**CIVIL SERVICE ANNOUNCEMENT**

**APPROVED C.S.C MINUTES 9/13/13 ms** **ANNOUNCEMENT NO. 93**
**HEALTH SERVICES ADMINISTRATOR** **(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

## SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is $27,325.56 to $77,502.92 per Year.

## FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, SEPTEMBER 27, 2013 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 3, 2013.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 3, 2013.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

## EXAMINATION INFORMATION

**TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.**

## DUTIES OF THE POSITION

Assists in planning, managing, coordinating, and administering the activities and requirements of Minority-focused health programs. Oversees the activities required to provide adequate execution of such functions as are deemed necessary for efficient and economical operation of the program. Assists in monitoring the status of the program(s) as well as reviewing and evaluating existing policies, procedures, and work methods. Provides general administrative and/or staff services as necessary to support the goals and objectives of the program. Assists in surveying existing Minority programs, estimating future needs, and making recommendations concerning the advisability of new programs. Compiles and analyzes data from various sources to document areas of need. Reviews and prepares, as delegated, reports of work performed by staff. Participates in the development of solutions to positively impact minority populations. Performs other related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

## MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Master's Degree in Public Health, Public Administration, Health Education, Business Administration or other closely related field from an accredited four year college or university is required. Two years of full time paid experience in program administration and coordination in a health care field is required. One year of experience in grant writing and management is also required. Must have strong verbal, written, and interpersonal communication skills. Must be computer proficient and skilled in Microsoft Office Suites. Individual must be able to lift and carry a minimum of 30 pounds. A valid State of Ohio Driver's License is required.

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**