

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## **Health and Human Services Senior Health Advisor**

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### **Definition**

Within the Department of Health and Human Services, provides guidance and expert consultation for the development, implementation, and improvement of statewide health prevention, intervention, and recovery, policy, and surveillance activities; functions as the sole primary subject-matter expert in the assigned discipline of expertise; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### **Work Examples**

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Leads efforts to prevent, manage, and control illness and disease and promote good health practices by providing guidance to agency leadership, health and human services program, and Medicaid staff.

Analyzes and interprets health data and related indicators to make policy and programmatic recommendations to plan, evaluate, and determine state health and human services program needs, priorities, and effectiveness.

Provides health expertise and leadership and connects health and human services activities with other units of the agency.

Collaborates with health and human services programs and Medicaid staff to define goals and objectives for the agency in the assigned discipline of expertise.

Maintains relationships and fosters partnerships with health and human services stakeholders, including public health coalitions, public officials, educational institutions, other governmental entities, and private entities.

Performs public relations activities by preparing and providing current information to the public, partners, and the media on health status and impacts to Iowans.

Represents the agency by attending seminars, conferences, and other meetings, and by giving presentations as requested in order to discuss public health, human services, overall health, and Iowa initiatives; gains knowledge useful to developing improved programs of health and human services for the State of Iowa.

### **Competencies Required**

Knowledge:

- Medicine and Dentistry – The information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

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- Biology – Plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
  - Behavioral Health and Science – Study of human behavior, including individual, interpersonal, and environmental interactions. This incorporates the application of evidence-based prevention, treatment, recovery, and management services and supports for mental health, substance use, and other addictive behaviors.
  - Public Health – The health of a population as a whole, with a focus on emphasizing the applied practice of healthful lifestyle behaviors, community health education, and health policy in order to reduce the burden of leading causes of morbidity and mortality.
  - Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
  - Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
  - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
  - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordinating people and resources.
  - Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
  - Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Adjusting actions in relation to others' actions.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management – Managing one's own time and the time of others.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited college or university with a doctorate degree in dental surgery, medical dentistry, pharmacy, clinical nursing, veterinary medicine, psychology, social work, or public health, and experience equal to two years of full-time administrative work in a public health or human services program.
- 2) All of the following (a, b, and c):
  - a. One year of full-time administrative work experience in a public health or human services program; and
  - b. A master's degree in public health; and
  - c. Graduation from an accredited college or university with a doctorate degree in dental surgery, medical dentistry, pharmacy, clinical nursing, veterinary medicine, psychology, social work, or public health.
- 3) All of the following (a, b, and c):
  - a. One year of full-time administrative work experience in a public health or human services program; and

- b. Graduation from an accredited college or university with a doctorate degree in psychology; and
- c. Completion of a post-doctoral fellowship in psychology.

**Notes**

Positions in this job class may require licensure to practice in the State of Iowa in the appropriate field, if applicable.

*Effective date: 12/23 SA*