



COUNTY HEALTH OFFICER Classification Specification

JOB SUMMARY:

Working with the Health & Human Services Agency Director as an integral member of the Agency executive team, the County Health Officer functions as the chief health strategist, assisting and leading cohesive, multi-sectorial work to assure the health and well-being of the people of Mendocino County.

Under administrative direction of the Health and Human Services Agency (HHS) Director, the incumbent ensures enforcement of California statutes, regulations, and local ordinances pertaining to the protection of public health; oversees public health programs as prescribed by the California Department of Public Health; advises the Board of Supervisors and HHS Director concerning community health issues; assesses and reports on the County's health status; and, provides leadership in developing health policy for the County and community.

Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. The incumbent provides overall direction and guidance related to public health matters, and is responsible for activities and services of the Public Health Branch, including controlling, reducing and preventing the spread of communicable diseases; serving as the registrar of Vital Statistics; overseeing public health laboratory services; and, guiding other core public health functions such as environmental health, public health preparedness, and maternal and child health. The incumbent also coordinates services with other branches, divisions and departments and advises policy makers on community design issues that affect health.

DISTINGUISHING CHARACTERISTICS:

This is an exempt, at-will, single-position classification appointed by the Board of Supervisors, which reports to the Health and Human Services Agency Director. The position serves as the County's Health Officer in accordance with Section 101000 of the California Health and Safety Code. The County Health Officer has authority to enforce public health and other codes, invoke quarantine and isolation and other orders as necessary to protect the public's health.

This position is distinguished from the Health and Human Services Agency Director, in that the Director is responsible for all policy development, fiscal, administrative and programmatic functions of the Department, whereas the County Health Officer provides medical oversight and leadership in community health.

SUPERVISION EXERCISED:

Exercises supervision over management, professional, technical, and administrative support staff either directly or through subordinate levels of supervision.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

Duties may include but are not limited to the following:

- Assure the effectiveness of mandated health protection functions of local government; enforce local health-related ordinances and sections of the California statute; consult and coordinate 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 address public health needs.
- Take all measures that may be necessary to prevent and control the spread of disease including: exercise statutory powers and authorities to control the spread of communicable diseases; issue legal orders; develop communicable disease protocols and provide clinical consultation in some cases; direct the inspection, examination, isolation, quarantine, and decontamination of persons, places, and things within the County or cities as necessary to protect the public's health.
- Disseminate and interpret policies, laws, regulations, and state and federal directives regarding medical and public health issues to physicians, County staff, and representatives of hospitals, nursing homes, medical clinics, and schools by written and personal contacts.
- Protect and advance the health status of the County through educating the public and health care providers; advocating for effective disease prevention and health promotion programs and activities; and provide a highly recognized symbol of local commitment to protecting and improving the public's health.

- Advise the California Department of Public Health through active participation in the California Conference of Local Health Officers.
- May act as Medical Health Operational Area Coordinator.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for HHSA. Ensure implementation of clinical policies and adherence to current medical protocols and procedures; review and oversee nurse practitioners who function in public health clinics; establish and review protocols in public health clinics; review and approve medical charts of public health patients, as necessary, for billing and quality assurance.
- Carry out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develop cooperative relationships with the medical community other health service providers, community agencies, and public and private jurisdictions in order to assist their understanding of HHSA programs, services, and objectives.
- Provide education and consultation to community physicians and other health care workers including individual consultation on public health/communicable disease issues and formal lectures.
- Provide consultation to other County departments and staff on issues affecting the public's health.
- Serve on a variety of local boards, commissions, and committees; and, represent Mendocino County on committees, boards and meetings at the national and state level.
- Provide responsible staff assistance to the Director of Health & Human Services and recommend modifications to public health programs, policies, and procedures as appropriate.
- Serve as local registrar of births, deaths, and disposition of human remains. Serve as the Tuberculosis Controller, Sexually Transmitted Disease Controller, Communicable Disease Controller, Confidential Morbidity Reports Manager, Clinical Medical Director, and Children's Health and Disability Program Director. May serve as Medical Director for HHSA alcohol and drug programs, including CLIA licensure.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public health; incorporate new developments as appropriate.
- Provide 24/7/365 on call response for County Dispatch, California Department of Public Health, and Centers for Disease Control and Prevention public health emergency response.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- | | |
|-----------------------|----------------------------|
| • Blood Pressure Cuff | • Scales |
| • Stethoscopes | • Computer |
| • Lancets | • General Office Equipment |
| • Syringes | |

MINIMUM QUALIFICATIONS REQUIRED

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

Possession of a valid California Physician license and current board certification in a recognized field of medicine; AND

Six (6) years of professional experience in a public health setting, including one year of administrative and supervisory responsibility; OR

An equivalent combination of directly related, progressively responsible education, training, and experience performing duties that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

A Master's degree in Public Health or completion of a preventive medicine residency is highly desirable.

Other Requirements:

Incumbent shall not have an ownership interest in any corporation, partnership, or other entity engaged in any private practice of medicine, nor engage in any private practice of medical service.

Licenses and Certifications*:

- Valid Driver's License
- Possession of a valid physician's and surgeon's license issued by the State of California either through the Board of Medical Quality Assurance or the Board of Osteopathic Examiners to practice medicine in the State of California.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times for continued employment with Mendocino County.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Clinical medicine, public health and health care (e.g. epidemiology, biostatistics, environmental health, maternal and child health) management and administration.
- Public health medical science and its application, including the core functions of public health and the ten essential services.
- Principles of leadership and supervision.
- Advanced management practices and organizational principles including program development, implementation, and evaluation in a multi-service agency.
- Disaster preparedness and response and National Incident Management Systems (NIMS).
- Public health laboratory science.
- Operational characteristics, services, and activities of a comprehensive public health program.
- Applicable state, federal and local ordinances, codes, laws, rules and regulations governing public health.
- Legislative process and current developments related to public health services and programs.
- Administrative principles and practices, including program development, goal setting and implementation.
- General and governmental financial operations, including accounting principles, practices, budgeting, and grants administration.
- Administration of staff and activities, either directly or through subordinate supervision, including principles of supervision, training, and performance evaluation.
- Mediation techniques to resolve conflicts between management and staff.
- Communicable diseases and the principles and practices of communicable disease control.
- Adult/child abuse and neglect.
- Client focused services and rural health care challenges.
- Principles and practices of emergency medical services, including laws, ordinances, and regulations relating to public health, environmental health, hazardous materials, and emergency medical services.
- Standards of the Privacy Act of 1974, (U.S.C. §552A) as amended; maintains and enforces all aspects of confidentiality of client information.
- Internal departmental policies and procedures.
- Methods and techniques of research, statistical analysis and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Regulatory requirements of CLIA certified laboratories and clinics.
- General functions of the California Department of Public Health.

Skill in:

- Plan, organize, and administer county-wide Public Health programs.
- Oversee, direct, and coordinate the work of lower level staff, including selecting, supervising, training, evaluating, and motivating staff and providing for their training and professional development.
- Work with state, federal, and local government officials in the establishment of coordinated and effective program of services to health clients.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Coordinate Public Health services with other programs and services within the Agency, County departments, and with outside organizations, agencies, and facilities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations; develop and update division and

department rules, regulations, and policies to ensure compliance with governmental codes, laws, rules and regulations.

- Prepare clear and concise administrative and financial reports.
- Present diverse medical and public health issues to both professional and lay audiences.
- Communicating clearly and effectively, both verbally and in writing.
- Operate general office equipment such as copiers, facsimile machines, telephone systems, and paging systems; use a computer to accurately and rapidly enter and retrieve data and information; utilize computer applications and hardware related to performance of the essential functions of the job.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with the HHSA Director, the Board of Supervisors, other County managers, subordinates, community groups, other public health agencies, medical professionals, and the general public.
- Deal with problems involving several concrete variables in standardized situations.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Delegate authority to staff as appropriate.
- Communicate effectively with people from diverse cultural backgrounds.
- Conduct public/group meetings for the purpose of health education, prevention, community assessment and planning.
- Work cooperatively and effectively with others, observing proper safety precautions and procedures.
- Read, analyze and interpret professional periodicals and journals, technical procedure manuals and government regulations.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 25 pounds.

Working Conditions:

Work is performed in an office environment, outdoor events, and in client homes exposing the employee to people who have the potential to be violent and verbally abusive; conditions such as fumes, noxious odor, dusts, mists, gases, and poor ventilation; and possible bodily injury from moving mechanical parts of equipment, tools, or machinery.

Work may be performed under stressful conditions and emergency situations. Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

The incumbent's working conditions are quiet to moderately loud.

While performing the duties of this position, the employee may be exposed to infectious diseases.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: COUNTY HEALTH OFFICER

CLASS CODE: 4016

DEPARTMENT: HEALTH AND HUMAN SERVICES AGENCY

REPORTS TO: HHSA DIRECTOR

BARGAINING UNIT: UNREPRESENTED

FLSA STATUS: E

CIVIL SERVICE: EXEMPT / AT-WILL

ADOPTED:

History Notes:

--