

CLASS SPECIFICATION

Yuba County

May 1996

CLASS TITLE: Health Officer

FLSA STATUS: Exempt

JOB SUMMARY:

Enforces local and state health ordinances, rules and regulations; assists in planning, directing, administering, reviewing and evaluating public health programs and the work of County or State staff; provides technical assistance to the environmental health programs; provides program planning, oversight, technical assistance, review and evaluation to such programs; acts as the departmental and County liaison with other County departments, service providers and funding sources for public programs; performs related work as assigned.

CLASS CHARACTERISTICS:

This single position class provides a variety of public and environmental health program administration and oversight for a variety of direct client service programs. In addition, the incumbent serves as the Assistant Director of the Public Health Department, with both professional and administrative responsibilities. This class is distinguished from the Director of Health Services in that the latter has overall management responsibility for all programs and services provided by the department.

EXAMPLES OF DUTIES:

Essential:

- Provides medical consultation for a variety of individuals and organizations, such as medical professionals, environments health specialists, hospitals, day care centers, schools, and County departments such as the County jail and juvenile hall.
- Assists in developing and implementing goals, objectives, policies and work standards for various public health programs; provides input into the budgets for the programs and monitors expenses.
- Develops and implements protocols and standard operating procedures following in public health medical situations; enforces appropriate provisions of the State Health and Safety Code and local ordinances.
- Administers the work of staff, both directly and through subordinate supervision; provides for training and professional development of staff.
- Develops and modifies techniques and formats to evaluate pilot or current program effectiveness and to determine the need for program modification and/or new program development.
- Researches and develops program alternatives; ensures that the programs are meeting the departmental mission; locates funding sources, service deliverers and other resources; designs and implements program procedures and manuals.
- Monitors changes in medical practices and legislation that may affect public health operations or service delivery; evaluates their effect upon program activities and recommends appropriate policy and procedure modifications.
- Maintains or directs the maintenance of accurate records and files.
- Prepares a variety of correspondence, reports, policies, procedures, program documentation and other written materials.

Important:

- Acts as a County public health representative with other departments, community organizations and public and private service providers, funding sources, community and business organizations; answers questions, resolves problems and provides information and technical assistance as required.

- Makes presentations to a variety of community groups; promotes public health programs through developing contacts with various organizations and through media announcements.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and visit various work sites.

QUALIFICATIONS:

Knowledge of:

Medical principles, practices and protocols required for effective public health service delivery programs.
Funding sources and administrative techniques for direct client service delivery programs.
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees and/or volunteers.
Principles and practices of program planning and evaluation.
Principles and practices of budget development and administration.
Laws and ordinances regulating public and environmental health programs.
Computer applications related to the work.
Standard office practices and procedures, including filing and the operation of standard office equipment.
Techniques for understanding and effectively communicating with individuals of various cultures.

Skill in:

Planning, administering and evaluating public health programs.
Ensuring the provision of appropriate medical services, following appropriate protocols.
Planning, organizing, supervising, reviewing and evaluating the work of staff.
Providing for the training and professional development of staff.
Planning, monitoring and evaluating program goals and objectives and service delivery effectiveness of public and environmental health programs.
Identifying programmatic and operational problems, investigating and evaluating alternatives **d**
implementing effective solutions.
Interpreting, applying and explaining applicable laws, codes and regulations.
Preparing clear and concise reports, correspondence and other written materials.
Using initiative and independent judgment within general policy guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Physical Demands:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites or attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

Working Conditions:

- Attend meetings outside of normal working hours.
- Be available for call back in emergency situations.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Be licensed as a Physician or Surgeon in the State of California.

Background: Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining this knowledge and skill is outlined below.

Equivalent to possession of an advanced degree and appropriate residency in a medical specialty and four years in the practice of medicine, or two years as a physician in a Public Health Agency. Experience in program planning and evaluation is desirable.

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