

**NEW
FILE
BEGINS**

Doc # 94

**B&B INFORMATION & IMAGE MANAGEMENT
300 PRINCE GEORGE'S BOULEVARD
UPPER MARLBORO, MARYLAND 20772 • USA • (301) 249-0110**

POSITION DESCRIPTION

1. Check one:
Dept'l Field

2. Official headquarters:
Atlanta, Georgia

4. Agency position No.
HS-70-878

3. Reason for submission:
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

5. C. S. C. certification No.

6. Date of certification

8. CLASSIFICATION ACTION

(b) Other (specify)
Establish

7. Date received from C. S. C.

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau	<i>Public Health Advisor</i>	<i>GS</i>	<i>485</i>	<i>13</i>	<i>ES</i>	<i>7-25-59</i>
d. Field office		<i>U</i>			<i>U</i>	
e. Recommended by initiating office	Public Health Advisor	GS	685	13		

9. Organizational title of position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

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

a. First subdivision **Health Services and Mental Health Administration**

b. Second subdivision
Office of the Regional Health Director

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee) _____ (Date) _____

13. This is a complete and accurate description of the duties and responsibilities of this position

Emil E. Palmquist 7/16/70
(Signature of immediate supervisor) (Date)

Title: **Regional Health Director, Region IV**

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

Emil E. Palmquist 7/16/70
(Signature) (Date)

Title: **Regional Health Director, Region IV**

15. Certification by department, agency, or establishment

Ross Johnson 7-23-59
(Signature) (Date)

Title: **Personnel Management Specialist**

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 DHEW 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 HEW Regions.)
- B. Serves as the principal Public Health Advisor for RMPS on the HEW Regional staff. Acts as the contact point in the HEW Regional Office for the individual local Regional Medical Programs (RMP's) contained in the HEW 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 RMP's in his HEW Region. Assists in maintaining liaison with professional organizations (medical, nursing, hospital administration, health planning, etc.) in his HEW 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 RMPS Headquarters (Division of Operations and Development). Incumbent must exercise judgement 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.