

Code: 4583

Title: PUBLIC HEALTH OFFICER - PRINCIPAL

SUMMARY: Plans, coordinates, manages and participates in the administrative and technical operations of one or more major health programs within the Pima County Health department. 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.)

Plans, coordinates and manages one or more major health programs such as disease control, child health or family planning;
Supervises nursing and other community/public health staff;
Performs as a program representative within the community, delivers informational news releases, serves as a program contact person, provides health information to medical/community providers and participates in community awareness activities;
Performs clinical activities in at least one area: Well Child, Tuberculosis Screening and Treatment, Teen Clinic and/or Family Planning;
Provides clinical assistance to the health department's mid-level practitioners;
Develops or revises and implements program protocols and standing orders;
Develops program goals, objectives, policies and procedures and establishes short- and long-range program performance plans subject to management review;
Researches, prepares and submits routine, recurring and special program reports to public health management;
Monitors program contract compliance and takes corrective action as required;
Assesses, researches, and analyzes client population demographics and needs, develops recommendations to address findings and implements necessary changes to provide needed services;
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;
Develops, writes and administers the program's annual budget, prepares program-related financial forecasts and identifies funding sources to support program activities;
Analyzes local, state and federal legislation and ensures program compliance with applicable regulations and policies;
Designs, conducts and documents studies related to assigned program(s);
Oversees the preparation and submittal of proposals and grant applications;
Maintains confidentiality of all information encountered in the performance of duties.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods and techniques of the practice of medicine;
- principles and practices of supervision;
- principles and procedures of public health administration, management and program planning, development and evaluation;
- local, state, federal and medical laws, rules, standards and regulations;
- principles and practices of budgeting, accounting, purchasing, contracting and financial management;

- contract and grant application preparation, negotiation and administration;
- 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:

- administering a major health department medical program;
- planning, developing, evaluating, and managing programs and projects;
- preparing and administering budgets, grants and contracts;
- researching, analyzing and reporting data;
- presenting, explaining, and interpreting program goals, objectives, policies and procedures to the public;
- managing staff and planning, organizing, and coordinating program activities;
- communicating effectively;
- establishing and maintaining effective working relationships with service groups and organizations;
- establishing, reviewing, and modifying procedural and technical guidelines to enhance program effectiveness;
- utilizing automated information systems to maintain or produce data.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of medicine, completion of internship and residency and four years of professional medical experience in a public health or community health program.

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. Failure to maintain a current license to practice medicine shall be grounds for termination. All positions require a current Arizona Class D driver license at the time of application. Failure to maintain the required licensures shall be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that some 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.