



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Public Health Director  
Department: Public Health  
FLSA Status: Exempt  
Job Code: 2203  
WC Code: 8832  
Effective Date: September 1, 2005  
Last Revised: July 1, 2014  
Pay Grade: NU22  
Union: Non-Union (Management)

### SUMMARY

The Public Health Division Director is responsible for administering public health services provided by the County. Work is performed under the general direction of the Commissioner liaison, with the County Board of Health providing input on overall department direction. Work is reviewed primarily on the basis of results attained, the assessment and accomplishment of established annual goals, compliance with state and local contract provisions and regular on-site reviews by state and federal representatives regarding compliance with applicable laws and regulations.

### ESSENTIAL DUTIES AND REPSONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises subordinate employees including assigning and reviewing work, evaluating performance, taking necessary disciplinary action, and making hiring and termination decisions.
2. Develops, implements, evaluates and revises program policies, procedures, work methods and action plans.
3. Coordinates preparation of annual county health plan and integrates plan with other agencies and groups to meet current public health needs of the community.
4. Collaborates with the Board of Health and County Commissioner liaison to establish short and long term department goals; researches and prepares grant proposals and administers grants for public health programs.
5. Coordinates formulation of public health budget; monitors and approves expenditures to remain within budgetary constraints.
6. Maintains advanced knowledge of emergency preparedness in order to respond during emergency situations. Participates in emergency preparedness drills and trainings. Attends IS 700 and ICS 100 training within six months of hire. Attends other ICS trainings as required by County and funding entities.

7. Prepares reports on current activities and performance; oversees cost accounting system, which may include program time studies.
8. Provides consultation and professional/technical assistance to staff as necessary.
9. Provides information to the media, health providers, and other partners in the community on public health concerns/issues relating to areas of responsibility.
10. Serves on advisory boards and committees concerned with public health issues; answers questions from the public on various health topics.
11. Participates in program specific trainings and updates as needed.
12. Leads the Public Health Division management team in planning for program development and implementation, staffing and budgetary concerns.

#### SUPERVISORY RESPONSIBILITIES

Provides oversight to Public Health programs, including direct supervision to subordinates assigned to implement specific Public Health programs. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### EDUCATION AND EXPERIENCE

Bachelor's Degree plus three years of progressively responsible public health or management experience in a related healthcare field; and graduate level classes in the following: biostatistics, epidemiology, environmental health, health services administration and social and behavioral sciences relevant to public health problems; and the skills and ability to meet minimum standards as defined by the Conference of Local Health Officials (CLHO) and other associated governing entities. Master's Degree preferred.

#### JOB IMPACT

Consequences of error could include exposure to: litigation, public embarrassment, physical harm to individual clients due to improper assessment or treatment, unavailability of services, interpretation/enforcement of applicable laws and regulations; and loss or reduction of funds due to failure to comply with applicable law and guidelines.

The problems encountered generally revolve around the developing of coordination and liaison relationships with public and private agencies, including those involved in contractual relationships with the County; the appropriate provision of health services per State mandates and community specific issues, the prioritization of various services/programs and responding to personnel problems, including recruiting for difficult-to-fill required positions.

Other problems encountered may involve the interpretation and application of governing laws and regulations in responding to questions from the public and in completing responsibilities/assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate or difficult.

#### JOB CONTACTS

This position requires working with other County departments, including social and human resources services, law enforcement personnel, state agencies, regional and state organizations, the media, public advocacy groups and the community to coordinate efforts and to ensure that departmental efforts are directed toward achieving service needs of the community.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, work tactfully and patiently with both adults and children; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective

relationships with social service agencies, law enforcement personnel, schools, physicians and other health care providers, and promote awareness and provide information on public health issues.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITIES

Ability to use mathematical and statistical reasoning. Ability to recognize when to refer clients for further assistance; ability to use initiative and judgment.

#### OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions.

#### CERTIFICATES AND LICENSES

Possession of or ability to obtain valid Oregon Driver's license; safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position will be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Job contacts include working with individual clients and their families, other county departments, other social service agencies, community committees and boards, schools, physicians, State Public Health Division, and other health care providers.

Employees in this classification are exposed to communicable diseases, including blood-borne diseases. The position is impacted by the necessity of meeting timelines established by the law, uncontrollable workflow, the need to make immediate decisions regarding medical assessments, the need for extreme accuracy in light of uncontrollable interruptions. The position is on call to respond to occasional emergency situations such as the provision of immunization clinics to respond to a communicable disease outbreak.

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS

Check required essential function	if for job	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>		Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Lifting strength	<b># of pounds = 25lbs</b>			
<input type="checkbox"/>		Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Moving carts, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Operation of motor vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>						
<input type="checkbox"/>		Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>		Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		Depth perception	Describe: Close Vision & Ability to adjust focus			
<input checked="" type="checkbox"/>		Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>		Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors = Standard office environment</b>						
<input type="checkbox"/>		Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Wet Area/Slippery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Dust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Uneven Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Body Fluids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>