

*Code: 4582*

*Title: PUBLIC HEALTH OFFICER - SENIOR*

**SUMMARY:** Provides professional medical care services to one or more major health programs within the Pima County Health Department and participates in the programs' administrative and technical operations. The focus of this classification is the practice of promoting and protecting the health of client populations using knowledge from medicine, social and health disciplines.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides professional medical care services to one or more major health programs such as disease control, child health and/or family planning and at neighborhood, mobile and outreach clinics;

Plans, schedules and assigns work to nursing and other community/public staff;

Attends clinician and program-related meetings;

Participates in the development or revision and implementation of program protocols and procedures;

Develops and maintains effective working relationships and coordinates program activities with other County departments, public and private agencies, organizations and groups to promote the program and its goals;

Provides professional and medical information used in the development of educational materials concerning public health;

Participates in studies related to assigned program(s) and in the assessment, research and analysis of client population demographics and needs, participates in the development of recommendations to address findings and assists in the implementation of changes to provide needed services;

Maintains confidentiality of all information encountered in the performance of duties;

May participate in the development of program goals, objectives, policies and procedures and establishment of short- and long-range program performance plans subject to management review;

May research, prepare and submit routine, recurring and special program reports to Public Health management;

May act as a program representative within the community, delivering informational news releases, serving as a program contact person and participating in community awareness activities.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices, methods and techniques of the practices of medicine;
- principles and practices of supervision;
- local, state, federal and medical laws, rules, standards and regulations;
- community agencies, organizations and resources;
- data and statistical analysis techniques and application to planning studies and projects;
- principles and techniques of effective communication to include written composition and public speaking.

Skill in:

- providing professional medical services;
- presenting, explaining and interpreting program goals, objectives, policies and procedures to the public;
- communicating effectively;

- establishing and maintaining effective working relationships with service groups and organizations.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of medicine and completion of internship and residency in a primary care area such as pediatrics or family practice. Four years of work experience in a public health or community program may substitute for the residency requirement.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a license to practice medicine in the State of Arizona is required at the time of appointment and must be maintained as a condition of employment. All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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