

Established:

County of Humboldt Job Specification
HEALTH OFFICER – MEDICAL DIRECTOR
Classification 0840
FLSA: Exempt



DEFINITION

Under administrative direction, is designated as the County's Medical Director and County Physician; directs the County's health services and programs consistent with California State Health and Safety Code (section 101000, et seq.) and Humboldt County Code (section 2415-1, et seq.); interprets and communicates public health laws, regulations and federal and state directives to County medical practitioners and facilities providing direct medical services to the public; consults and collaborates with local, state and federal agencies in the enforcement of public health laws and directives; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned management personnel. Exercises direct supervision over medical management and professional staff.

CLASS CHARACTERISTICS

Incumbents in this classification serve as the Medical Director and County Physician for the County responsible for providing medical oversight of the County's health service delivery program services, clinics and direct medical services. Incumbents collaborate with department management and medical staff in health program planning, development and implementation. Performance of the work requires the use of considerable independence, initiative, and discretion within authorities vested in the position by state and federal codes and regulations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- In conjunction with the Health and Human Services Director, Assistant Director, or Public Health Branch Director, plans, organizes and directs the work of professional staff engaged in the delivery of health services.
- Provides medical oversight of the department's public health and clinic functions and the provision of direct medical services to the community.
- Develops medical protocols and outlines, and maintains standards of care for services provided through the Public Health Branch.
- Participates in clinical and medical management decisions; provides medical direction for all services provided by the County; consults with other medical/nursing staff both in clinical and field operations including those in adult and juvenile detention facilities environmental health, emergency medical services, laboratory services, epidemiology, communicable diseases, and

related functions which intersect with, or which are impacted by public health regulations and directives.

- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Interprets policies, laws, regulations and state and federal directives regarding medical and public health issues, and disseminates these directives to physicians, department staff and representatives of hospitals, nursing homes, medical clinics and schools.
- Consults and coordinates with federal and state 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; secures and maintains community support for public health programs.
- Provides medical expertise related to Fetal Infant Mortality Death Review and the Child Death Review Teams.
- Instructs medical providers in departmental policies and procedures; develops medical protocols for medical/mid-level practitioners; ensures implementation of clinical policies and adherence to current medical protocols and procedures.
- Collaborates with County departments and external agencies and/or service providers in the development and implementation of public health, community wellness, health education, disaster preparedness, and related programs of mutual interest and benefit to the community.
- Serves as the County's Medical Health Operational Area Coordinator during disaster and crises which involve mutual aid; with approval from the Health and Human Services Director, Assistant Director, or Public Health Branch Director on specific individuals to be assigned as mutual aid responders, coordinates the County's emergency medical response operations.
- Communicates with the media on specific public health related issues to disseminate information and respond to relevant questions.
- Makes public presentations and meets with physicians and administrators of health and social service agencies to formulate and administer public health programs based on needs and available resources.
- In conjunction with the Public Health Branch Director, prepares and submits annual budgets, health care plans and grant funding applications, monitors expenditures.
- Participates in the hiring and work evaluation of medical providers, such as physicians, mid-level practitioners and nurses.
- Directs the issuance and recording of birth and death certificates and provides vital statistics information to the State.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of medical practices, operational needs and policies within public health programs.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles, practices and responsibilities of medicine and contemporary public health programs and service needs including those related to substance use disorders or other conditions which impact public health outcomes.
- Principles and practices of surveillance methods and actions required to contain and respond to communicable disease outbreaks.
- Organization, purpose and function of federal and state health agencies, and federal and state laws and regulations governing local public health programs.
- Principles and methods of public and community relations, and public information practices and techniques.
- Principles and methods of determining and servicing public health needs through collaborative methods with County departments, local agency governing boards, medical professionals and institutions, community-based organizations, local medical associations, community health groups and the general public.
- Socio-economic and psychological factors which impact the effectiveness of health services delivery.
- Administrative principles and practices, including budget development, implementation and employee supervision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Serve as the County's Medical Director and assume the responsibilities and authorities codified by the State and the County.
- Develop and implement public health program medical services goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for Public Health programs.
- Develop, implement and coordinate public health services to meet defined community needs.
- Participate as a member of a multi-disciplinary health team; instill public confidence in the quality of County public health services.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Must be a graduate of a medical school in good standing and repute, in accordance with Section 101005 of the California Health and Safety Code; a master's degree in Public Health is desirable.

And

Six (6) years of public health medical program management and administrative experience.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of applications. Must obtain California driver's license following hire date per California DMV regulations.
- Must possess a valid license to practice medicine in the State of California issued by the Board of Medical Assurance.
- Certification in a California Medical Board recognized specialty is desirable.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.

- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate medical equipment or standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).