



COUNTY OF LAKE
invites applications for the position of:

Public Health Officer

SALARY: \$15,851.00 - \$19,268.00 Monthly
\$190,212.00 - \$231,216.00 Annually

DEPARTMENT: Health Services Administration

DIVISION: Public Health - 4011

OPENING DATE: 07/08/22

CLOSING DATE: Continuous

GENERAL RECRUITMENT INFORMATION:

Recruitments for County positions are typically conducted to establish eligibility lists to fill countywide vacancies that occur during the active status of those lists (approximately 3 -12 months). **Any person on a promotional eligibility list will be considered first by the hiring department(s) before persons on an open eligibility list.**

The County of Lake only accepts applications for permanent positions when actively recruiting. Only online applications are accepted. It is the responsibility of each applicant to review the full job description and requirements.

The County is an Equal Opportunity-Affirmative Action Employer. Veteran's Preference.

To apply for County examinations - All applications for County examinations must be submitted through the County's online application system. A completed Supplemental Questionnaire must be submitted with each online application. All permanent County recruitments will be posted at www.co.lake.ca.us with a link to the online application. The County of Lake reserves the right to limit the number of applications that will be accepted for any open recruitment, and any such limit will be included on the job posting. When a limit is posted, the recruitment is subject to close at any time prior to the final filing date. **Completed online application packets must be submitted by the close of business on the date that the recruitment closes.** All relevant experience must be included on the application to be considered – resumes and other attached documents will not be used to qualify an applicant. Relevant experience and/or education may be substituted at a ratio of 2 to 1 for the purpose of meeting minimum qualifications and applicants should contact the Human Resources department for details.

Important Notice - The provisions listed on job postings, job descriptions, or other recruitment materials do not constitute an expressed or implied contract. Benefits may vary between bargaining units. Any provisions contained within job postings, job descriptions or other recruitment material may be modified or revoked without notice. All County of Lake applicants who are given a conditional employment offer must comply with the County's pre-employment medical review program before they may be appointed to the County position.

APPLICATION AND TESTING INFORMATION:

Applicants will be interviewed when determined that minimum qualifications have been met.

MINIMUM QUALIFICATIONS:

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid unrestricted Physician's and Surgeon's license issued by the California Medical Board.

OR

Possession of a valid, unrestricted Doctor of Osteopathy license issued by Osteopathic Medical Board of California.

Must be eligible for State Skilled Professional Medical Personnel (SPMP) classification as defined by 42 CFR PART 432.

Applicants who are eligible for a license to practice medicine and surgery in the State of California, but who do not currently have a California license may be considered, however, must obtain the license before the date of hire.

Education and Experience:

Graduation from a medical college of good standing and repute, per California Health and Safety Code Section 101005.

Three (3) years of full-time experience as a licensed physician.

OR

Two (2) years of full-time experience as a licensed physician in a public health agency.

A graduate degree in public health is preferred.

Certification or eligibility for certification in any of the following medical specialties, such as preventive medicine/public health, family practice, pediatrics, obstetrics/gynecology, or internal medicine is preferred.

FULL JOB DESCRIPTION:

PUBLIC HEALTH OFFICER

DEFINITION

Under policy direction and in accordance with legal authorities and responsibilities, provides leadership and public health policy direction; protects and improves community health; responds to health issues; monitors disease trends, food safety practices, and sanitation levels in the county; serves as Registrar of Births and Deaths for Vital Records; observes and enforces orders and ordinances of the Board of Supervisors related to public health and sanitary matters; issues and/or enforces orders, quarantines, and other regulations and rules prescribed by the State Department of Public Health; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position management class has responsibility for assisting with the management functions and operations of the Public Health Division of the Health Services Department. The incumbent also has the responsibility to enforce rules, regulations, orders, and ordinances related to public health. The Public Health Officer is appointed by the County Board of Supervisors, advises on health-related aspects of policies for the County, and possesses the powers, duties, and responsibilities relating to the preservation and protection of public health.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Board of Supervisors. Exercises direct and general supervision over professional, technical, and/or administrative staff as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Develops and maintains awareness of ordinances, laws, rules, and regulations related to public health issues.
- Assesses and reports on the health status of the community, using accepted epidemiological methods.
- Acts as a medical consultant to the Board of Supervisors and the Health Services Department, helping to set priorities and establish policies on health-related matters.
- Provides leadership in public health matters for the community, assessing health risks and communicating those risks responsibly and effectively to the community.
- Ensures the effectiveness of mandated health protection functions of County government, including services related to communicable disease control, maternal and child health, emergency services and disaster preparedness, sudden infant death, family planning, environmental health, vital statistics registrar for births and deaths, public health nursing, nutrition, and chronic diseases.
- Ensures a working relationship with a public health laboratory for services.
- Provides public health and medical expertise, a community perspective, leadership, and facilitation to public agencies and community-based organizations that impact public health and public policy.
- Develops and maintains an effective working relationship with the Health Services Director in support of service delivery.
- Advises the Health Services Director on management and administrative issues, both directly and as a member of the department's management team.
- Works in partnership with the Health Services Director regarding the development of the department's budget.
- Effectively sets and follows a budget, particularly in relation to determining priorities and resource allocations for public health programs.
- Advises the California Department of Public Health via the California Conference of Local Health Officers on the development of public health-related standards, rules, and regulations, as required by statute.
- Provides for the clinical supervision of mid-level practitioners, public health nursing staff, and vital statistic support staff via medical and public health protocol development.
- May be assigned to serve as the Health Services Director in his/her absence.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Clinical medicine and public health, including biostatistics, environmental health, maternal and child health, sudden infant death, family planning, public health laboratory services, vital statistics, public health nursing, nutrition, and chronic diseases.
- Epidemiology and disease transmission.
- Principles, practices, and methods of public health emergency preparedness.
- Principles, methods, practices, and current trends in general and public health programs.
- Community aspects of public health, including community resources and demography and their relationship to the development and operation of public programs and services.
- Federal, state, and local laws and regulations governing communicable diseases, public health, and disabling conditions.
- Environmental, sociological, and psychological problems related to public health programs.
- Child growth and development.
- Program development, monitoring, and evaluation.
- Principles, practices, and techniques of public health administration.
- Budget development and fiscal controls.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Unique psycho, social, and cultural issues encountered in a rural health program.
- Customer service principles and techniques.
- Written and oral communications skills.
- Proper English spelling, grammar, and punctuation.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.
- Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

- Plan, organize, manage, and administer Public Health programs and services.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, organize, analyze, and interpret statistical data.
- Assist with the development and administration of budget and control expenditures.
- Develop and maintain effective public relations with clients, staff, community groups, and other government organizations.
- Develop, maintain, and prepare public health statistics, records, and required reports.
- Communicate clearly and concisely, both orally and in writing.
- Effectively represent the Public Health Department in contacts with the public, community organizations, and other government agencies.
- Convert complex and technical medical terminology and concepts into easily understood written documents and forms that are accessible and useful for both professional staff and laypersons.
- Develop and maintain cooperative relationships with community organizations, other County departments, and other government agencies to accomplish goals through others.
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid unrestricted Physician's and Surgeon's license issued by the California Medical Board.

OR

Possession of a valid, unrestricted Doctor of Osteopathy license issued by Osteopathic Medical Board of California.

Must be eligible for State Skilled Professional Medical Personnel (SPMP) classification as defined by 42 CFR PART 432.

Applicants who are eligible for a license to practice medicine and surgery in the State of California, but who do not currently have a California license may be considered, however, must obtain the license before the date of hire.

Education and Experience:

Graduation from a medical college of good standing and repute, per California Health and Safety Code Section 101005.

Three (3) years of full-time experience as a licensed physician.

OR

Two (2) years of full-time experience as a licensed physician in a public health agency.

A graduate degree in public health is preferred.

Certification or eligibility for certification in any of the following medical specialties, such as preventive medicine/public health, family practice, pediatrics, obstetrics/gynecology, or internal medicine is preferred.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field. As such, incumbents may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical conditions. Incumbents may also be subject to clients or members of the public afflicted with behavioral disorders or who are under emotionally stressful conditions.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.co.lake.ca.us/Government/Directory/Human_Resources.htm

Position #22-210
PUBLIC HEALTH OFFICER
FH

255 N. Forbes Street
Lakeport, CA 95453
707-263-2213

Public Health Officer Supplemental Questionnaire

- * 1. I understand that all of my relevant education and experience must be included on the application form, and that an unofficial transcript **MUST** be included in order to use my education as credit toward the minimum qualifications of the job description. Furthermore, I understand that only information contained and submitted on the application will be used when screening my qualifications against the minimum requirements of the position, and failure to include relevant information may eliminate me from consideration for this position.
 Yes
- * 2. I have a DD-214 and I have been honorably discharged from military service. I understand it's my responsibility to attach my DD-214 to my application.

Yes

Not Applicable

- * 3. Must be eligible for State Skilled Professional Medical Personnel (SPMP) classification as defined by 42 CFR PART 423.
 Yes No

- * 4. Have you graduated from a medical college in good standing and repute, per California Health and Safety Code Section 451?
 Yes No

- * 5. Please indicate which of the following applies:
 I have three (3) years experience as a licensed physician.
 I have two (2) years of experience as a license physician in a pulbic health agency.
 None of the above.

- * 6. Please indicate which of the following applies:
 I have a valid unrestricted Physician's and Surgeon's license issued by the California Medical Board.
 I have a valid urestricted Doctor of Osteopathy license issued by Osteopathic Medical Board of California
 I am eligible for a license to pactice medicine and surgery in the State of California but do not currently have a California license
 None of above.

- * 7. I MUST provide an unofficial transcript to certify that my education qualifies towards the minimum requirements of the position. A copy of my degree will not be accepted to certify my education. I have attached my unofficial transcript.
 Yes No

- * 8. Do you have, or can you obtain, a valid California Driver's License by date of hire?
 Yes No

- * 9. Can you submit to, and pass a background check prior to appointment? Depending upon the position and/or assigned department the background check may include, but is not limited to: civil and criminal history check, reference check, Livescan, and/or credit check (as allowed under state law)
 Yes No

- * 10. I certify that to the best of my knowledge, my answers to the supplemental questions are true and accurate and that all relevant experience, education, certifications, licenses, and trainings are included on my application form. I understand that my answers are subject to verification and that any intentional misrepresentation may be sufficient cause to eliminate me from further consideration for this position.
 Yes

* Required Question