

STATE OF HAWAII
DEPARTMENT OF HEALTH
DEPUTY DIRECTOR OF HEALTH

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, directs and coordinates overall administrative staff office activities which provide department-wide services for budget, fiscal/facilities management, personnel, health information system and planning/policy development. Provides administrative direction and support to the Office of Planning, Policy and Program Development, the Office of Health Status Monitoring and three neighbor island District Health Offices located in the counties of Hawaii, Maui and Kauai.

ADMINISTRATIVE SERVICES OFFICE

Provides department-wide budget, fiscal and facility support services. Reviews, coordinates and consolidates division and branch program plans and budgets; reviews and makes recommendations on organizational structure and reorganization proposals. Provides accounting, procurement, vouchers and payroll services; coordinates and maintains inventories for equipment and motor vehicles; reviews and provides support services for contract development and execution; and maximizes federal reimbursement. Coordinates the development and implementation of capital improvement projects; oversees the maintenance of the various health facilities; and reviews and coordinates all lease space requests.

HUMAN RESOURCES OFFICE

Provides for personnel management and administration including services to all levels of management in attaining program objectives; plans, coordinates and implements labor relations, contract administration and interpretation, employee relations, recruitment and employment opportunity, training and development, classification and pay analysis, occupational safety, status action and record keeping activities.

HEALTH INFORMATION SYSTEMS OFFICE

Develops, implements, and services information systems that contribute to the efficiency and effectiveness of the Department of Health by providing technical resources and services regarding electronic collection, storing, processing, and distributing of data; provides effective and efficient electronic movement of all forms of information between systems and people through a comprehensive telecommunications connectivity solution; establishes a comprehensive health data base for case management and decision support on needs assessment and evaluation of program effectiveness; and provides consultation services to health programs on the collection, processing, and use of information.

HAWAII, MAUI, KAUAI DISTRICT HEALTH OFFICES

The District Health Offices represent the Office of the Director of Health in their respective counties. They administer and coordinate public health services on the islands of Hawaii, Maui and Kauai with technical assistance and support from staff offices and divisions located on Oahu. The District Health Offices also represent the Director of Health in coordinating and administering public health response to emergencies.

OFFICE OF HEALTH STATUS MONITORING

Responsible for the statewide registration of births, deaths, and marriages from which information is used to compute public health vital statistics such as prenatal and birth rates, infant and maternal mortality rates, life expectancy, and disease-specific mortality rates to monitor the health status of our communities. Also responsible for issuing marriage

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licenses and civil union/reciprocal beneficiary certificates, disposition/disinterment permits for human remains and conducting a statewide health survey to monitor the health and wellness of our communities as well as the number of individuals covered by health insurance.

OFFICE OF PLANNING, POLICY AND PROGRAM DEVELOPMENT (OPPPD)

Directs the department's long range planning activities and coordinates the implementation of actions to accomplish the health planning and policy direction of the department; provides policy and program development and grant-seeking activities; administers and coordinates the department's Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance activities; administers and develops non-discrimination and affirmative action programs and employment and non-discrimination in service programs and other related compliance activities; coordinates and processes legislative materials and administrative rule activities affecting the department; oversees the development and implementation of the State Health Plan that focuses on public health initiatives, identifies specific objectives, policies and implementation actions; develops and oversees a range of departmental quality improvement initiatives including efforts related to national accreditation; and monitors the effectiveness of the department's efforts to meet its stated mission, goals, and objectives.