



PUBLIC HEALTH DIRECTOR (ASSOCIATE DIRECTOR)

STANISLAUS COUNTY HEALTH SERVICES AGENCY



CONTINUOUS

\$92,310.40—\$138,444.80 Annually

Oral Examinations are tentatively scheduled for the week of

September 26, 2016

***An additional 5% compensation will be provided to applicants who possess a current California licensure or certification relevant for the position.**

ABOUT THE DEPARTMENT

The Health Services Agency (HSA) serves as the local Public Health Department, and operates a network of outpatient medical programs and services. The agency 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. The agency 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 with the community, in ways that support community need.

The Public Health Division of HSA operates traditional programs including:

- Communicable Disease Prevention and Control;
- Emergency Preparedness;
- Public Health Laboratory;
- Community Assessment, Planning and Evaluation;
- Community Health Services—MCH, Public Health Clinical and Field Nursing Programs;
- Children's Medical Services—CCS, CHDP, and Medical Therapy Programs;
- WIC Nutrition Services; and
- Health Promotion Programs—Tobacco Control, and Nutrition, Education, and Obesity Prevention.

ABOUT THE POSITION

Under the general supervision of the Chief Deputy Director, the incumbent is responsible for setting the strategy and directing services and operation of the Public Health Division within HSA. The Public Health Director oversees the administration of the Division and serves as a member of the HSA Senior Executive Management Team. The Director will be responsible for the development of policies and procedures in accordance with applicable regulations and requirements, oversight of accreditation efforts currently underway, and ensuring timely and appropriate completion of the Community Health Assessment, Community Health Improvement Plan, PH Division Strategic Plan and the Annual Public Health Report. The successful candidate will possess vision and foresight, as well as a high degree of emotional and professional maturity. This individual must be willing to work with the HSA Clinical Operations Division to identify leveraging opportunities to better serve the public; engage the community to understand its values and composition, and develop rapport and promote a positive environment with internal and external agencies.

The ideal Public Health Director shall possess a temperament and persona which is engaging, inspiring, inclusive, collaborative, innovative and willing to build a vision for the future. The ideal candidate will have passion for public service and desire to serve the most vulnerable.

As a management employee, the incumbent shall be exempt from overtime compensation. Additional fringe benefits are provided to management employees in recognition that additional hours beyond the standard 40 hour work week are not compensated. As a management employee, the individual selected shall be exempt from all overtime compensation. Certain additional fringe benefits are provided to management. In addition, the position is assigned to the unclassified service and, as such, the incumbent shall be considered an "at will" employee and shall not gain permanent status in the position.

BENEFITS

Stanislaus County offers an excellent management benefits program, including participation in a County sponsored defined benefit retirement system, supplemental deferred compensation program, professional development and generous health insurance and leave time benefits. For a complete summary of all management benefits, please visit the county's Human Resources webpage at <http://www.stancounty.com/personnel> and select "Benefit Summaries" under the "Employee Information tab."

CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

TYPICAL TASKS

- Direct and coordinate overall development and administration of the Public Health Division;
- Oversee the division budget and financial narratives through analysis of program data and unmet needs;
- Participate and oversee division succession planning by remaining current with and implementing evidence-based practices as appropriate;
- Participate on national, state, and local consortia, boards, and committees;
- Develop key partnerships within and throughout the healthcare arena and community-at-large;
- Contribute to the development of the Agency's strategy and maintain and update the PH Division strategic plan and assure implementation of goals and activities through subordinate supervision;
- In conjunction with the Public Health Officer and through subordinate supervision, ensure compliance with statutes, mandates, laws, and requirements;
- Meet with community groups and agencies concerned about public health issues to identify problems and establish cooperative efforts to resolve or address community health concerns; **AND**
- Participate in the final selection of all PH Management staff and conduct ongoing review of work performance.

SKILLS/ABILITIES

- Understand and demonstrate current management theories and approaches including quality improvement tools, strategic planning, and performance measures;
- Identify opportunities for streamlining processes and developing systems;
- Plan, organize, and direct public health programs;
- Anticipate operational and strategic changes based on revised and/or new legislation and requirements;
- Establish and maintain effective working relationships;
- Prepare, substantiate, and monitor budgets and budget justifications;
- Research, prepare, submit, and evaluate grant applications directly or through subordinate supervision;
- Provide insight and encourage innovation throughout the Division and Agency;
- Strategically develop and execute operational plans of action;
- Analyze administrative and operational problems;
- Delegate responsibility and authority as appropriate;
- Create an atmosphere that encourages innovation and stimulates passion and high performance;

SKILLS/ABILITY (CONT.)

- Excellent oral and written communication skills;
- Use computers and related technology efficiently, specifically, Microsoft Office software; **AND**
- Other duties as assigned.

KNOWLEDGE

- Public health theories, applications and operations;
- Principles of community, social, and personal health education;
- Principles of quality improvements and other techniques which promote customer focus and staff participation in decision making;
- Population health; **AND**
- Evidence-based national, state and local public health frameworks (e.g., Healthy People Objectives).

EDUCATION/EXPERIENCE

- Graduation from an accredited four-year college or university with a bachelor's degree in public health, healthcare administration, environmental health, nursing, social work, psychology, or related field; **AND**
- Two years of progressively responsible managerial or administrative experience in a health –related program; **AND**
- Two years of experience supervising clinical personnel in a health care delivery system (Public Health Nurses and/or Registered Nurses).

LICENSE

- Applicant must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, 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.

- Master's degree from an accredited college or university with a degree in public health, healthcare administration, environmental health, nursing, social work, psychology, or related field; **OR**
- Five years of senior management experience in a healthcare setting, preferably in a public agency; **OR**
- Clinical licensure or certification in an applicable health-related field.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation;
- 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.

TESTING ACCOMMODATIONS

Arrangements will be made to provide reasonable accommodations for qualifying conditions (disabilities, religious convictions, etc.). Please describe the special test arrangements you require in the "Additional Information" section of the application form.

CLASSIFICATION INFORMATION

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

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. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a complete 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 for 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.

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 in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven 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. This information is not legally binding. The benefits and any other information regarding this position may be found on Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum and Understandings, 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.