



FEBRUARY 2021
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1241

PUBLIC HEALTH OFFICER

DEFINITION

Under administrative direction, performs the duties of County health officer set forth in California Health and Safety Code.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Health and Human Services Agency. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single position classification with overall responsibility for managing, planning, organizing, and administration of County-wide public health, communicable disease, clinic, and emergency preparedness services as set forth in the California Health and Safety Code. 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Serves as the individual in charge during a declared incident or emergency including, as appropriate, declaration of a Public Health emergency.
- Takes appropriate measures to prevent and control epidemics; enforces orders, rules, and regulations for quarantine or isolation required by the State Department of Health Services; takes measures to prevent the spread of diseases or any other contagious, infectious, or communicable disease made reportable by regulation to the State Department of Health Services.
- Responsible for the detection and control of communicable diseases, sexually transmitted diseases, and tuberculosis (TB); consults with physicians and staff in the diagnosis and investigation of suspected communicable disease cases.
- Establishes and maintains medical standards and protocols for medical staff; provides clinical services for TB patients, consisting of new patient evaluations, development of medication schedule and treatment plans, prescription of medicines, and ongoing monitoring of patients as needed.
- Provides expert testimony in court proceedings as required by County for services provided.
- 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 County policies and procedures; and applicable local, state, and federal laws and regulations; develops, recommends, and supervises enforcement activities.
- 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.
- Environmental and Public Health medical science and its application.
- 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
- 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 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.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work
- 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 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:

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

AND

Two (2) years of full-time experience functioning as a Public Health Officer or administering a public health program with responsibility for administration, supervision, and effective functioning of the program.

A master's degree in public health is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License 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.