

**COUNTY OF SOLANO**  
**Class Specification**  
**DEPUTY HEALTH OFFICER**

Date: 9/13/2022

**CLASS SUMMARY**

Under administrative direction, assists in planning, coordinating, and directing, through subordinate managers, the Department of Health and Social Services (DHSS), Public Health Division's operations, programs, services, clinics, and care management; delivers professional medical services for patients and program clients; provides medical/physician leadership on DHSS' and Division's emergency, disaster, and bioterrorism preparedness and response plans; and ensures compliance with legal requirements and best practices for local public health agencies.

Incumbents serves as members of the DHSS' senior management team and may act for the Deputy Director of Health and Social Services-Health Officer in their absence.

The focus of the Division's numerous and diverse health care programs and services is to promote community health and wellness by decreasing chronic diseases and preventable deaths; protecting the public from health problems, epidemics, and the spread of diseases; promoting and encouraging healthy behaviors and lifestyles; assuring accessibility to quality public health and medical care services; responding to disasters; and assisting affected communities to recover.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the:

- **Deputy Director of Health and Social Services-Health Officer**, a division head with overall authority and responsibility for the County's Public Health Division and its medical clinics, programs, and services and for enforcing public health laws and regulations.
- **Clinic Physician Supervisor** class in which the incumbents are practicing physicians providing technical, professional, and administrative supervision over clinic physicians and other licensed medical practitioners providing direct medical services to patients.
- **Health Services Administrator**, a senior management level class responsible for managing one or more major specialized public health programs.
- **Health Services Manager (Senior)** and **Health Services Manager**, mid-management level classes responsible for managing one or more health clinics or public health programs serving a specific population group.

**SUPERVISION RECEIVED AND EXERCISED**

- Supervision is provided by the Deputy Director of Health and Social Services – Health Officer.
- Direct and indirect supervision is provided to all levels of medical, professional, technical, and administrative support/clerical staff.

**ESSENTIAL DUTIES** This class specification represents the core areas of responsibilities, specific position assignments will vary depending on the needs of the department.

Assists the Deputy Director of Health and Social Services - Health Officer with developing, updating, and maintaining the County's public health programs, medical clinic system, and environmental health programs, by:

- providing medical, programmatic, and administrative leadership and direction over assigned programs, services, activities, and/or clinics; and servicing as medical consultant and/or director
- ensuring compliance with and enforcement of local, State, and federal laws, regulations, standards, and professional ethics in planning and delivering services;
- providing consultation to County medical and professional personnel, private physicians, and others on matters related to preventing, diagnosing, and treating public health needs, chronic diseases, cancer, communicable diseases, and epidemics; and leading the responses to outbreaks and investigations;
- providing technical supervision over medical and administrative managers and supervisors who provide medical services; conducting and/or assisting physicians with examinations, making diagnoses, and administering medical care and treatment;
- providing technical advice and directing activities and functions related to health-related emergencies, disasters, and bioterrorism preparedness and response plans;
- tracking and assessing epidemiological data obtained from the general community and specific populations to determine health-related states and events, causations, and risk factors and to plan program needs and progress;
- conferring with department heads; private physicians and healthcare providers; local, State, and federal health department officials; community-based organizations, academic institutions, and others to address disease control and prevention and coordinate service delivery and program effectiveness;
- developing, implementing, monitoring, and evaluating the goals, objectives, policies, procedures, and medical protocols and methods related to public health issues, population-based health outcomes, and community disease control; making change recommendations to increase effectiveness and contain costs;
- analyzing organizational, administrative, management, funding, and staffing issues;
- Maintaining current knowledge of the technology, issues, laws, and regulations related Public Health Related activities;
- promoting and assisting the effective integration of client and patient programs and services; resolving operational problems;
- developing and monitoring grants and budgets; submitting budget recommendations; monitoring expenditures; and approving routine purchases;
- preparing scientific, medical, narrative, and financial/fiscal reports and correspondence; preparing and maintaining mandated and confidential records and files;
- may act as the Communicable Disease Controller, Tuberculosis Controller, Sexual Transmitted Diseases/HIV Controller, or Public Health Preparedness Manager; and

- may act as medical/physician liaison with Department of Environmental Health and the County's Office of Emergency Services.

Represents the Department of Health and Social Services and Public Health Division by:

- serving as liaison and medical expert in public health matters to the State, local medical societies, local healthcare providers (including private physicians, clinics, hospitals, and healthcare systems) and community agencies;
- educating and advising on standards of practice and communicable disease reporting requirements;
- Serving as a medical expert for public health education programs; conducting training for staff and providers related to communicable diseases, food-borne outbreaks, or various program-related rules and regulations;
- investigating complaints and recommending and implementing changes to improve services;
- developing and issuing public health advisories to medical providers, hospitals, community agencies and public; and,
- responding to media inquiries and may be interviewed by print, radio and television media about public health related issues, disease outbreaks and occurrences, disasters, and bioterrorism preparedness and response plans.

Performs direct and indirect supervision over medical, professional, and professional managers, supervisors, and public health related staff, by:

- Assisting with employee selection; assigning work activities and projects; monitoring workflow; evaluating work product and service timeliness and quality; coordinating training; providing on-the-job training; and working with staff to correct deficiencies;
- recommending hiring, performance evaluation, counseling, disciplinary, terminations, and other personnel actions; and,
- resolving informal employee complaints.

Supports and ensures compliance with County and Department policies and procedures including those related to equal opportunity and to safety.

Performs other duties of a similar nature or level as assign.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Education: Graduation from an accredited school of medicine with a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO);  
and
- Experience: Three (3) years of post-residency experience directly related to managing and administering a full-service public health organization or a large division within such an organization. Other work environments that may provide appropriate experience could include community clinics and other health-related community-based organizations.



**Note 1:** Master of Public Health (MPH) degree is highly desired and may be a factor considered during the rating and selection processes.

**Note 2:** Experience as an Epidemic Intelligence Service (EIS) Officer with the California Department of Public Health (CDPH) or the Centers for Disease Control and Prevention (CDC) is highly desired and may be a factor considered during the rating and selection processes.

**Note 3:** MPH may substitute for one (1) year of the required post-residency experience.

**Note 4:** EIS and/or CDC experience (per Note 2) may substitute for one (1) year of the required post-residency experience.

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### **Licensing, Certification and Registration Requirements:**

- California Driver's License, Class C.
- License to practice medicine or osteopathy within the State of California.
- License to practice medicine in another U.S. state with a pending application to obtain a license to practice medicine in California. This license must be obtained within three (3) months of appointment.
- Physician's and Surgeon's Controlled Substance Registration Certification issued by the Agency Drug Enforcement Administration per Schedules 2-5.
- Possession of, or eligible for, any of the following certifications issued by the American Medical Association or the American Osteopathic Association are highly desired and may be a factor considered during the rating and selection processes:
  - Family Practice
  - Infectious Diseases
  - Internal Medicine
  - Occupational Medicine
  - Pediatrics
  - Preventative Medicine
  - Public Health

**Note 5:** All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to keep the required registration in good standing. Failure to keep the required licenses, certifications and registrations current may constitute cause for personnel action in accordance with Civil Service Rules and/or applicable bargaining agreement.

### **REQUIRED COMPETENCIES**

#### **Knowledge of:**

- Principles and practices of Public Health Administration. Laws, codes, ordinances, and regulations governing public health, environmental health, hazardous materials, and emergency medical services including, but not limited to, California Health and Safety Code, Reportable Diseases, Public Health Administrative Standards and Practices, and Abuse Reporting Laws.



- California Children’s Services (CCS), Maternal, Child, and Adolescent Health (MCAH), Black Infant Health Programs (BIH), Healthy Families America (HFA), Health Equity for African American Lives (HEALs), and Fetal and infant Mortality Review (FIMR) programs and Adverse Childhood Experiences (ACEs).
- Laws governing medical and nursing practices; and California Public Health laws and regulations. Laws, regulations, and policies governing the operations of public health service agencies.
- Laws, codes, ordinances related to area of responsibility including, but not limited to: California Health and Safety Code including reportable diseases, Public Health administrative Standards and Practices, and Abuse Reporting Laws
- Principles and practices of modern medicine, public health and healthcare including preventive medicine, epidemiology, biostatistics, environmental health, and maternal and child health.
- Medical protocols associated with the management of public health and environmental health problems.
- Principles and practices of emergency medical services, including advanced life support.
- Principles and methods of multi-service public health agencies, clinics, and programs including program development, implementation, evaluation, community resources utilization, and federal, state, and local funding sources.
- Principles of disaster and emergency preparedness and response, including Biological, Chemical Terrorism and weapons of mass destruction.
- Public health problems and socio-economic and psycho-social factors affecting the wellness and treatment of public health and medically indigent persons.
- Current developments in local public health programs.
- Management principles and practices including methods and techniques of analyzing administrative systems and procedures for quality improvement, quality assurance, and public health accreditation.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Practices and techniques of research, administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Principles and practices of supervision, leadership, motivation, team building, and training.
- Organizational dynamics, conflict resolution and behavior and performance management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as medical and business correspondence, policies, procedures, and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

**Skills/Abilities to:**

- Interpret, evaluate, and apply federal and state laws, county regulations, and department programs, policies, and procedures to develop, administer, and evaluate public health operations, programs, and clinics.
- Apply principles and techniques of modern medicine to public health issues; evaluate and define community public health needs; utilize and coordinate local resources; work cooperatively with community agencies, organizations, and partners; and manage departmental and community resources to provide cost effective medical services.
- Evaluate medical aspects of programs and recommend improvements.
- Prepare and implement comprehensive budgets for assigned divisions, clinics, and programs; monitor and control expenditures.
- Analyze administrative and/or fiscal problems and make appropriate recommendations,
- Administer contracts and grants according to designated guidelines and regulations.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Assess and diagnose medical and public health conditions and issues; and formulate and execute treatment plans.
- Plan, supervise, develop, and evaluate the work of a staff through subordinate managers and supervisors.
- Supervise physicians, other medical management and program professional, and administrative support staff.
- Communicate sensitive public health issues, information, and ideas clearly and concisely.
- Reach out and establish relationships with community leaders and organizations.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the County's public health activities with public and private agencies, organizations, and groups; clients/patients; and the community.
- Work with and speak to various cultural and ethnic individuals and groups with tact and diplomacy.
- Prepare written communications including medical, technical, and administrative reports, records, correspondence, policies, procedures, and other materials; maintain accurate records and files.
- Manage and coordinate multiple projects through to completion, meeting critical deadlines.
- Determine and adopt the appropriate courses of action in stressful and/or emergency situations.
- Maintain confidentiality and respect patients' rights.
- Use modern office and medical equipment and tools and related software applications.

**PHYSICAL REQUIREMENTS**

Mobility and Dexterity: This class typically requires employees to stoop, kneel, reach, stand and walk for sustained periods of time, push, pull, finger (i.e., pick, pinch, type, etc.), grasp, feeling (i.e., sense of touch), and conduct repetitive motions.

Lifting, Carrying, Pushing and Pulling: This class typically requires employees to exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 of force constantly to move and/or lift objects and people.

Vision: This class typically requires employees to have a high degree of visual acuity (near and far), efficiency, field of vision, and color vision, with or without correction, to read, prepare and analyze data and figures, transcribe data, view computer terminals, instruments, machines, gages, and meters, and to distinguish between normal and off shade colors in bright and dimly lighted areas, etc. Employees are also required to have depth perception and good eye-to-hand coordination to operate motor vehicles and medical instruments.

Hearing/Talking: This class typically requires employees to perceive the nature of sounds at normal speaking levels, with or without correction, and receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas and make fine discriminations in sound. Detailed and/or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

### **WORKING CONDITIONS**

Office Work plus Medical Clinic Facility: Employees in this class will most often be working in an office setting and/or in a medical clinic facility and will be exposed to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and workspace that restricts movement.

Traffic Hazards: Employees in this class will be required to operate a vehicle and subjected to traffic hazards while driving.

Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive or confrontational people.

Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

### **OTHER REQUIREMENTS**

Background Checks: The County will conduct background and reference checks on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any state, city, and county where the candidate has lived, worked, or gone to school.

Independent Travel: Incumbents are required to travel independently, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Work Hours: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Child Abuse Reporting: Incumbents must, as a condition of employment, sign a statement agreeing to comply with Sections 1165.7 and 11166 of the California Penal Code relating to child abuse reporting.



Elder Abuse Reporting: Incumbents must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.

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**Charmie S. Junn**

**Director of Human Resources**

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- Date Approved by the Director of Human Resources: 09/13/2022
- Date Class Title added to the Listing of Classes and Salaries by the Board of Supervisors: 9/13/22
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 137330