POSITION DESCRIPTION

CLASSIFICATION ACTION

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<th>ALLOCATION BY</th>
<th>CLASS TITLE OF POSITION</th>
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<th>INITIALS</th>
<th>DATE</th>
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<tbody>
<tr>
<td>1. Civil Service Commission</td>
<td>Public Health Advisor</td>
<td>GS 685-13</td>
<td>7-25-76</td>
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<td>2. Department, agency, or establishment</td>
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<td>5. Recommended by head of office</td>
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8. Organizational title of position (if any) | Public Health Advisor

10. Name of employee (If tenancy, specify 1-1, 4, 5, or 4)

11. Department, agency, or establishment | Dept. of Health, Education, and Welfare

12. First subdivision | Health Services and Mental Health Administration

13. Second subdivision | Office of the Regional Health Director

14. Third subdivision | This is a complete and accurate description of the duties and responsibilities of this position

15. Certification by head of bureau, division, field office, or designated representative

16. Description of duties and responsibilities

See attached.

ORGANIZATIONAL
POSITION DESCRIPTION

Public Health Advisor, GS-685-13

I. DUTIES AND RESPONSIBILITIES:

A. In 1965, the basis for RMPS was established under the auspices of Public Law 89-239. Its goal is to help make the best in modern medical science readily available to all people who suffer or are threatened by major disease. The main thrust of this Program is to improve the Health care delivery system. It seeks to combine health resources of the Nation in close working relationships which will speed the transmission of scientific knowledge to the people who are presently afflicted. Incumbent serves in a HHW Region as the RMPS Representative to the Regional Health Director. (Note: This Program divides the United States into 55 separate units or Regional Medical Programs (RMPs) as distinguished from the 10 HHW Regions.)

B. Serves as the principal Public Health Advisor for RMPS on the HHW Regional staff. Acts as the contact point in the HHW Regional Office for the individual local Regional Medical Programs (RMP's) contained in the HHW Region, and also serves as a contact between the RMP's and Headquarters, Regional Medical Programs Service. Incumbent will establish lines of communication, essentially an informal network, furnishing day-to-day assistance and providing a sense of Headquarters continuity to the RMPs. At the same time he will provide field area expertise to Headquarters. As such, his recommendations and opinions will give Headquarters the intelligence and hard data required to effectively provide national leadership.

Incumbent will assist the RMPs in the procedural aspects of developing and submitting grant applications. He will give advice and assist in interpreting policies set by Headquarters. Incumbent participates in site visits to RMPs to discuss and negotiate grants, both prior to submission of formal applications as well as in continuing negotiations.

Incumbent provides significant data as input into the process which reviews the growth of each RMP in terms of organizational maturity and regionalization of resources; the accomplishment of individually funded projects; and the relationship of regional priorities to national goals. The incumbent's assessment is taken into consideration in the process in which continuing new or expanded activities for his RMPs are evaluated for funding in the ensuing years.

With the assistance of Headquarters specialists, evaluates the progress of programs in his regions, including the impact of such programs on the activities and programs of State and local agencies, professional organizations, and providers of health services.
No less important is the responsibility for liaison with other Federal agencies and programs, such as the Office of Education, the Manpower Development and Training Programs, Model Cities, Community Health Service and others. In order to make the maximum utilization of every health dollar, there must be a minimum duplication of effort. Incumbent is charged with the responsibility of knowing the plans and activities of other such programs and likewise making sure that they receive current information on the activities of the RN's in his HEM Region. Assists in maintaining liaison with professional organizations (medical, nursing, hospital administration, health planning, etc.) in his HEM Region. The purpose of such liaison is to interpret programs and policies, to promote support of such programs, and to determine the position of such organizations on major public policy issues which are relevant.

II. SUPERVISION AND GUIDANCE RECEIVED:

This position functions under the general administrative direction of the Regional Health Director, subject to program and policy guidance from the HEM Headquarters (Division of Operations and Development). Incumbent must exercise judgment and diplomacy in carrying out assignments. Incumbent receives general instructions as to scope of assignments, objectives to be achieved, and major and important problems to be expected.