

Health Officer Job Description

DEFINITION:

The Local Health Officer is the local medical/public health authority. The role includes the following, all in accordance with our local policy

- Provide public health leadership and develop public health policy for the entire community
- Responsible for assessing, reporting on, and protecting the community's health status
- Ensure the enforcement of California codes and regulations, as well as local ordinances through mechanisms up to, and including, the use of police powers
- Assure the effectiveness of the mandated health protection function of local government
- Diagnose and investigate health problems and health hazards within the community
- Inform, educate, and empower the community and individuals about health issues
- Develop policies and plans that support individual and community health efforts
- Advise policy-makers on community design issues that affect health
- Participate in the overall management of the health department and inter-divisional issues
- Coordinate services with other divisions, departments, courts, and outside agencies
- Fully supervise medical, nursing and professional staff
- Provide highly complex staff assistance to higher level management.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Director of the Health Department and the Board of Supervisors (or City Council). The appointment of the Local Health Officer is approved by the Board of Supervisors (or City Council). May supervise all levels of medical/professional, technical, and support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Protect and advance the health of the county (or city) through educating the public; advocating for effective disease prevention and health promotion programs and activities; and provide a highly recognized symbol of local commitment to protecting and improving the public's health.
- Lead in the development of public health policy and implementation of effective public health programs
- Elevate the quality of public health practice in the professional disciplines through the advancement of appropriate standards and research priorities.
- Assess and report on the health status of the community, using multiple epidemiological survey and statistical methods.

- Enforce local health orders and ordinances, and rules prescribed by the State Department of Public Health.
- Take all measures that may be necessary to prevent and control the spread of disease.
- Consult and provide policy direction regarding communicable disease control, outbreak investigations and emergency preparedness and response.
- Serve as Local Health Officer for all cities within the county; serve as Public Health Medical Director for the Agricultural Commissioner and Animal Control and advise Environmental Health in preventive measures to protect and preserve the public's health.
- Consult with physicians in the diagnosis, investigation and treatment of communicable diseases.
- Represent the County (or city) before Boards, Commissions, political bodies and the general public.
- Direct the inspection, examination, isolation, quarantine, and decontamination of persons, places and things within the County (or city) necessary to protect the public's health.
- Inform the Board of Supervisors about all types of health issues that affect the County (or city).
- Participate in the overall management of department and inter-divisional issues and develop standards of care.
- Serve as Registrar for births and deaths.
- Supervise all levels of medical, professional, technical and support staff; full supervision includes responsibility for selection, performance evaluation, and corrective action.
- Supervise the Deputy Health Officers and other public health physicians involved in policy development.
- Assist in planning, organizing, and coordinating all-hazard disaster preparedness and response.
- Work closely with the Office of Emergency Services (OES) and the Emergency Services JPA in developing emergency response plans.
- Work closely with medical and administrative staff of local hospitals and academic centers.
- Declare local emergencies, as indicated.
- Provide surveillance and planning for improvement of public health indicators.
- Assist with writing local ordinances and state law.
- Coordinate with other health officers regionally and statewide.
- Act as medical health operational area coordinator.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Clinical medicine, public health and health care (e.g., epidemiology, biostatistics, environmental health, maternal and child health) management and administration

- Federal, State and local laws governing public health programs and laws, statutes and regulations governing California Health Services providers and JCAHO and other regulatory requirements
- Principles of leadership and supervision
- The legislative process
- Advanced management practices and organizational principles including program development, implementation and evaluation in a multi-service agency
- Disaster preparedness and National Incident Management System (NIMS)
- Public Health Laboratory science
- Principles of government organization, public financing and budgeting
- Quality assurance as it applies to public health programs/services
- The latest developments in medicine including local public health programs and ethics

Skill/Ability to:

- Serve as public health link to the local medical community and local medical association
- Organize, direct and administer the public health program
- Understand, interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of Public Health programs
- Evaluate health risks and hazards and communicate information effectively and proactively
- Facilitate the interaction of and foster partnerships with a complex mix of public agencies, community-based organizations, and the private sector that impact public health and policy
- Assist in the preparation and implementation of a comprehensive budget for the agency and control expenditures
- Supervise, train and evaluate staff; coordinate the activities of clinical, professional, technical, and clerical staff
- Manage a multi-cultural labor force with diverse backgrounds and needs
- Evaluate and make recommendations in the improvement of Medical/Clinical Programs in Health Services
- Communicate with others at all levels of the organization and with diverse communities
- Interface with other administrators throughout the Health Services Department, County (or city) government, the Courts, and outside community agencies and organizations
- Evaluate, monitor, and advise physicians in job performance standards
- Provide written and oral communication in various forms such as reports, and recommendations, memos
- Develop policies, procedures, and protocols for specific medical programs

Education and Experience:

Candidate must be a physician . Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Completion of a residency program and three years administrative or supervisory experience. A Master's degree in Public Health and/or completion of a residency in preventive medicine is required.

Licensure/Certification:

License to practice medicine in the State of California