

# COUNTY OF SOLANO

## CLASS SPECIFICATION

### CHIEF MEDICAL OFFICER/DEPUTY HEALTH OFFICER

#### CLASS SUMMARY:

The Chief Medical Officer/Deputy Health Officer supervises the managers of the Communicable Disease programs, Emergency Medical Services, Emergency Preparedness and Response, Public Health Laboratory, and Occupational Health. The incumbent also provides medical direction for Primary Care Clinics, Integrated Care Clinics (Mental Health) and Dental Clinic(s) within the County's Federally Qualified Health Center (FQHC) clinic system. This includes direct supervision of Physician Supervisor(s) and Psychiatrist Supervisor(s) and medical oversight to other clinic managers and supervisors in performance of clinical duties or administrative duties that affect the delivery of clinical care. . In the absence of the Deputy Director of Health and Social Services/Health Officer (Public Health Director/Health Officer), the incumbent is the person designated to fulfill this role.

The Chief Medical Officer/Deputy Health officer is a single-position management level class located within the Department of Health and Social Services, Public Health Division. The incumbent receives administrative direction from the Public Health Director/Health Officer. Successful performance requires coordination of physical and mental health medical care and other public health services and programs with State agencies, other local health departments, healthcare providers, participating health plans, community-based organizations, academic institutions, other Solano County departments, and other divisions within the Health and Social Services Department for maximum benefit to the residents of Solano County. Performance is also monitored by assessing the success of a variety of medical programs including: Communicable disease control, tuberculosis control, sexually transmitted disease control, and occupational health. Evaluation also is based on the performance of the Public Health Laboratory Bureau, the Emergency Services Bureau, including regulatory oversight of trauma and cardiac care centers, and the integration of those bureaus with the other medical services offered to Solano County residents.

This class differs from the:

- **Physician Supervisor, Psychiatrist Supervisor, and Dentist Manager**, which are primarily responsible for supervising the providers of medical or dental services to patients.
- **Deputy Director of Health and Social Services/Health Officer**, which has management level responsibility for the entire Public Health Division.

#### ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Develops the County clinic system health care plan based on the community health needs, epidemiology of the community and health behavior of the community; plans, organizes, and manages assigned health operations, activities and services; analyzes organizational, administrative, management, funding, staffing, policy and procedural issues.
- Ensures departmental compliance with and enforcement of laws, regulations, standards and professional ethics in the planning and delivery of services; assists in developing, approving and implementing protocols and standardized procedures for assigned operations and activities.

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**

**CHIEF MEDICAL OFFICER/DEPUTY HEALTH OFFICER**

- Formulates policies and medical program objectives that foster a comprehensive interdisciplinary model of patient care; monitors and evaluates the efficiency and effectiveness of methods and procedures; evaluates programs and makes recommendations for changes to increase effectiveness and contain costs; ; and reviews fiscal records.
- Assists the Public Health Director/Health Officer in serving as a liaison and medical expert in public health matters to the State, local medical society and community agencies and in conferring with public officials, private physicians, community organizations, and representatives of other agencies on public health and safety issues.
- Coordinates service delivery with other divisions to maximize/facilitate program effectiveness; develops procedures and protocols to ensure interdepartmental cooperation and service quality.
- Provides medical consultation to County staff, private physicians, and other personnel on matters related to the prevention, diagnosis, and treatment of diseases of public health significance; provides technical advice regarding public health emergency preparedness and response.
- Provides technical supervision over managers and supervisors who provide medical services at a Federally Qualified Health Center.
- Assists physicians with complex medical care; reviews medical charts and records; resolves clinical problems; resolves social/medical problems; conducts regular staff and other meetings.
- Oversees Communicable Disease Control programs; tracks epidemiological data; leads the response to communicable disease outbreaks and communicable disease contact investigations.
- Supervises the Public Health Laboratory Director and oversees the management of the napa-Solano Public Health Laboratory.
- Supervises bureau managers, program managers and others as assigned.
- Provides medical consultation to the County's Occupational Health Program and supervision of the program manager.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**CHIEF MEDICAL OFFICER/DEPUTY HEALTH OFFICER**

**ESSENTIAL DUTIES: (Continued)**

- Oversees academic training for medical students, public health students, and medical residents that perform clinical rotations or field study assignments within the Public Health Division.
- Develops budgets and monitors costs.
- Meets with and/or addresses patients, Solano County residents, Board of Supervisors, representatives from various State, County and non-County organizations, media representatives, civic groups, etc.
- Acts for the Public Health Director/Health Officer in his/her absence.
- Performs other duties of similar nature or level as assigned.

**Training And Experience:**

Medical Degree (Medical Doctor (MD) or Doctor of Osteopathy (DO)) from an accredited college or university.

and

Successful completion of a Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine or equivalent residency program that is accredited by the Accreditation Council for Graduate Medical Education (ACGME).

and

Four years of professional medical management and supervisory experience in a public health and/or health care agency with two or more years of post-residency clinical experience preferred

**Licensing/Certification Requirements:**

- California Drivers License, Class C.
- Current and active license to practice medicine in the State of California issued by the Board of Medical Examiners.
- Possession of a valid certification by a specialty board in Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine or equivalent that is recognized by the American Medical Association or the American Osteopathic Association.
- Valid and current Drug Enforcement Agency (DEA) license.

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**

**CHIEF MEDICAL OFFICER/DEPUTY HEALTH OFFICER**

**Knowledge of:**

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, and conflict resolution.
- Standard and accepted principles of health care resource management, emergency medical services, occupational health management, public health programs and public health services.
- Healthcare service delivery systems and solutions for complex patient care situations, particularly as they apply to the coordination with participating health care plans.
- Methods used to conduct a communicable disease outbreak or contact investigation.
- Standard and accepted principles and practices of health care systems and programs, with an in-depth understanding of clinical issues and services to include standards of medical care within the local medical community.
- Current medical practice guidelines and general medical practices in diagnosis, treatment and prevention.
- Applicable Federal, state and local laws, regulations, and procedures affecting health delivery particularly as they apply to the operation of Federally Qualified Health Centers, the application of the Health Insurance Portability and Accountability Act (HIPAA), funding sources, and the requirements for public health services programs..
- Oral and written communications, business correspondence, and report writing.
- Standard office procedures, practices, equipment, personal computers, and software.
- Concepts of health equity and the social determinates of health.
- Functions and services of local public health agencies and their interactions with other county divisions and departments.

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**

**CHIEF MEDICAL OFFICER/DEPUTY HEALTH OFFICER**

**Skills in:**

- Supervising, evaluating, training, and developing staff and organizing and managing their work in addressing public health needs to the residents of Solano County.
- Planning, organizing and directing a broad range of public health programs; evaluating and defining community public health needs; and assisting in developing cost effective proposals to address those needs both locally and regionally.
- Analyzing problems and data, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Utilizing and coordinating local resources and working cooperatively with community agencies and regional partners.
- Acting as liaison to advise or resolve differences with individuals, groups, and agencies.
- Analyzing administrative and fiscal problems and making appropriate recommendations; developing and monitoring budgets.
- Interpreting and applying Federal, state, county and department laws, regulations, policies and procedures.
- Using modern office equipment, and computers and related software applications.
- Representing the office and communicating information and ideas clearly and concisely to patients/residents/civic groups; the Board of Supervisors; local health care professionals, representatives of various State, County and non-County organizations; the media, etc. both orally and in writing.
- Working with various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Coordinating multiple projects; meeting critical deadlines; and determining the appropriate course of action in emergency or stressful situations.

**COUNTY OF SOLANO  
CLASS SPECIFICATION**

**CHIEF MEDICAL OFFICER/DEPUTY HEALTH OFFICER**

**ADA Requirements:**

Positions in this class typically require crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Other Requirements:**

Incumbents will be subject to chemicals, blood, and other body fluids.

Incumbents may also be subject to hazardous physical conditions such as mechanical parts and vibration; atmospheric conditions such as fumes and odors; and environmental conditions such as disruptive people.

Independent travel is required.

Candidates for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

**Approval by:**



Marc A. Fox  
Director of Human Resources



Date