



CITY OF BERKELEY
invites applications for the position of:

Health Officer (Certified)

SALARY: \$15,423.00 - \$17,520.00 Monthly

OPENING DATE: 10/30/17

CLOSING DATE: 11/20/17 05:00 PM

THE POSITION:

Under administrative direction of the Director of Health, Housing and Community Services or his or her designee, serves as Health Officer and Medical Director for the City and has responsibility for enforcing local health orders and ordinances, regulations prescribed by the State Department of Health Services, and State statutes related to public health. The Health Officer also has responsibility for assessing the community's health status; providing direction to local public health protection programs; and providing public health policy leadership; and performs related work as assigned.

This single position class provides medical supervision and consultative direction for City Health Services. The incumbent coordinates public health care services with external agencies and health care providers, provides on going communication with the local medical community, and acts as the liaison to the State Department of Health Services.

Typical duties:

- Consulting and coordinating with federal, state and local officials and the representatives of local public and private health agencies in the development and enforcement of health laws and the development of programs to meet public health needs;
- Disseminating and interpreting policies, laws, regulations and state and federal directives regarding medical and public health issues to the City Council and City Management staff, department staff, physicians and representatives of hospitals, nursing homes, medical clinics and schools, by written and personal contacts;
- Serving as Tuberculosis and Communicable Disease Controller and Sexually Transmitted Disease Officer; serving as the City's Registrar on all birth and death certificates;
- Developing and administering public health programs based on needs and available resources; securing and maintaining community support for public health programs;
- May supervise, plan, organize and direct the work of technical, professional and administrative staff engaged in the delivery of health services;
- Developing and monitoring medical protocol for medical staff, to include Physician Assistants and Nurse Practitioners, and ensuring implementation of clinical policies and adherence to current medical protocols and procedures;
- Providing direct and indirect medical supervision of the Department's Physicians, Physician Assistants and Nurse Practitioners as well as for all medical services provided by the City, including consultation to other medical/nursing staff both in clinical and field operations; participating in the hiring, instructing and evaluation of medical providers, such as Physicians, Physician Assistants, Nurse Practitioners and technicians;
- Assisting in the analysis and preparation of the annual budgets, health care plans, funding applications, and monitoring expenditures and other management activities;
- Coordinating activities with the Managers of Environmental Health, Health Promotion, Mental Health Services, and with other City departments, as needed;
- Participating in clinical and medical administrative management decisions; conferring with the medical management staff regarding service operation and progress and recommending changes;
- May serve on management committees and/or staff advisory commissions and be involved in the resolution of administrative concerns;
- Providing liaison with the County Health Care Services Agency and to the local medical community;
- Making public presentations, and meeting privately with physicians and administrators of health and social service agencies;

- Providing medical consultation for requested health service programs;
- In the event of a city-wide health emergency, may advise City Council directly regarding matters of public health and safety as outlined in the California Health and Safety Code;
- Performing related duties as assigned.

REQUIRED QUALIFICATIONS:

EXPERIENCE

Five (5) years of administrative or supervisory experience in providing public health services.

In accordance with Section 454 of the California Health and Safety Code, the Health Officer must be a graduate of a medical school in good standing and repute. Persons employed in this classification must possess a valid license to practice medicine in the State of California issued by the California Medical Board and be eligible for a California certificate to supervise physician assistants.

OTHER REQUIREMENTS:

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

SPECIAL STATUS:

This classification is exempt from the competitive service and person so appointed will hold EXEMPT status.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices, and responsibilities of medicine and contemporary public health programs and service needs;
- Federal and state laws and regulations governing local public health programs;
- Organization, purpose, and function of federal and state health agencies;
- Local medical associations and community health groups;
- Principles and methods of public and community relations, and public information practices and techniques;
- Principles and practices of health service advocacy;
- Principles and methods of determining and servicing public health needs;
- Methods of control of communicable diseases, sexually transmitted diseases, and chronic diseases;
- Administrative principles and practices, including budget development, implementation, and employee supervision; and
- Local demographics and government organization as it relates to the determination and management of health services.

Ability to:

- Plan, organize, assign, direct, review, and evaluate the work of assigned staff;
- Select and evaluate staff and provide for their training and professional development;
- Interpret, apply, and explain state and federal laws and regulations relating to public health;
- Develop, implement, and coordinate public health operations to meet community needs;
- Participate as a member of a multi-disciplinary health team;
- Instill public confidence in the quality of City public health services;
- Prepare clear and concise written reports, medical documentation and other written correspondence;
- Make oral presentations on public health program activities to City Management and outside agencies and community groups; and
- Establish and maintain effective working relations with City staff, the medical community, and the public.

APPLICATION PROCESS:

Applicants must submit the following:

1. CITY OF BERKELEY EMPLOYMENT APPLICATION

All required materials must be received no later than 5:00 PM (PST) on the closing date. Postmarks, faxes and incomplete applications will not be accepted.

Resumes are not a substitute for a completed application.

The examination process will consist of:

1. Review of applications for minimum qualifications for the position and to ensure all materials have been submitted.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to conduct final selection interviews. Hiring Department(s) will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background/reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency / disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-981-6800 | hr@cityofberkeley.info | 2180 Milvia 1st Floor, Berkeley, CA 94704. Requests can be made via email, phone, or in writing via U.S. mail.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: 1-(510)-981-6300 | TTY: 1-(510)-981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2017-10-12240
HEALTH OFFICER (CERTIFIED)
BS

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info
