



State of Louisiana

Program Manager 1-B (STD/HIV/HCV Regional Operations Manager)

SALARY	\$29.53 - \$57.91 Hourly \$5,119.00 - \$10,038.00 Monthly	LOCATION	New Orleans, LA
JOB TYPE	Classified	JOB NUMBER	OPH/CG/193703
DEPARTMENT	LDH-Office of Public Health	OPENING DATE	04/19/2024
CLOSING DATE	5/10/2024 11:59 PM Central		

Supplemental Information



The Louisiana Department of Health is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.

LDH serves as a model employer for individuals with disabilities.

This position is located within the Louisiana Department of Health / Office of Public Health / STD/HIV/Hepatitis Program / Orleans Parish

Announcement Number: OPH/CG/193703

Cost Center: 3262107645

Position Number(s): 50538680

This vacancy is being announced as a Classified position and will be filled as a Probationary appointment.

No Civil Service test score is required in order to be considered for this vacancy.

This position is responsible for providing statewide leadership and management of the Regional Operations Unit in the STD/HIV/Hepatitis Program. He/She is responsible for oversight of Disease Intervention Specialists (DIS) located in nine regions throughout the state who conduct STD/HIV Partner Services. Areas of concentration include supervising staff, assessing investigations and case management, reviewing offered partner services, managing repeat infections, developing collaborative partnerships, overseeing outbreak response and workload assignments, developing workforce, and assisting with grant and report writing.

Plans, directs and evaluates subordinate staff performance. (35%)

- Ensures that all subordinate employees have performance standards that are written in an accurate, clear and concise manner.
- Ensures that front-Line DIS supervisory staff monitor the quality and performance of their subordinate staff to achieve disease intervention objectives.

- Ensures that performance evaluations of subordinate staff are fair, accurate, supported with data/records and are submitted in accordance to host area guidelines.
- Ensures that front-line DIS supervisors provide hands on training as part of the formalized DIS modular training to include actual demonstration of interviews, field investigations and formal field and interview audits.

Conducts evaluation and assessment of host area programmatic activities. (30%)

- Program activities and implementation plans includes specific measurable criteria and deadlines for evaluating the activities.
- Ensures analysis of internal and external data sources are conducted quarterly to verify the accuracy, quality and timeliness of data within PRISM.
- Ensures supervisory staff performs quarterly quality assurance evaluations on closed disease intervention records to ensure accurate and timely data entry.
- Performs quality assurance assessments of all core STD program functions to ensure compliance with CDC and STD/HIV Program guidelines.

Develops, implements, and promotes program intervention and prevention policies and procedures. (15%)

- Assists senior program leadership in the development and establishment of program goals and objectives that address project priorities and is consistent with local needs and capabilities.
- Assigns and utilizes staff resources to address program priorities and help achieve short-term grant objectives and long-term program goals.
- Communicates with and provides technical assistance and advice to Regional officials in accordance with program and CDC guidelines.
- Implements program plans in accordance with CDC requirements and STD/HIV Program guidelines.
- Develops innovative approaches to accomplish host area short term grant objectives.

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Develops collaborative partnerships with internal and external partners. (10%)

- Works closely with other units in the STD/HIV Program such as Surveillance, Data Management, and Prevention, to meet program goals for STD and HIV reduction.
- Works with other Office of Public Health programs, Regional Medical Directors, and STD/HIV Regional Task Forces to set shared goals, and strategies.
- Oversees Disease Intervention Specialist provider outreach activities.

Responsible for overseeing outbreak response activities. (5%)

- Reviews and monitors STD and HIV morbidity in all public health regions
- Ensures workload balance amongst DIS staff
- Develops outbreak response operational program initiatives.
- Participates on statewide and/or regional task forces, work groups, councils, and coalitions to expand partnerships with affected communities, community-based organizations, and local healthcare providers to help health officials tailor interventions and select venues to reach populations most at risk.

Responsible for overseeing and/or assisting with various funding opportunity awards. (5%)

- Writes grant applications.
- Updates annual progress reports for HIV and STD Prevention awards.

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

*Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications

may be rejected if incomplete.*

A resume upload will *NOT* populate your information into your application. Work experience left off your electronic application or only included in an attached resume *is not eligible to receive credit*

For further information about this vacancy contact:

Ciera Green

Ciera.Green@la.gov

LDH/HUMAN RESOURCES

BATON ROUGE, LA 70821

225-342-6477

This organization participates in E-verify, and for more information on E-verify, please contact DHS at 1-888-464-4218.

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus four years of professional level experience in administrative services, economics, public health, public relations, social services, health services, or surveying and/or assessing health or social service programs or facilities for compliance with state and federal regulations.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training with eighteen semester hours in one or any combination of the following fields will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience: public health; public relations; counseling; social work; psychology; rehabilitation services; economics; statistics; experimental/applied statistics; business, public, or health administration.

A Juris Doctorate will substitute for one year of the required experience.

A master's degree in public health; counseling; social work; psychology; rehabilitation services; economics; business, public, or health administration will substitute for one year of the required experience.

Graduate training with less than a Ph.D. will substitute for a maximum of one year of the required experience.

A Ph.D. in public health; counseling; social work; psychology; rehabilitation services; economics; business, public, or health administration will substitute for two years of the required experience.

NOTE:

Graduate training will substitute for a maximum of two years of the required experience.

NOTES:

Health services include all services dealing with the diagnosis and treatment of disease, or the promotion, maintenance and restoration of health for sick or injured individuals.

Examples of public health jobs include sanitarian, public health engineer and public health epidemiologist.

NOTE:

Any college hours or degree must be from an accredited college or university.

Job Concepts

Function of Work:

To administer small and less complex statewide health or social service program(s)

Level of Work:

Manager.

Supervision Received:

Broad direction from a higher-level manager/administrator.

Supervision Exercised:

Supervision over lower-level position(s) in accordance with the Civil Service Allocation Criteria Memo.

Location of Work:

Department of Health and Hospitals; Human Services Districts as established; and other social service entities as established by an approved DSCS Allocation Criteria Memorandum.

Job Distinctions:

Differs from Program Monitor--DHH and Program Monitor Supervisor--DHH by the presence of responsibility for managing small and less complex statewide program(s).

Differs from a Program Manager 1-A--DHH by the presence of supervisory responsibility.

Differs from a Program Manager 2--DHH by the absence of responsibility for managing medium size and moderately complex statewide program(s).

Examples of Work

Supervises the coordination of research, analysis and policy management activities related to statewide health or social service program(s).

Develops current and long-range plans, policies and procedures for administering the statewide program(s).

Monitors revenues and expenditures of statewide program budget; formulates budgetary projections.

Prepares and submits grant proposals.

Drafts and finalize contracts and Memorandums of Understanding; monitors/manages budgetary and programmatic aspects

of those agreements assuring compliance with requirements/deliverables. Approves contract invoices.

Responds proactively to audit findings, programmatic challenges and issues; coordinates responses and reports to auditors and federal/state governmental entities.

Provides on-going consultation and technical assistance to professional and support staff on programmatic issues.

Serves as liaison for agency on statewide task forces, work groups, councils, and coalitions.

Manages the legislative tracking process during legislative sessions assuring timely analysis of bills and resolutions passed which may impact services. Serves as legislative coordinator.

Revises rules, regulations and procedures to meet changes in law or policy.

Develops and implements training programs for electronic agency policy.

Agency

State of Louisiana

Phone

(866) 783-5462

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>