

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Correctional Medical Officer
ALLOCATION: Sheriff
FLSA STATUS: Exempt
UNION AFFILIATION: N/A – Extra-Help

ESTABLISHED: August 2013
REVISED:

JOB SUMMARY:

Provide professional medical services and management of the physical well being of the jail inmate population and youth in the juvenile detention facility; provide overall medical guidance for the jail and juvenile hall medical programs and perform related work as assigned.

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

CLASS CHARACTERISTICS:

This position reports directly to the Sheriff. This class is distinguished from the Health Officer in that the latter functions as the County Health Officer in accordance with Sections 101030-101087 of the Health and Safety Code, performing duties in multiple areas and with the authority provided to a designated County Health Officer.

EXAMPLES OF DUTIES:

Essential:

- Provide medical consultations; preventative healthcare, including immunizations; and acute services for treatment of immediate and pre-existing conditions to the jail inmate population and youth in the juvenile detention facility.
- Provide family planning services, including health education and screening for sexually transmitted diseases.
- Provide referrals and case management for individuals with complicated medical problems to specialists as well as coordinating their care upon release or placement with the medical community.
- Keep accurate recordings of all health problems treated and diagnosed and services provided.
- Maintain confidentiality of medical records.
- Take precautions to restrict the spread of any illness in the jail and juvenile correctional facility.
- Review and oversee medical staff that functions in the jail and juvenile hall correctional facility.
- Prepare a variety of correspondence, reports, procedures, program documentation and other written materials.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- 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 health service delivery programs.
- Federal, State and County requirements, codes, policies and laws governing public health issues and response to public health risks.
- Laws governing medical and nursing practices and California Public Health laws and regulations.
- Communicable disease management and mitigation.
- 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 through subordinate supervision.
- Principles and practices of health management and supervision of medical facilities and clinics.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- 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.
- Identifying problems and reviewing related information to develop and evaluation options and implement solutions.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Communicating technical information to a wide variety of audiences.
- 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 socio-economic, 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, medical professionals and the public at large.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Analyze situations accurately and adopt an effective course of action.
- Accurately assess medical and liability risk regarding public health.
- 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.
- Work with jail inmates and juvenile detainees.

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.
- 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 3100-3109.

Education and Experience:

MINIMUM: Graduation from a recognized medical school with a degree in M.D. or D.O. as required for State of California licensure as a Physician or surgeon and some experience in health-care administration or management of a medical, public or mental health care program or research project.

PREFERRED: In addition to the minimum, experience in a public health agency or correctional facility.

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.

Sheriff Approval: Undersheriff Read
Date:

EEOC: B
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____