

RESOLUTION NO. 13-7897

RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF
DIRECTOR OF PUBLIC HEALTH

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, the Public Health Director and the Human Resources Director have reviewed the job description of the Director of Public Health; and

WHEREAS, it has been determined that amendments to the job description of Director of Public Health are necessary; and

WHEREAS, one of the amendments is to include language under “Special Requirements” to identify this position as a “Skilled Professional Medical Personnel (SPMP) per the Title 42, Code of Federal Regulations (CFR). Chapter IV, and the Federal Register”; and

WHEREAS, by adding this language it will satisfy the requirements necessary for the Director of Public Health to draw down an enhanced federal rate for time spent on MediCal Administrative Activities, and for those employees supervised by the Director; and

WHEREAS, the job description was also updated to include the language specifying that all County employees are designated as Disaster Service Workers through state law; and

WHEREAS, the amendments to this job description are to be effective as of July 1, 2013.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

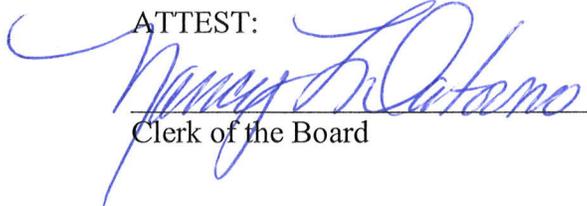
The County’s classification plan is hereby amended to reflect the amendments to the job description of the Director of Public Health effective July 1, 2013.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13th day of August, 2013 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD
NOES: Supervisors NONE
ABSENT: Supervisors NONE



Chairperson, Board of Supervisors

ATTEST:


Clerk of the Board

DIRECTOR OF PUBLIC HEALTH

DEFINITION

Under administrative direction, to plan, organize, direct, manage, and supervise programs of the Plumas County Public Health Agency for the County of Plumas; to direct the enforcement of Federal, State, and local health laws and regulations; to direct staff providing related health, prevention and community services to the public; to represent department activities, programs, and services with community organizations and other government agencies; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This a Department Head position with general responsibility for the administration of Plumas County Public Health Agency programs and functions.

REPORTS TO

Board of Supervisors.

CLASSIFICATIONS DIRECTLY SUPERVISED

Director of Nursing, Department Fiscal Officer, Health Education Coordinator, Senior Services Director, Public Health Program Chief, Public Health Assistant Director, Management Analyst I/II, Contract Physician (Health Officer), Veterans Services Officer. Director of Environmental Health.

DIRECTOR OF PUBLIC HEALTH - 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers public health programs for the County; has responsibility for enforcement of Public Health, Veterans Services, and Senior Services laws and regulations.
- Develops and recommends Agency goals, objectives and policies.
- Prepares and administers the Agency budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Administers a variety of categorical programs.
- Provides direction and develops policies for clinics through protocol development.
- Develops policies and protocols for the control and prevention of communicable diseases.
- Plans and develops new program efforts.
- Develops and administers grants.
- Initiates appropriate epidemiological investigations of communicable disease outbreaks.
- Provides health information to the public, community organizations, and other County staff.
- Maintains contact with the press and community organizations; performs special assignments as directed.
- Interprets policies and regulations for the public.
- Currently responsible for administration, program development, fiscal management and provision of direct client services in a four to six county region.
- Represents the Department with other government agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DIRECTOR OF PUBLIC HEALTH - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic principles of medical science and their application to County Health programs.
- Public Health, Veterans Services, and Senior Services problems and issues and their relationship to the development and operations of public programs and services.
- Federal, State, and County laws and regulations applicable to public health program and communicable disease control; veterans services; and senior services.
- Clinical skills and procedures.
- Grant development and administration.
- Principles, techniques, and practices of business and County Health and Human Services..
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.
- Public personnel management.

Ability to:

- Plan, organize, supervise, and administer the functions and programs of the Plumas Public Health Agency..
- Insure proper enforcement of public health statutes, laws, and regulations.
- Provide direction, supervision and training for Agency staff.
- Develop and administer budget and control expenditures.
- Develop and administer grants.
- Review the work of Agency staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Plumas County Public Health Agency in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.

DIRECTOR OF PUBLIC HEALTH - 4

Training and Experience:

Broad and extensive experience in the development, analysis, and administration of public health and human service programs and services. Three (3) years of the background and experience must have been in a management or full supervisory capacity. The experience will have included work in the areas of fiscal management, personnel management, and program development.

A Master's Degree in Public Health, Public Administration, or Health Care Administration is highly desirable.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Must be a Skilled Professional Medical Personnel (SPMP) per the Title 42, Code of Federal Regulations (CFR), Chapter IV, and the Federal Register:

- Physician
- Registered Nurse
- Physician Assistant
- Medical Social Worker – with a Master's degree in Social Work (M.S.W.) with a specialty in medical setting
- Health Educator – with Master's of Public Health degree from an institution accredited by the American Public Association of the Council on Education for Public Health with a specialty in Public or community Health Education.
- Licensed Clinical Psychologist – with a Ph.D in psychology.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.