Bureau programs to ensure compliance with federal and State laws and regulations, and for developing strategies aimed at maximizing resource availability for WIC and FMNP. The Bureau Director is responsible for representing and advocating for New York State's WIC and FMNP programs on the national and state level and overseeing the identification and development of enhancements to the NYWIC management information system. The Director will participate in policy discussions with community partners and advocates to advance positions that support NYS WIC participants and maximize participation by eligible individuals. The Director will also oversee the procurement and contract management of services related to administering WIC and FMNP.
CONDITIONS OF EMPLOYMENT	Full time, permanent or contingent-permanent appointment for those eligible for transfer. Provisional, pending examination for all others. Occasional day and overnight travel to locations that may not be served by public transportation is required.
APPLICATION PROCEDURE	Submit cover letter and resume, preferably in PDF format, to Human Resources Management Group, JB/CHPMS3/22144 , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or fax to (518)473-3395, or by email to resume@health.ny.gov , with Reference Code JB/CHPMS3/22144 included in the subject line. <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes will be accepted until May 28, 2019.

Issued: May 10, 2019

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PURSUANT TO EXECUTIVE ORDER 161, NO STATE ENTITY, AS DEFINED BY THE EXECUTIVE ORDER, IS PERMITTED TO ASK, OR MANDATE, IN ANY FORM, THAT AN APPLICANT FOR EMPLOYMENT PROVIDE HIS OR HER CURRENT COMPENSATION, OR ANY PRIOR COMPENSATION HISTORY, UNTIL SUCH TIME AS THE APPLICANT IS EXTENDED A CONDITIONAL OFFER OF EMPLOYMENT WITH COMPENSATION. IF SUCH INFORMATION HAS BEEN REQUESTED FROM YOU BEFORE SUCH TIME, PLEASE CONTACT THE GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS AT (518) 474-6988 OR VIA EMAIL AT INFO@GOER.NY.GOV

