

## HEALTH OPERATIONS ADMINISTRATOR

### DEFINITION

Plans, organizes, and coordinates the operations and, protocols, and guidelines of the District's community engagement and vaccination programs.

### TYPICAL DUTIES

Manages the operations of the District's community engagement and vaccination program by monitoring contracts deliverables and compliance and maintaining detailed budgets for contracts.

Develops, establishes, and implements policies and procedures within the programs.

Participates in strategic planning and assists in the development and implementation of business processes, standards, procedures, and policies for the programs.

Confers with and advises administrators, user representatives, and technical personnel regarding changes and improvement to the various tracking systems for the programs.

Maintains budgets for project contracts and analyzes costs and statistical data.

Serves as liaison between Student Medical Services and Nursing to align testing, vaccinations and contact tracing for the District.

Monitors and manages the program's workflow.

Prepares reports and daily metrics on various components for the projects such as vaccinations, positivity rates, and close contacts.

Liaises and coordinates with the Los Angeles County Department of Public Health regarding issues and questions, guidelines, and health orders pertaining to the programs.

Collaborates with various District departments and stakeholders to develop reports and presentations on statistics, status, goals, and trends as they related to vaccination and contact tracing.

Represents the programs at meetings with various organizations, committees, and project groups.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Health Operations Administrator provides and coordinates various services, creates and implements processes, and standardizes procedures for the District's community engagement and vaccination programs.

### SUPERVISION

General direction is received from an administrator and supervises lower-level professional and clerical personnel.

### CLASS QUALIFICATIONS

#### Knowledge of:

Principles and practices of organizational development, budget preparation, and supervision

Applicable provisions of applicable federal, and State laws, regulations, rules and codes pertinent to community engagement

Organization and policies of the Los Angeles Unified School District

Principles of supervision  
Research and analysis technique

Ability to:

- Supervise, train, evaluate and motivate employees
- Prepare clear and precise reports
- Communicate effectively orally and in writing to all levels of management and non-management
- Make critical decisions under pressure and assume leadership role in crisis situations
- Work independently, exercise initiative, and good judgment
- Evaluate procedures and problems and develop and install improvements
- Make, support, and explain recommendations and decisions
- Make decisions and recommendations in conformance with complex legal and procedural requirements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Four years of experience with responsibility for coordinating or administering the business operations of a department in an organization or agency. Two years of the aforementioned experience must have been at the management level.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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