

COUNTY OF SOLANO
CLASS SPECIFICATION
CHIEF DEPUTY HEALTH – HEALTH OFFICER

CLASS SUMMARY:

Under administrative direction, and within state and federal laws and regulations, plans, organizes, directs and administers public health programs and clinical services for the County; serves as the designated County Health Officer exercising statutory powers and authorities for enforcing all public health laws, regulations, and ordinances and assessing the County's health status; and provides management oversight and direction to all bureaus, programs, and services within the Department of Health and Social Services (H&SS) Health Services Division, establishing medical policies and protocols to meet mandated public health requirements and the needs of Solano County's residents.

The incumbent makes strategic decisions and implements policies and programs to maximize public health and medical services that improve community health and assist those in vulnerable health and medical conditions; and promotes H&SS' values of diversity, respect, integrity, fairness, transparency, equity, and responsiveness.

This is an executive leadership position found only in H&SS. It is a single position at-will class, exempt from civil service. The incumbent is responsible for all Division operations and public health services and enforcing public health laws and regulations.

The class/position is an at-will position, exempt from civil service. The incumbent serves at the discretion of the Appointing Authority.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the:

- **Director of Health and Social Services** class which is responsible for overseeing all H&SS divisions, bureaus, services, programs, and initiatives of integrated services.
- **Assistant Director of Health and Social Services – Research and Planning** class which is responsible for assessing community and client needs and resources, planning future department priorities and programs, and developing department-wide strategic plans and program performance measurements.
- **Chief Deputy Director** classes within H&SS which have executive management responsibilities over a division of interrelated services and programs such as Behavioral Health, Child and Family Services, or Administrative Services.
- **Deputy Director** classes within H&SS which have senior management responsibilities over a bureau of interrelated services and programs.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Health and Social Services or designee.
- The employee directly supervises the division management classes; indirectly supervises licensed professionals, physicians, nurse practitioners, physician's assistants, nurses and other medical personnel and support staff; and indirectly supervises professional, technical/paraprofessional, administrative and clerical support classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs the statutory requirements and functions of the County Health Officer by:

- serving as County spokesperson on public health issues, including those involving health equity and public health principles as well as on clinical and disease control issues;
- advocating for effective disease prevention and health promotion programs and activities;
- serving as the lead medical advisor/coordinator during public health-related disasters; assisting in planning, and organizing and coordinating hazard/disaster/emergency preparedness and responses such as those related to biological/chemical bioterrorism or pandemic influenzas;
- enforcing local health-related orders and ordinances prescribed by state and federal regulating entities to protect health and ensure safety;
- mobilizing community partnerships to resolve health problems and implement effective interventions;
- developing, consulting, and providing direction on public health policies, plans, procedures, investigations, protocols, and treatments and control;
- monitoring, assessing, and reporting on the health status of County communities; determining, investigating, and diagnosing health problems and hazards; and evaluating effectiveness, accessibility, and quality of individual and population-based health services;
- consulting and coordinating with federal and state health officials and representatives of local public and private health agencies to enforce health laws and to develop programs to meet public health needs;
- disseminating information on public health services to promote general knowledge about health issues, issuing health alerts, public statements, and press releases; and
- researching and implementing new insights and innovative solutions to health problems.
- Plans, organizes, directs, administers, and evaluates the division's comprehensive countywide public health programs, operations, and clinical services for the County by:
 - planning, developing, and implementing system-wide goals, strategies, policies, and operations; and developing and directing the service delivery of mandated public health, community programs, and clinical services;
 - using results-based accountability monitors, evaluates, and modifies county-operated and contracted community-based services to ensure compliance with legislative mandates, minimum standards, and state and federal rules and regulations; ensures adherence to current medical protocols and procedures;
 - coordinating program services and activities with other agencies, both contracted and non-contracted, to ensure maximum integration and consistency;
 - developing and administering the Health Services Branch's budgets in coordination with the H&SS fiscal team; monitoring expenditures; and coordinating fiscal, personnel and contract activities;
 - overseeing grant application preparation
 - developing and/or evaluating proposals for programs, services, and projects to meet service needs/requirements, to respond to regulatory and legislative changes, and to resolve identified problems;
 - ensuring effective utilization of public funds and available resources by managing organizational changes, allocation of staff resources, and work processes; and
 - participating in national and state forums.
- Supervises direct reports and others through subordinate senior managers, managers, supervisors, medical and administrative staff by:
 - establishing standards for acceptable work products and evaluating performance;

- interviewing applicants and making selections;
- reviewing, approving, and implementing disciplinary actions and terminations;
- assigning work and planning and scheduling staff's work activities and deadlines;
- reviewing work and recognizing employees' work efforts and accomplishments;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained; and
- supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity, diversity, equity, inclusion and to safety.
- Establishes and maintains effective working relationships with County officials, Board of Supervisors, commissions, steering committees, managers and supervisors within H&SS and with other County departments to ensure effective, efficient, and legally compliant delivery of services to the public.
- Establishes and maintains diplomatic relations with the public, clients, peers, and representatives from governmental agencies, industry, community partners, and the media.
- Makes effective public presentations to convey conclusions and recommendations to the Board of Supervisors, County Administrative Officer, other government bodies, local agencies and organizations, and the media.
- Serves as a member of the H&SS' executive management team; serves as advisor and consultant to other department management staff on public health and clinical services fiscal, operational, and administrative matters and County Health Officer responsibilities.
- May be assigned added managerial and administrative duties, conduct special studies, convene committees, and/or act on behalf of the Director of Health & Social Services.
- Performs other duties of similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education:

Master's degree in Medical Care Administration, Healthcare Administration, Public Health, Public Administration or equivalent from an accredited college or university;

AND

Medical degree in allopathic (MD) or osteopathic (OD) medicine from an accredited college or university;

AND

Completion of a residency program in Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine, or equivalent specialty in a program accredited by the Accreditation County for Graduate Medical Education (ACHME).

Experience: Six years of leadership and professional level experience in public health, health care administration, or management of a medical care, mental health, or public health program, including community organization, program planning and evaluation, budget, fiscal, public sector personnel, and statistical management, of which two years must have been at a senior management level.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Active license to practice medicine in the State of California issued by the Board of Medical Examiners.

- Certification by a specialty board in Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine, or equivalent that is recognized by the American Board of Medical Specialties.
- Possession of, or ability to obtain, a valid Class C California driver's license.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include completing continuing education units to maintain the required license, certification, registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state, and local laws and regulations governing health and public health agencies.
- Principles and practices of preventive medicine, public health, emergency preparedness and response and delivery and management of health services and healthcare services.
- Authorities and responsibilities of a California Health Officer.
- Principles of disaster and emergency preparedness and response, including biological, chemical terrorism and weapons of mass destruction.
- Strategic planning for health, public health, and clinic services programs in California.
- Community needs, resources and organizations related to public health care, community health groups and community-based agencies.
- Socio-economic and psycho-social factors affecting the wellness and treatment of public health and medically indigent persons.
- Concepts of health equity and the social determinants of health and adverse childhood experiences.
- Program and management analyses; research methods and techniques; statistical and quantitative management analyses.
- Principles and practices of management, supervision, leadership, motivation, team building, organization, training, conflict resolution, staffing, and public sector personnel management.
- Principles and practices of risk communication, including crisis risk communications; public information and public speaking.
- Effective public and community relations.
- Internal and external marketing of services; public relations, and information dissemination techniques.
- Budget and fiscal management; planning, preparing, implementing, and monitoring; forecasting and analyses; cost accounting; public funding, grants, and financial and fiscal control mechanisms for local governments.
- Automated systems for financial reporting and accounting purposes.
- Contract negotiation and administration.
- Grant and funding development, administration, and management.
- County programs and services.
- Current trends in the delivery of medical and health care services.
- Networking and interagency liaising.
- Conflict resolution techniques.

- Modern office practices, methods, computer equipment, and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

Skill and/or Ability to:

- Exercise initiative, ingenuity, independent analyses, and judgment; employ integrity, stewardship, commitment, and organizational acumen.
- Identify and resolve complex administrative, budgetary, financial, operational, economic, political, and organizational problems and situations.
- Plan and organize public health operations to meet community health needs and state and federal laws and regulations; coordinate operations and services with the community, county departments, and public/private agencies.
- Understand, interpret, apply and explain complex laws, regulations and policies governing medical and health program operations.
- Assess, diagnose, and treat a variety of medical conditions.
- Develop division, programs, and clinics short- and long-term goals and objectives.
- Collect and analyze a variety of narrative and statistical information and data to identify needs and administrative/operational problems; to evaluate program effectiveness and implement operational changes; and to determine and evaluate levels of achievement and performance.
- Research regulations, procedures, and medical/technical reference materials.
- Coordinate and integrate program components into a cohesive and effective service delivery system.
- Conduct liaison and community relations activities.
- Utilize financing, contracting, and grant management models and tools.
- Prepare statistical reports, grant applications, service contracts; ensure compliance with federal, state, and local laws and regulations.
- Select, train, supervise, and evaluate the work of subordinate managers, supervisors, and medical professionals; support staff training, development, and succession planning.
- Work with various cultural and ethnic individuals and groups in an inclusive, respectful, equitable, and effective manner.
- Communicate effectively both orally and in writing; prepare executive-level correspondence, reports, and other written materials.
- Coordinate multiple projects simultaneously and meet critical and conflicting deadlines.
- Handle highly stressful, complex situation and emergencies and determine the appropriate courses of action.
- Work independently and as part of a team.
- Establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

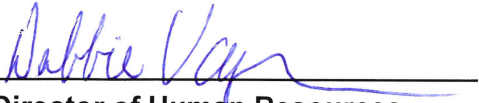
- Lifting, Carrying, Pushing and Pulling: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by the spoken word.

WORKING CONDITIONS:

- Employees in this class will most often be working in an office setting.
- Work in a Medical Clinic Facility: Employees in this class may be working in a medical clinic facility and thus may be subject to exposure 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 thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check 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 City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are or may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment 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.

A handwritten signature in blue ink, appearing to read "Debbie Vay", is written over a horizontal line.

Director of Human Resources

- Date Approved by the Director of Human Resources: 08/01/2023
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors:08/01/2023
- Date(s) Revised:
- Class Code: 137350