

PROPOSED
CITY OF WEST COVINA
JOB CLASSIFICATION

Class Title: PUBLIC HEALTH OFFICER
Bargaining Unit: DEPARTMENT HEAD
Class Code: PUB HLTH OFF
Salary Grade: DHXXX
Salary: \$154,368.00 - \$187,644.00 Annually
FLSA: EXEMPT
Date Established:

JOB SUMMARY

Under administrative direction, plans, directs, and coordinates activities of the Public Health Department; implements policies and establishes procedures related to public health and related community services; directs the development and administration of the department budget; serves as a member of the city's executive leadership team; performs related duties as required. This position ~~may~~ **will** function as the designated **Public Health Officer** of the City.

This position reports to the City Manager and is responsible for the overall planning, administration, and operation of the Public Health Department. The **Public Health Officer** will assist in establishing the city's Health Department.

The **Public Health Officer** is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The **Public Health Officer** will ~~function as a member of the city's executive management team and~~ participate actively in addressing issues of concern to the city, which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provides overall medical direction and guidance for the Public Health Department and is responsible for enforcing local health orders and ordinances and regulations prescribed by the State Department of Health Services and ~~the~~ State relating to public health.
2. Plans, directs, and coordinates various public health and environmental health programs of the city in conformance with the Health and Safety Code of the State of California, the city's health and sanitation code, and other related laws, standards, and regulations.
3. Directs assessment and analysis of operational and service demands and develops comprehensive plans to ensure the highest possible quality of life for the community; confers with legal advisors, citizens, and City officials on public health

and environmental health problems; develops and implements related policies and procedures.

4. Directs the preparation and administration of the Public Health Department's budget; responsible for obtaining and managing grant funding; directs the implementation of organizational development, training, and strategic planning to address operational needs effectively.
5. Advises and otherwise assists the City Manager and City Council in understanding and developing policies governing City responses to the community, environmental and public health.
6. Coordinates public health-related activities with those of other agencies; establishes and maintains mutually productive working relationships with residents, community/business groups, and other public and environmental health organizations.
7. Directs the selection of department employees; plans and organizes work; directs the development and implementation of work methods and standards; directs staff training and development; maintains effective department discipline and morale; reviews and evaluates employee performance; executes disciplinary action.
8. Provide advice, guidance, consultation, and direction to physicians, laboratories, hospitals, health care providers, and the public in matters relating to diagnosis, investigation, control, and prevention of communicable diseases. Networks with other City, County, State and Federal officials regarding communicable disease matters.

GENERAL QUALIFICATIONS

Knowledge of:

1. Principles and practices of public health including current trends in policy, treatment, prevention, education, related issues in a large and diverse urban population and of medicine relating to evaluation, diagnosis and treatment in family planning and communicable disease diagnosis, control, and treatment.
2. Administrative principles and methods, including goal setting, program and budget development and implementation.
3. Public health administration and Federal, State and local laws, regulations and programs related to public health and communicable diseases.
4. Operating policies and functions of the State Department of Health Services and the United States Public Health Service.
5. Emergency medical services and disaster response activities and planning.
6. Effective public and community relations.
7. Principles and practices of effective employee supervision, including selection, training, goal setting, and positive motivational techniques.

Ability to:

1. Provide leadership and management necessary to address public health concerns.
2. Assess and analyze public health information and community needs.

3. Plan, organize, manage, and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
 4. Plan and organize health operations to meet community health needs and State and Federal laws/regulations within available resources.
 5. Maintain confidential information according to legal standards and/or Federal, State, and City government regulations.
 6. Analyze complex administrative problems, evaluate alternatives, and make effective recommendations.
 7. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations and businesses, commissions, committees, and city staff.
 8. Develop and manage budgets conduct a variety of complex research and analysis.
 9. Prepare presentation-quality narrative and statistical reports.
 10. Communicate clearly and concisely both orally and in writing.
 11. Understand the impacts of the Affordable Care Act and other policies on public health and demonstrate flexibility in the face of the changing landscape of public health.
- Work with the legislative process and establish and maintain a positive rapport with local, State, and Federal policy makers, City management and employees, public health providers and the public.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

~~Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for acceptable job performance. Example combinations include~~
Graduation from a medical school with an M.D. degree is required, preferably supplemented by graduate work in a recognized school of public health with a master's degree in Public Health. ~~Board certification in a medical specialty recognized by the American Board of Medical Specialties; and~~ **Five years of increasingly responsible management experience in public administration or health care management, including grant-funded programs is required.**

Licenses/ Certifications

~~A~~-Valid license as a Physician and Surgeon issued by the State of California.

Board certification in a medical specialty recognized by the American Board of Medical Specialties (ABMS).

~~A~~-Valid Drug Enforcement Administration (DEA) certificate is required within five (5) months of appointment and must be maintained during employment.

~~A~~-Valid California Class C driver's license with a satisfactory driving record.

PHYSICAL REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.~~ While performing the duties of this job, the employee is regularly required to sit, talk, or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and on occasion will lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets complex data, information and documents; analyzes and solves complex problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, frequent interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied individuals.

Work Environment

The employee works in an office environment where the noise level is usually quiet. The employee may be required to respond to emergency situations. The employee may be exposed to biological hazards and disease/infestations.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.