



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 - 45405
SALARY/GRADE	\$109,956 - \$138,763 / M-4
NEGOTIATING UNIT	Management Confidential (06)
LOCATION	Division of Nutrition – Child and Adult Care Food Programs 800 North Pearl Street, Suite 101 Albany, NY 12204
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 administrative experience in a large nutrition program, including decision making, setting program direction, and overseeing fiscal operations. Experience with the administration of a federal entitlement program, as well as strong oral and written communication skills are also desired.
RESPONSIBILITIES	The Community Health Program Manager 3 (CHPM3) serves as the Director for the Bureau of Child and Adult Care Food Programs. The Bureau administers three federally funded public health nutrition programs: The Child and Adult Care Food Program (CACFP), the Commodity Supplemental Food Program (CSFP) and Eat Well Play Hard in Child Care Settings (EWPHCCS). The CACFP works towards improving public health nutrition and preventing obesity by improving the nutritional quality of meals and snacks served in child and adult care settings. CSFP distributes food to eligible older adults in New York City and Long Island. EWPHCCS provides direct education, and policy, systems, and environmental (PSE) change interventions that focus on improving the nutrition and physical activity behaviors of pre-school age children and their parents/caregivers. The Bureau Director has responsibility for the development and preparation of budgets, ensuring the financial and programmatic integrity of \$280 million in federal funds. The Bureau includes 94 positions in Albany and the regional offices. The Bureau Director is responsible for assessing staff resources, requesting waivers for vacant positions, taking personnel actions, recruitment, and staff development. Working in concert with unit leaders, the Director will oversee the development of the annual State Administrative Expense Plan, develop program policies, procedures and guidelines for statewide program administration. The Bureau Director works closely with the fiscal unit to oversee the processing of payments in the Statewide Financial System, oversees adherence to all reporting requirements, and ensures that federal regulations and State requirements are met for all aspects of the programs and that eligible participants are being served. The Bureau Director will develop and maintain constructive working relationships with internal and external partners including the United States Department of Agriculture, State agencies providing related services, local governments, Department of Health leadership, contractors and CACFP providers. The Director may represent the CACFP program with national and regional professional organizations, task forces, work groups and other organized activities related as necessary to advance the program's priorities.
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/CHPMS3/45405 , 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/CHPM3/45405 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

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER
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

