



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HEALTH POLICY SPECIALIST II

Job Number: 20001869

Job Code: 96970V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 07/01/1996

Job Revised: 02/24/2006

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex research, analysis or planning functions related to Certificate of Need (CON), health data collection and analysis, or health policy. Serves as trainer for new staff. Serves as project leader; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in managed health care, Medicaid, Medicare or health insurance claims/systems; and/or health care research, health care planning, health care policy development or health care administration.

Substitute EDUCATION for EXPERIENCE:

Graduate work in planning, public health, public administration, health administration, business administration or a related field will substitute for the required experience on a year-for-year basis up to two years.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the preparation of health care reports, health care audits or health data tables will substitute for up to two years of required college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides research and analysis of complex health care related issues to include CON, health data, health planning and policy. Organizes and presents health care policy options to management staff. Organizes, directs, and implements studies to determine health care needs and resources for the state. Recommends policies, goals, and strategies. Coordinates and evaluates specific program initiatives related to health care needs. Provides technical assistance to the public, health care organizations, and professional and government officials. Serves as project leader for staff. Trains new staff in procedures and techniques related to the mission of the office.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.