



# Health and Human Resources Office Director 3

Class Code:  
9432

WEST VIRGINIA  
Established Date: Aug 19, 1992  
Revision Date: Sep 17, 2020

## SALARY RANGE

\$4,738.17 - \$8,765.50 Monthly  
\$56,858.00 - \$105,186.00 Annually

### NATURE OF WORK:

Under limited supervision, these positions perform complex administrative and professional work at the expert level with responsibility for a large, complex office in the Department of Health and Human Resources. Responsibilities include formulating plans, programs, systems and procedures for a variety of highly complex programs within the office; directing the work of a large staff of professional and administrative employees; overseeing the preparation and execution of large and complex budgets; representing the state and department to national, state and local agencies and advocacy groups on important issues affecting large client populations; and serving as a key congressional and legislative liaison for departmental programs. Perform related work as required.

#### Distinguishing Characteristics

These positions are distinguished by the administrative responsibility for an office of large size and considerable complexity.

### EXAMPLE OF WORK:

- Direct the work of managers, professional, technical and clerical staff; make assignments, conduct staff meetings and review and approve plans of operation.
- Develop, plan, evaluate and implement complex statewide health and human resources programs through managers and program administrators.
- Direct the development of office standards, policies and procedures.
- Oversee the compliance of office programs with state and federal rules, policies and standards.
- Direct the preparation and execution of the office budget; plan and present budget requests.
- Serve in a primary liaison role with national, state and local agencies, advocacy groups, educational institutions, clients and service providers.
- Oversee the monitoring and evaluation of program administration and the delivery of services to clients.

- Provide consultation and policy interpretation to subordinates, supervisor, public officials and advocacy groups.
- Oversee the preparation of periodic and special reports on the status of agency programs.

**Knowledge, Skills and Abilities**

- Knowledge of relevant theories, principles and techniques.
- Knowledge of federal and state statutes, regulations and program standards.
- Knowledge of state and federal fiscal regulations, policies and procedures.
- Ability to develop, plan, coordinate and evaluate statewide health and human resources programs.
- Ability to direct the preparation and execution of large and complex office budgets.
- Ability to establish program standards, and control, monitor and evaluate program administration and the delivery of services to clients.
- Ability to provide consultation and policy interpretation.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise the work of others.

**MINIMUM QUALIFICATIONS:**

**Training:** Master's degree from a regionally accredited college or university.

**OR**

**Substitution:** Bachelor's degree from a regionally accredited college or university and two (2) additional years full-time or equivalent part-time paid experience as described below may substitute for the required training.

**OR**

**Substitution:** Six (6) additional years of full-time or equivalent part-time paid professional experience as described below may substitute for the required training.

**AND**

**Experience:** Seven (7) years of full-time or equivalent part-time paid professional experience, four (4) years of which must have been in a program administration capacity.

**OR**

**Substitution:** Post-graduate coursework may substitute for the required experience at the rate of fifteen (15) semester hours of education for one (1) year of experience.

**Promotional Only:** Twelve (12) years of full-time or part-time paid experience at the Health and Human Resources Specialist level or higher, three (3) of which must have been in a program administration capacity.

**OTHER INFORMATION:**

PG: 23 \$56,858 - \$105,186  
Market Rate: \$92,678

**SUPPLEMENTAL INFORMATION:**

Established: 8/20/92  
Revised: 12/23/98; 09/18/2020  
Effective: 09/18/2020