

COUNTY OF SOLANO
DEPUTY DIRECTOR OF
HEALTH AND SOCIAL SERVICES - HEALTH OFFICER

Est. 7/93

DEFINITION

Under general direction, serves as Health Officer for the County of Solano; plans, organizes and manages the day-to-day operations of the Health Services Division to meet mandated public health service requirements and needs of Solano County's medically indigent; serves as a member of the department's senior management team.

CLASS CHARACTERISTICS

This single position class is characterized by the responsibility for directing public health medical services and enforcing public health laws and regulations. This position is by law, appointed by the Board of Supervisors.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Plans, organizes and directs medical services for public health programs and clinics; consults and coordinates with federal and state health officials and representatives of local public and private health agencies in the enforcement of health laws and the development of programs to meet public health needs.
2. Manages medical division operations through subordinate managers and supervisors; designs and implements systems to encourage productive behavior and recognize exceptional performance; directly supervises program management, medical and administrative staff.
3. Serves as Tuberculosis Coordinator.
4. Ensures appropriate expenditure of public funds through efficient operation of programs; monitors utilization review and work production related to health service delivery; directs operational changes to increase effectiveness and efficiency of programs.
5. Ensures the dissemination of information on medical services as well as public health services information published by other agencies or organizations to promote general knowledge; makes public presentations upon request.
6. May be assigned additional management or administrative duties; may conduct special studies, convene committees or act on behalf of the Department Director; investigates and resolves issues of administrative concern.

QUALIFICATION GUIDELINES

Education And/or Experience

Progressively responsible public health service experience in a health agency supplemented by training, education and/or additional experience in public administration including program planning/evaluation, budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Four years of progressively responsible professional medical management and supervisory experience in a public health agency which included program planning and evaluation, budget management, personnel management and performance evaluation, policy development and providing community service in a public agency.

Knowledge/Abilities

Extensive knowledge of the principles and practices of modern general medicine, preventative medicine and public health; socio-economic and psycho-social factors affecting the wellness and treatment of public health and institutionalized patients.

Thorough knowledge of federal and state laws and regulations governing services of local public health agencies; organization and purposes of community health groups; principles and practices of supervising physicians and other medical professionals; effective public and community relations; communicable and sexually transmitted diseases.

Working knowledge of program budgeting; local government organization; local demographics as related to determination and management of health services; public information and public speaking techniques; County programs and services.

Ability to assess, diagnose and treat a variety of medical conditions; plan and organize public health operations to meet community health needs and state/federal laws/regulations within available resources; understand, interpret and explain laws, regulations and policies governing medical program operations; develop goals and objectives; identify and analyze administrative/problems and implement operational changes; make decisions and independent judgments; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; collect and analyze data to establish/identify needs; evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; supervise and evaluate the performance of subordinate supervisors providing medical services management; research regulations, procedures and/or medical/technical reference materials; determine and evaluate levels of achievement and performance; coordinate and integrate program components into a cohesive and effective service

delivery system; conduct liaison and community relations activities; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing.

Deputy Director of Health and Social Services - Health Officer

Page three

SPECIAL REQUIREMENTS

Possession of a valid license to practice medicine in the State of California issued by the Board of Medical Examiners.

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Selectees 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.

Incumbents must be able to work in a clinical environment which may include exposure to communicable disease.

Independent travel may be required.

Department Head

Date

Est. 7/93

Spec. 0449

CSC Exempt