

CLASS SPECIFICATION



CLASS: Health Officer
ALLOCATION: Health & Human Services
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management

ESTABLISHED: Prior 1980
REVISED: June 2014

JOB SUMMARY:

Serve as the County Health Officer in accordance with Sections 101030-101087 of the Health and Safety Code; provide overall medical direction and guidance for Public Health, a division of the Health and Human Services Department; assist in planning, directing, administering, reviewing and evaluating public health programs and obtaining a national public health accreditation status; provide program planning, oversight, technical assistance, review and evaluation to improve the health status of the local community; act as the departmental and County liaison with other County departments, service providers and funding sources for public health programs; and perform related work as assigned.

This is a stand-alone classification in the medical professional series.

CLASS CHARACTERISTICS:

This position is appointed by the Board of Supervisors. This class is distinguished from Director of Health and Human Services in that the latter provides oversight and policy direction to multiple divisions and organizational units of a broad-based Health and Human Services Department. This class is further distinguished from the Director of Nurses in that the latter has the day-to-day managerial responsibility for the Public Health Division.

EXAMPLES OF DUTIES:

Essential:

- Provide medical consultation for a variety of individuals and organizations, such as medical professionals, environmental health specialists, hospitals, day care centers, schools and County departments and programs as requested.
- Develop and implement measures to prevent the spread of disease, protocols and standard operating procedures for public health situations, including public health emergency preparedness; enforce appropriate provisions of the State Health and Safety Code and local ordinances, including acting as the Director of the Child Health and Disability Prevention Program (CHDP), acting as the designated Vital Statistics Registrar, Rabies Coordinator, and TB Coordinator..
- Research and develop programs that promote and encourage healthy behaviors; ensure that the programs are meeting the departmental mission by focusing on community strategies to encourage healthy eating and physical activity; provide basic health and injury prevention education programs; and engage in a broad array of activities addressing the local needs of the community.
- Monitor changes in medical practices and legislation that may affect public health operations or service delivery; evaluate their effect upon program activities and recommend appropriate policy and procedural modifications.
- Interface with the private and public medical community to provide education on ongoing and emerging public health threats, current and new developments in standards of care, mandatory reporting requirements and appropriate interventions to reduce the transmission of communicable diseases.
- Serve as County spokesperson on public health issues, including those involving health equities and public health principles as well as on clinical and disease control issues; advocate for effective disease prevention and health promotion programs and activities.
- Prepare a variety of correspondence, reports, policies, procedures, program documentation and other written materials.
- Investigate all reported cases of tuberculosis; report local epidemics of disease and measures to address them to the California Department of Public Health; receive and investigate reports of food-borne illnesses and receive reports of the improper disposal of hazardous waste.
- Plan, organize and direct public health programs including enforcement of applicable public health laws and regulations; participate in public health emergency mobilization.
- May act as a physician in public health clinics; review and oversee nurse practitioners who function in public health; and establish and review protocols in public health clinics and programs.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Act as a County public health representative with other departments, community organizations and public and private service providers, funding sources, community and business organizations; answer questions, resolve problems and provide information and technical assistance as required.
- Make presentations to a variety of community groups; promote public health programs through developing contacts with various organizations and through media announcements.
- Use standard office equipment, including a computer and peripherals in the course of the work.
- May be required to drive a motor vehicle.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Medical principles, practices and protocols required for effective public health service delivery programs.
- Principles and practices of public health and in the social determinants of health, including current trends in policy, research, treatment, prevention, education and related issues.
- Federal, State and County requirements, codes, policies and laws governing public health issues and response to public health risk.
- Laws governing medical and nursing practices and California Public Health laws and regulations.
- Communicable disease management and mitigation.
- Community needs, resources and organizations related to public health and medical care.
- Funding sources and administrative techniques for public health programs.
- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources. This includes goal setting, program development, implementation and evaluation, and the management of employees and volunteers through subordinate supervision.
- Principles and practices of administrative and operations management including budget development and execution.
- Principles and practices of public health administration and organization, management and supervision of medical testing facilities and clinics.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Principles of disaster and emergency preparedness and response, including biological, chemical terrorism and weapons of mass destruction.

Skill in:

- Planning, administering, monitoring and evaluating public health programs, including service delivery effectiveness and completion of objectives.
- Ensuring the provision of appropriate medical services and following appropriate protocols.
- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Monitoring and assessing the performance of one's self, other individuals, or programs to make improvements or take corrective action.
- Motivating, developing, and directing people as they work, identifying the best people and resources for the job.
- Promoting concern for public health with agency staff, County and City governments and community groups.
- Coordinating with other County Health Officers regionally and statewide.
- Evaluating and defining community public health needs and developing cost-effective proposals to meet defined needs.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Communicating technical information to a wide variety of users.
- Preparing clear and concise reports, correspondence and other written materials.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Ability to:

- Maintain confidential information according to legal standards and/or regulations of the Federal, State and County governments and ethical/legal obligations of the medical profession.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Establish and maintain effective working relationships with County Executives, County managers, subordinates, community groups, public health agencies, medical professionals, and public at large.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Analyze complex situations accurately and adopt an effective course of action.
- Accurately assess medical and liability risk regarding public health.
- Analyze and interpret medical and public health data and performance of duties and evaluate medical aspects of public health programs and recommend improvement.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational situations, technical policies and procedures.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write.
- Stamina to stand, sit and/or walk for extended periods.
- Occasionally lift, carry and push instruments, equipment and supplies weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office or clinic environment.
- Potential exposure to contagious or infectious diseases or hazardous substances and chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess and maintain State of California licensure as a Physician or Surgeon.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must satisfy the Continuing Education Unit (CEU) requirements of a Health Officer on a continuous basis.
- Attend meetings outside of normal working hours.
- Work on call and respond to emergency situations during weekends, holidays and other off-hours shifts.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code Sections 3100-3109.

Education and Experience:

MINIMUM: Graduation from a recognized medical school with a degree in M.D. or D.O as required to satisfy Health and Safety Code Section 101005 and some experience in health-care administration or management of a medical, public or mental health care program.

PREFERRED: In addition to the minimum, a Master's degree in Public Health, experience in a public health agency which included program planning and evaluation, budget management, personnel management and performance evaluation, policy development and providing community services.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services Approval:
Jennifer Vasquez
Date:

EEOC: A
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature:

CAO Approval: Robert Bendorf
Date:

Signature: _____