

CONFIDENTIAL ASSISTANT TO THE COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional work involving responsibility for providing confidential support to the Commissioner of Health in support of mandated functions, as well as coordinating and monitoring special projects in accordance with specific policies and objectives. The work is performed under the direction of the Commissioner of Health and supervision may be exercised over technical or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides confidential administrative support, including managing correspondence and composing official letters and communications, on behalf of the Commissioner of Health;

Provides recommendations to the Commissioner regarding policies, procedures and general administrative issues pertaining to statutory responsibilities for the administration of state and local health laws, regulations and standards;

Advises appointing authorities, elected officials, the public, department staff, etc., as assigned by the Commissioner of Health, on various matters such as state and local health laws, local public health programs and initiatives, public health emergency preparedness and plans, etc.;

Prepares reports, manuals, budget information, statistical data and other documents as assigned;

Assists in managing departmental contracts by drafting communications, securing insurance documentation and organizing records for audits and legal compliance;

Performs a variety of administrative functions such as maintaining confidential records, managing calendars, scheduling meetings, handling inquiries, etc.;

Acts as liaison to appointing authorities, elected officials, union representatives, the public and staff on behalf of the Commissioner, as assigned;

Develops, implements and coordinates special projects by gathering and exchanging information with others, reviewing services and processes, scheduling and making presentations, etc.;

Performs research, special studies, surveys and data analysis on departmental matters at the Commissioner's direction;

Supports the departmental budget process by coordinating staff meetings, collecting and analyzing data and making recommendations;

Participates in weekly staff meetings with the Commissioner of Health and management staff;

Maintains daily contact with the Commissioner of Health to provide updates on department activities, government issues, operational concerns, etc.;

Supervises and coordinates the work of technical or clerical staff as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of health department programs and initiatives of the Commissioner of Health*; good knowledge of state and local health laws, regulations and standards*; good knowledge of office terminology, procedures and equipment; good knowledge of office management; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written materials; ability to establish and maintain effective working relationships with others; ability to prepare reports and other materials from general instructions.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*To be demonstrated during the probationary period.