



MARCH 2019
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1241

PUBLIC HEALTH OFFICER

DEFINITION

Under administrative direction, oversees the planning, organizing, managing, and providing direction and oversight of the Public Health Division; serves as the County's Health Officer pursuant to state legal requirements and the County Charter; ensures compliance with federal and state public health requirements; coordinates assigned activities with other County departments and the local health and medical communities; provides highly complex and responsible staff support to the Director, Health and Human Services Agency; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Health and Human Services Agency. Exercises supervision over management, professional, technical, and administrative support staff either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification that oversees, directs, and participates in major activities and programs of the provision of public health services pursuant to federal and state laws and guidelines. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Successful performance of the work requires knowledge of public health principles; public policy; fiscal management; applicable laws, codes, regulations, and ordinances; and the ability to assist in the development, oversight, and implementation of programs and effective service delivery in the assigned division. Responsibilities include assisting with the coordination of the activities of the division with those of other County divisions and departments and outside agencies. The Public Health Officer represents the County as a member of the California Conference of Local Health Officers, a board affiliated with the California Department of Public Health.

This class is distinguished from the Director, Health and Human Services Agency in that the latter has overall management and administrative responsibility for all functions of the Agency and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the Public Health Division of the Health and Human Services Agency (Agency); provides direct and indirect supervision of the department's clinics in the provision of medical and diagnostic services.
- Assists in managing, and participates in the development and administration of, the Agency's annual budget; directs the forecast of additional funds needed for staffing and operational costs; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, develops, and directs division personnel; evaluates and reviews work for acceptability and conformance with Agency standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; makes discipline recommendations to the Director, Health and Human Services Agency; responds to staff questions and concerns.

- Works closely with the Director, Health and Human Services Agency in the development and implementation of long- and short-term strategies for the delivery of effective services to the community.
- Negotiates or develops new contracts and contract renewals with funding agencies, sub-contracting agencies, physicians, and others as appropriate; monitors contract provisions and ensures timely renewal or cancellation, and contractor performance.
- Analyzes, interprets, explains, and ensures compliance with federal and state policies, laws, regulations, and directives related to the provision of public health services.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director, Health and Human Services Agency.
- Consults and coordinates with federal and state officials and representatives of local public and private health agencies in the enforcement of health laws and the development of programs to meet public health needs.
- Participates in clinical and medical management decisions; provides medical direction for services provided by the County and consultation to medical and nursing staff.
- Instructs medical providers in departmental policies and procedures; develops medical protocol for medical and mid-level practitioners.
- Acts as the Medical Epidemiologist for public health diseases.
- Participates in, leads, coordinates, and directs a variety of interdisciplinary committees and task forces as a medical advisor and subject matter expert; serves as a medical and public health advisor to County staff as well as outside agencies and organizations; acts as an advocate for public health programs and services in the community.
- Prepares or directs the preparation of periodic and special reports to a variety of regulatory agencies.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to various boards, commissions, and committees, as assigned by the Director, Health and Human Services Agency.
- Monitors trends of communicable diseases and other adverse health conditions in the community and region; identifies and recommends changes to procedures as needed to mitigate and/or prevent emerging disease conditions
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures compliance with division, Agency, and County policies and procedures; and applicable local, state, and federal laws and regulations; develops, recommends, and supervises enforcement activities.
- Acts on behalf of the Director, Health and Human Services Agency in his/her absence.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws pertaining to the role of the Public Health Officer.
- Advanced principles, practices, and responsibilities of contemporary public health programs and service needs.
- Administrative principles and practices, including goal setting; program development, implementation, and evaluation; and supervision of staff, either directly or through subordinate levels of supervision.

- Principles and practices of leadership, including strategic planning.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Communicable diseases, injuries, and illnesses of public health concern.
- Advanced principles and methods of determining and servicing public health needs.
- Advanced socioeconomic and psychological factors that impact the effectiveness of health services delivery.
- Current guidelines and protocols for diagnosis, treatment, and methods of controlling transmission of communicable diseases.
- Epidemiologic interpretation of demographic, biostatistical, and other data.
- Population-based disease prevention and health-promotion principles to address chronic disease and injury.
- Principles and practices of health equity.
- Public agency budget development, contract administration, and general principles of risk management related to the functions of the assigned area.
- Organization, purpose, and function of federal and state health agencies.
- Local medical associations and community health groups.
- Principles and methods of public and community relations, and public information practices and techniques.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Community resources for the provision of public health services, including social services and financial support sources.
- Principles and practices of program management, including development, funding sources, grant proposal writing, program evaluation, quality control, and fiscal management.
- Principles and techniques for working with groups and fostering effective team interaction.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Identify patterns and trends in the occurrence of diseases and other adverse health conditions.
- Oversee routine formal assessments of community health, and development, implementation, and revisions of community health improvement plans.
- Collaborate with leaders in neighboring counties and across the state to design and implement consistent messaging about important public-health issues to the community.
- Alert and advise County leaders, including the Board of Supervisors, about proposed or newly enacted health-related state or federal legislation of importance to the County.
- Investigate and respond to expressed concerns of public health issues.
- Provide highly complex technical and administrative support to the Director, Health and Human Services by assuming management oversight of the Public Health Division.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards related to the assigned area of responsibility.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Conduct complex research projects, including the analysis of information related to public health issues as well as legal documents; make sound recommendations, and prepare effective technical reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the assigned area of responsibility.
- Prepare complex grant applications, proposals, and contracts.
- Prepare clear and complete reports and other written correspondence.
- Effectively enforce laws, rules, and regulations in a professional, courteous manner.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Possession of a Doctor of Medicine degree or a Doctor of Osteopathic Medicine degree issued by an accredited medical school in good standing;

AND

Three (3) years of administrative or supervisory experience in a public health setting.

A Master's degree in Public Health is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid license to practice medicine issued by the Medical Board of California.
- Possession of Board Certification from the American Board of Preventive Medicine is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, or clinical setting, and use standard office equipment, including a computer, and medical equipment; vision to assess emergency situations, including medical incidents and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking between work areas may be required, and travel to visit various cultural, physical, behavioral, and environmental settings may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and medical equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift,

carry, push, and pull materials and objects up to 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels and controlled temperatures, and may occasionally work outdoors and be exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to blood and body fluids in the performance of their assigned duties. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents may be required to work evenings, weekends, and on-call hours. Public Health Accreditation Board requirements for earning and maintaining accreditation.