

CHIEF PUBLIC HEALTH OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the public health programs and services of the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the programs and services of the Public Health Division, including family health planning, communicable and chronic disease, dental, epidemiology, nursing, maternal and child health, crippled children's services, speech and hearing, emergency medical services, medical laboratory, mental retardation and home training, pharmacy.

Functions as state health officer.

Establishes and implements policies and procedures for the efficient administration of public health programs and services.

Evaluates community health needs and establishes priorities for delivery of health services; evaluates programs and services and recommends/implements appropriate changes to improve effectiveness.

Coordinates activities with other governmental agencies and the private medical community.

Directs and evaluates research activities in public health.

Coordinates and administers division budget, including federal program grants; administers policies and programs for personnel, training and safety; and performs other administrative functions.

Prepares and presents a variety of reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public health and administration.

Ability to administer a comprehensive public health services and programs.

Ability to make decisions in accordance with program guidelines.

Ability to analyze and evaluate available health services and programs and recommend/implement changes to improve effectiveness.

Ability to interpret and apply pertinent laws, policies, regulations and other program guidelines.

Ability to learn of the purposes, organization and functions of governmental health agencies and the private medical community.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports.


MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience in public health administration work and graduation from a recognized school of medicine, preferably including completion of appropriate internship, and a Master's degree in public health; or

(B) Four years of experience in public health administration work and graduation from a recognized college or university with a Master's degree in public health; or

(C) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission