

Job Title: PROGRAM CHIEF II-CAP**Job ID:** 15850**Location:** Riverside**Full/Part Time:** Full-Time**Regular/Temporary:** Regular**Salary Min:** \$83,963.00 **Salary Max:** \$135,394.00[Return to Previous Page](#)[Switch to Internal View](#)

OVERVIEW

The Riverside University Health System-Public Health is currently recruiting to fill a Program Chief II position to support the Community Action Partnership Program (CAP). The incumbent will be responsible to manage the following programs within CAP: Energy (Weatherization and Utility Assistance), Community Services (including Asset Building, Youth Programs, Dispute Resolution and Volunteer Income Tax Assistance) as well as responsibility for cool and warm centers throughout the County of Riverside. CAP has 60 staff employees and a budget of \$11 million with sites in Riverside, Hemet, Desert Hot Springs, Mecca and Blythe. In addition, the incumbent will be expected to travel throughout all of Riverside County, including Blythe, approximately 50% of their time to deliver presentations to elected officials, city council members, non-profit organizations, schools and youth groups regarding CAP programs that are available to the community.

Competitive candidates will have experience working with/for community based organizations, experience with community involvement and engagement, and experience with public speaking/presentations.

Note:Cool and warm centers: locations throughout the County where residents can go when it is very hot (cool centers) to get out of the heat and obtain water and light snacks. Warm centers: locations where residents can go when it is cold, to stay warm .

ABOUT THE COUNTY OF RIVERSIDE

Riverside County offers diversity that few locations can match. To find out more, please visit <http://www.countyofriverside.us>.

ABOUT THE DEPARTMENT

The County of Riverside Department of Public Health's (DOPH) vision is to excel at building healthy communities and its mission is to promote and protect the health of all county residents and visitors. To accomplish this mission, DOPH oversees fourteen (14) Branches and administers more than thirty (30) programs. All programs, services and activities are organized around the 10 Essential Services of Public Health. DOPH works in partnership and in many cases under contract with other County Departments including Environmental Health, Animal Services, Mental Health, Public Social Services, Office on Aging and the Health Care System to prevent disease and protect the health of County residents.

JOB DESCRIPTION

Plans, organizes, develops, and directs the operation of the Department of Animal Services, Environmental Health, or Public Health; and performs other related duties as required.

The Program Chief II is the full working level class of the Program Chief series and incumbents perform the full scope of assignments with a significant degree of independence in attaining program objectives within policy guidelines. Incumbents report to a Deputy Director and are responsible for the overall administration, supervision, coordination, and management in the Department of Animal Services, Environmental Health, or Public Health. This class manages a Department that, due to its budget, size, and/or level of staff, the diversity/difficulty of functions managed, and the nature of the administrative/program duties performed, is considered moderate to large. The Program Chief II is distinguished from the next higher-level class of Program Chief III in that the latter class directs the administration and management of the largest, most diverse and complex program functions based on the budget size, staffing levels, and difficulty of program functions.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3,

Section 311(C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

EXAMPLES OF ESSENTIAL DUTIES

Plan, organize, direct, evaluate, and coordinate programs; act as a liaison to local, state, and federal agencies; represent the Department in the areas of policy, planning, and committee participation; coordinate, prepare, and review budgets for all Department programs.

Evaluate and monitor services and programs; develop procedures and policies for field, clinic, and office operations ensuring compliance with federal, state, and Departmental requirements; establish and direct quality assurance procedures in conjunction with the Department's Quality Assurance Coordinator.

Develop and promote effective relationships with other agencies, County departments, local and state agencies, and community organizations; act as a consultant to other program managers and division directors in planning, developing, and implementing related components of their program.

Provide expertise, consultation, and assistance in the areas of animal services, environmental health, or public health; consult with Department management in situations requiring medical intervention; coordinate activities with Epidemiologists, Physicians, Veterinarians, Program Chiefs, and Program Directors for disease trend analysis, projections, and problem solving.

Monitor legislation to determine the impact of compliance and other requirements to the Department or program; identify the necessity for and implement health and safety code enforcement activities.

RECRUITING GUIDELINES

Education: Graduation from an accredited college or university with a Bachelor's degree in biological science, health science, public health, environmental health, nursing, nutrition, dietetics, social work, psychology, animal services or humane education, or a closely related field.

Experience: Four years of experience in a supervisory or management capacity in a community, animal services, environmental health, or public health organization which included a minimum of three years of specific experience directing and administering public health programs. (A Master's degree from an accredited college or university in nursing, public health, public or business administration, or a closely related field may substitute for one year of the non-specific required experience.)

Knowledge of: The principles and practices of animal services, environmental health, or public health and health administration; basic organizational principles and procedures in the field of animal services, environmental health, public health, maternal, child and adolescent health, or disease control and public health statistics; sociological and economic characteristics of the community; community resources available for assistance in Department programs; public relations methods, including familiarity with local media communications, that will be of assistance in carrying out the Department function; proper English construction and grammar; functions and service of local, state, and federal health agencies and voluntary health agencies; cultural and ethnic values, and customs and traditions of county populations (target groups); the principles of epidemiology, communicable disease outbreak control, treatment, and follow-up procedures; health and safety codes as they relate to the control of communicable disease, animal services, environmental health, and public health services.

Ability to: Manage, coordinate, and direct the activities of the Department; analyze situations accurately and take effective action; prepare and control budgets; apply pertinent laws, regulations, and County and department policies as they relate to the public health programs; establish and maintain effective working relationships with staff, other departments, outside agencies, and the general public; supervise and coordinate the work of medical professional and paraprofessional staff; prepare and assist others in preparing specialized public health education programs; speak and write effectively, including preparation of clear and concise reports; develop and maintain good relationships with a wide range of social and ethnic groups; organize, conduct, and actively participate in meetings and training sessions.

OTHER REQUIREMENTS

License/Certificate: Possession of a valid California Driver's License is required.

VETERAN PREFERENCE REQUEST

If you are a veteran, a spouse of a 100% disabled veteran, or a surviving spouse of a veteran who died of service-connected causes, submit a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) to the Human Resources Department at recruiting@rivco.org. For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will

review the materials and determine if you qualify for veterans' preference.

All documentation referenced above should be submitted to recruiting@rivco.org before this job posting expires. Please remember that you will need to resubmit your Member-4 Form DD-214 (or NGB-22), and a copy of your letter of disability (if applicable) for some public safety positions even if you have submitted one in the past to the County of Riverside.

WHO MAY APPLY

This recruitment is open to all applicants.

Applicants who are current County of Riverside employees and/or current employees of the Department/Agency may be considered before other applicants depending on the volume of applications received.

Qualified applicants may be considered for future vacancies throughout the County.

APPLICATION PERIOD

The preliminary closing date for this posting is Thursday, April 25, 2019 at 11:59 pm however postings may close at any time.

Applications received prior to the closing date will be considered based on the information submitted. Changes or alterations cannot be accepted. No late applications will be permitted.

Applications must be submitted through Job Gateway at <http://www.rc-hr.com/Careers/JobGateway.aspx>

Include relevant work experience details on resume and/or application.

Applicants who fail to provide information demonstrating they possess the position requirements may not be considered further in the application process. A description of job duties directly copied from the job classification or job posting will not be considered.

Upload a copy of any license(s), degrees, and/or related employment documents to your Job Gateway account.

BASED ON THE NUMBER OF APPLICATIONS RECEIVED, THIS POSTING MAY CLOSE WITHOUT NOTICE.

CONTACT INFORMATION

If you have any questions regarding this posting, please contact Ashley Voegele at 951-358-7686 or avoegele@rivco.org.

GENERAL INFORMATION

For specific questions regarding this position, contact the recruiter listed.

Benefits and detailed job description information is available for all Riverside County classifications on the job descriptions page at <http://rc-hr.com/Careers/JobDescriptions.aspx>.

Information regarding employment requirements, including pre-employment drug/alcohol test, background check, physical exam, initial probationary period is available at www.rc-hr.com. Procedures for reasonable accommodation, as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA), may be found at <http://dao.rc-hr.com>.

- ~ Applications must be submitted through the Riverside County Job Gateway System.
- ~ Current County Employees must use their Employee Self-Service Account to apply.
- ~ All other applicants must apply using <https://jobs.co.riverside.ca.us>

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.