

## Public Health Administrator 1

### Job Overview:

The Tennessee Department of Health (TDH) is seeking a Public Health Administrator 1 located in Nashville, TN. This position is responsible for the entire fiscal, contract, and reporting aspects of the Ryan White Part B Program.

*Salary Range: \$4,769.00-8,585.00*

### Responsibilities Include:

- Assists the Ryan White Part B (RWPB) Director (PHA2) and Assistant Director (PHPD3) with developing, monitoring, and revising the annual budget of \$44,000,000 which varies each funding year. Tracks and monitors all grant and state expenditures related to RWPB. Manages RWPB spend down process through monthly review of expenditures and revenue. Reviews budget justifications during the contract process.
- Conducts final review/reconciliation of monthly invoices for approval submission to RWPB Leadership including the RWPB Director and Assistant Director. Meets with the RWPB Director, Assistant Director, and HIV/STD/Viral Hepatitis section Public Health Administrator 2 (PHA2) on a monthly basis to review expenditures, revenue, income, and make revisions as needed to the annual budget. Obtains RWPB Leadership approval on funded agencies' budget revisions, amendments, etc.
- Serves as program's primary contact for funded agencies regarding RWPB contract requirements and activities such as reviewing annual agency budgets, reviewing the annual and monthly multi-supplemental budgets, and addressing budget issues. Ensures that contracts are submitted to be processed in the correct format and with minimal errors. Participates in Health Resources and Services Administration (HRSA) monthly conference calls. Participates in Federal, State, and A-133 audits, site visits and reviews.
- Provides internal reports to the Deputy Medical Director, RWPB Director, and Assistant Director including grant year contract summaries, agency allocations by service categories, fiscal audit report summaries, and data to assist with implementation plan outcome measures, on an annual, monthly, and/or ad hoc basis. Participate in 340b Rebate Reconciliation process, which is performed on a quarterly, annual, and/or ad hoc basis with assistance from the Rebate Coordinator. This report is necessary to aid the program in tracking revenue and meeting the reporting requirements of the funder. Assist the RWPB leadership with completing HRSA reports (program and fiscal) in the electronic handbook (EHB). The EHB is a HRSA required reporting tool. Program and fiscal reports (for current and prior years), are submitted on this tool. Other required reports include: program and fiscal projections, carry forward requests, challenges/barriers, and final program summaries and expenditures.

### Who we are and how we impact Tennessee:

TDH incorporates our values into the work we do each day to achieve our mission, live our vision, and address the four leading causes of death in Tennessee.

#### Mission:

Protect, promote and improve the health and prosperity of people in Tennessee.

#### Vision:

Healthy people, healthy communities, healthy Tennessee

#### Our Values:

- Integrity
- Excellence
- Collaboration
- Compassion
- Respect

#### Tennessee Big Four: Leading Causes of Death in TN

1. Tobacco Use
2. Obesity
3. Physical Inactivity
4. Substance Abuse

[TN State Careers](#)

- Assists HIV/STD/Viral Hepatitis PHA2 with fiscal monitoring. Ensures budgets are compliant with federal and state requirements. Provides monthly expenditure reports to the Deputy Medical Director, the Program Director (PHA2), the Assistant Director (PHPD3), and the section PHA2 on a monthly basis and meets with them at least every two months to review. Provides accurate interim or final financial reports to HRSA as required.

**Requirements:**

- Bachelor of Business Administration with a concentration in Accounting, Economics, or Finance.
- At least two years of experience in Federal and/or State grant accounting.

**To apply:**

*Interested candidates should submit a resume and cover letter to:*

Dr. Patricia Beavers at [patricia.beavers@tn.gov](mailto:patricia.beavers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.