

DEPUTY HEALTH OFFICER**DEFINITION**

Under general direction of the Health Officer, assists the Health Officer in the administration and medical oversight of public health programs for the County; provides health policy consultation on health and preventative medicine issues to the Health Officer, department staff, citizens, public officials, community organizations, agencies and staff; in the absence of the Health Officer, serves as the designated County Health Officer; and performs other related work as required

DISTINGUISHING CHARACTERISTICS

This single position management level class is responsible to the Health Officer for assisting in providing medical oversight, consultation and/or enforcement of public health regulations for a variety of public health programs and services, including environmental health, vital records, communicable disease control, preventative chronic and acute general medical services, public health nursing, emergency and disaster medical planning, public health education, California Children's Service, and maternal and child health services. This position provides principal supervision of Vital Records, Health Assessment, Laboratory, and Epidemiology programs.

This position is distinguished from the Health Officer in that the Health Officer is appointed by the County Board of Supervisors, directs medical oversight and policy for the County, and possesses the powers, duties, and responsibilities relating to the preservation and protection of public health. The Deputy Health Officer assists in directing the medical oversight and policy for the County, and does not carry full powers, duties and responsibilities relating to public health, but may act in the absence of the Health Officer.

The Deputy Health Officer is distinguished from lower level management or physician classes in that the latter directs specific areas of program responsibility or medical practice, whereas the Deputy Health Officer assists in directing the medical oversight for all public health programs

EXAMPLES OF DUTIES

1. Assists the Health Officer in planning, organizing, directing and evaluating the medical oversight of public health programs.
2. Assists in assuring enforcement of applicable public health, environmental health, and sanitation orders, ordinances and statutes.
3. Provides principal supervision for the Vital Records, Health Assessment, Laboratory, and Epidemiology programs, and other programs as assigned.

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4. Assists in developing, approving and implementing protocols and standardized procedures for new medical treatments and procedures.
5. Participates in analysis of legislative changes; evaluates, develops and implements medical and public health policies, programs and procedures and formulates improvements.
6. Serves as an advocate to promote statewide public health policies, which also benefit the County.
7. Assists the Health Officer in serving as a County 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 matters.
8. Provides medical consultation to Health Department staff, private physicians and other personnel on matters related to the prevention, diagnosis and treatment of diseases of public health significance.
9. Addresses community groups and professional associations and participates in health education programs.
10. May conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications.
11. Acts for the Health Officer as authorized.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Knowledge of:

1. Current principles and practices of medicine.
2. Functions and services of local public health agencies.
3. Accepted medical practices concerning the prevention and control of communicable diseases and other common public health programs.
4. Epidemiological principles and studies
5. Laws and regulations governing local public health agencies

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6. Inter-relationships of services among local public and private and voluntary public health agencies and organizations
7. Principles of public health administration
8. Principles and techniques of supervision and training
9. General functions of a State Department of Health Services

Skill and Ability to:

1. Plan, organize and direct a broad range of public health programs
2. Exercise initiative, ingenuity and sound judgement in solving difficult technical, administrative and public health problems
3. Effectively supervise and manage staff.
4. Develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs
5. Establish and maintain effective working relationship with physicians, representatives of community groups and professional organizations, State representatives and the public
6. Participate in analyzing, evaluating, planning and implementing public health programs and budgets
7. Understand and relate to others the aims, concepts, and principles of public health
8. Coordinate public health programs and service activities with other divisions and departments
9. Develop and lead effective teams to address significant public health and operational issues.
10. Prepare clear and concise written and oral reports
11. Speak effectively before large groups
12. Perform medical diagnosis and treatment
13. Utilize common office computer software such as Word, Excel and Powerpoint.

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REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to possess the following:

Licenses/Certifications:

Per California Administrative Code, Section 101005, graduation from a medical college of good standing and repute.

- 2. Physician's and Surgeon's Certificate issued by the State of California.
- 3. California Class C Driver License.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledges, skills and abilities listed above may be acquired through various types of experiences, education or training, typically:

Two years of public health medical experience.

- or -

Certification or eligibility for certification by an American Specialty Board, and one year of public health medical experience.

- or -

Possession of a Master's degree in public health from an accredited school of public health, and some public health medical experience.

CLASS HISTORY

Class Code:	14K54	Job Group	09
Established Date:	January, 2004	EEO Category:	OA
Revised Date:	(New)	Work Comp. Code:	9410
Former Title:	(New)	Bargaining Unit:	X
		FLSA:	E
		MOCO OT:	N

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Approved by



County Administrative Office

2/10/04
Date