

# Stanislaus County Health Services Agency

## Assistant Public Health Officer



**\$129,521.60—\$194,292.80 Annually**

**Applicants are encouraged to apply immediately as this recruitment may close at any time.**

The Stanislaus County Health Services Agency invites qualified candidates dedicated to public service who possess strong administrative, communication and leadership skills to serve as the Assistant Public Health Officer. Responsibilities include assisting the Public Health Officer in the planning, organizing and directing of all Public Health functions and the delivery of the ten essential public health services. The incumbent will be responsible for the provision of medical care, directing the Public Health clinics, developing and administering Public Health medical policies and procedures, and supporting ongoing quality improvement. The incumbent will help with enforcement of all related ordinances, laws, regulations and policies, and will be responsible for assisting the Public Health Officer in ensuring that the medical activities and practices are in compliance with the state, local and federal requirements. Developing and maintaining partnerships with other aspects of the health service system will be a critical role for this position. The incumbent on occasion may also act as Medical Consultant for other Public Health programs, and in the absence of the Public Health Officer, serves as the designated Public Health Officer.



# ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the West Coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle and walnuts as some of the featured industries. The County is also home to California State University, Stanislaus and Modesto Junior College, and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

## ABOUT THE HEALTH SERVICES AGENCY

The Health Services Agency (HSA) serves as the local Public Health Department, and operates a network of outpatient medical programs and services. HSA includes medical offices in six locations throughout Stanislaus County, provides traditional public health services, health education programs and participates in the Valley Consortium for Medical Education (VCME), a California nonprofit public benefit corporation which trains resident physicians. HSA has approximately 500 full-time and 100 part-time employees, facilitates an active volunteer program, and hosts formal and informal internships.

HSA holds strongly to its vision of "Healthy People in a Healthy Stanislaus" by developing its services in ways that support community-based needs.

This recruitment is being conducted to fill a vacancy in the Public Health Division of the Health Services Agency (HSA).

## ABOUT THE POSITION

This position is distinguished from the Public Health Officer in that the Health Officer is appointed by the County Board of Supervisors, directs medical oversight and policy for the County, and possesses the powers, duties and responsibilities relating to the preservation and protection of public health.

The Assistant Public Health Officer will assist with fulfilling the official roles and responsibilities of the Public Health Officer and help facilitate protection and improvement of the community's health. The incumbent will be assigned to the Public Health Division, under the Public Health Director's administrative direction, and will assist the Public Health Officer in providing leadership, medical oversight and public health practice guidance and consultation to assigned public health programs. This "at-will" classification is subject to overtime, weekend, call back assignments and performs other duties as assigned. This position will share 24/7 after hours night and weekend on-call with other Public Health staff for all Public Health-related issues.

### Compensation and Benefits

**\$129,521.60—\$194,292.80  
Annually**

- Excellent retirement benefit (2% at approx. age 61 formula)
- Health Plan coverage for employee and dependents (health, dental, vision)
- County-paid Deferred Compensation at 2% of base salary
- Three weeks annual vacation accrual upon entering County service (after completion of one year of service, four weeks of annual vacation; after completion of 20 years of service, five weeks of vacation per year)
- 32 additional vacation hours annually
- 56 hours of administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 10 paid holidays annually
- \$900 annual Professional Development Reimbursement
- Term life insurance
- Disability protection
- Automobile allowance
- Partial out-of-area moving expenses



## TYPICAL TASKS

- Assist the Health Officer in planning, organizing, directing and evaluating the medical oversight of public health programs;
- Assist in assuring enforcement of applicable public health, environmental health, and sanitation orders, ordinances and statutes;
- Participate in analysis of legislative changes, evaluate, develop and implement medical and public health policies, programs and procedures, and formulate improvements;
- Serve as an advocate to promote statewide public health policies, which also benefit the County;
- Assist the Health Officer in serving as a County liaison and medical expert in public health matters to the State, local medical society and community agencies, and conferring with public officials, private physicians, community organizations and representatives of other agencies on public health matters;
- Provide medical consultation to public health staff, private physicians and other personnel on matters related to the prevention, diagnosis and treatment of diseases of public health significance;
- Address community groups and professional associations with participation of health education programs;
- Conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications;
- Develop and recommend policy and medical protocols for activities throughout Public Health;
- Provide medical input and oversight of disease elevation and outbreaks in cooperation with the Epidemiological team;
- Present medical insight and assist with updating or writing new infectious disease response plans;
- Assist with emergency preparedness response and serve as a subject matter expert as needed;
- Assist in the writing/reviewing of news releases and responses to media inquiries, and help prepare health alerts/advisories;
- Contribute to the analysis and preparation of reports and official correspondence;
- Promote public health through participation and representation on coalitions, committees and conferences;
- Function as the medical advisor for Child Death Review Team as needed; and
- Act for the Health Officer as authorized.

## SKILLS/ABILITIES

- Plan, organize and direct a broad range of public health programs;
- Exercise initiative, ingenuity and sound judgment in solving difficult technical, administrative and public health problems;
- Effectively supervise and manage staff;
- Develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs;
- Establish and maintain effective working relationships with physicians, representatives of both community groups and professional organizations, state representatives and the public;
- Participate in analyzing, evaluating, planning and implementing public health programs and budgets;
- Understand and relate to others the aims, concepts and principles of public health;

- Coordinate public health programs and service activities with other divisions and departments;
- Develop and lead effective teams to address significant public health and operational issues;
- Prepare clear and concise written and oral reports;
- Speak effectively before large groups;
- Perform medical diagnosis and treatment; and
- Utilize common office computer software such as Word, Excel and PowerPoint.

## KNOWLEDGE

- Current principles and practices of medicine;
- Functions and services of local public health agencies;
- Accepted medical practices concerning the prevention and control of communicable diseases and other common public health programs;
- Epidemiological principles and studies;
- Laws and regulations governing local public health agencies;
- Interrelationships of services among local public, private and voluntary public health agencies and organizations;
- Principles of public health administration;
- Principles and techniques of supervision and training; and
- General functions of a State Department of Health Services.

## EDUCATION/EXPERIENCE

**PATTERN I**—Board certification and medical licensure as a physician in the State of California in a primary care discipline or preventive medicine, or the ability to obtain within sixty (60) days of appointment; **OR**

**PATTERN II**—Possession of a valid license to practice as a physician in the State of California, or the ability to obtain within sixty (60) days of appointment with experience, education or training in Public Health Services.

In addition to the minimum qualification, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

## DESIRABLE QUALIFICATIONS

- Three (3) months training in communicable diseases; **OR**
- Six (6) months experience in public health field (may include training or education); **OR**
- Master's Degree in Public Health.

## GENERAL QUALIFICATIONS

- Applicants must possess and maintain a valid California Driver's License and remain free from preventable accidents; **AND**
- Pass County paid pre-employment drug screening and job related background investigation; **AND**
- Perform job duties in a manner assuring a safe working environment for oneself and others; **AND**
- Maintain confidential information according to legal standards and/or County regulations as required.





## CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

## EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors and members of diverse cultural and linguistic backgrounds, regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

## APPLICATION PROCEDURES/ FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Submit your online application as detailed as possible so a full and realistic appraisal may be made of your qualifications.

**Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

## APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or exam scoring. Appeals must be submitted in writing to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin sets forth a general summary of benefits for this respective position and is not legally binding. The benefits and any other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."