

DEPUTY DIRECTOR PUBLIC HEALTH/DIRECTOR OF NURSING

DEFINITION

To plan, supervise and review the activities and operations of the Health Services Agency, including the clinical administration of public health nursing programs; to coordinate assigned activities with other departments and outside agencies; to provide highly responsible and complex administrative support to the Health Services Agency Director.

DISTINGUISHING CHARACTERISTICS

This is a single position class. The predominant focus of the position is to assist in the management, planning and coordination of the operations and activities of the Health Services Agency may act as agency director in the Director's absence. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. The Deputy Director develops and implements department goals, objectives, policies and priorities, and ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Health Services Agency Director; exercises direct supervision over professional and supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Develops, plans and implements goals and objectives for agency programs; recommends and administers agency policies and procedures.

Coordinates division activities with those of other departments and outside agencies and organizations.

Directs, oversees and participates in the development of the agency's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Participates in the development and administration of the agency budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Deputy Director Public Health/Director of Nursing
New- 12/06/05 Effective 11/20/05
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

Res. #2005-110
M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Selects, trains, motivates and evaluates the work of agency personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Allocates fiscal, personnel and inventory resources for program/project implementation.

Negotiates, develops and monitors contracts with clinical providers.

Develops and/or authorizes clinical procedures.

Administers the County public health plans.

Oversees implementation of the agency's quality improvement plan.

Participates in the preparation and administration of grants. Monitors new legislation and regulations to ensure that agency is in compliance with all grant requirements.

Coordinates and participates in a variety of staff, departments and agency meetings; prepares and presents reports.

Monitors statistics and billings as required.

Oversees cultural competency efforts.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

May serve as acting director in the absence of the agency Director as required.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees.

Performs general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data and preparing spreadsheets, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Modern and complex principles and practices of public health programs development and administration.

Principles and practices of public health services delivery, including nursing and environmental health services.

Principles and practices of record-keeping and reporting.

Recent developments, current literature and sources of information regarding health services.

English usage, spelling, grammar and punctuation; basic mathematics.

Modern office practices and technology.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively administer a variety of health program activities.

Select, supervise, train and evaluate staff.

Prepare and administer a budget.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Prepare comprehensive and complex technical reports.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in public health including two years in an administrative or supervisory capacity.

Training:

Master's degree in health, hospital or public administration, or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of an appropriate, valid California license as a Registered Nurse with a Public Health Certificate.

Classification Code:	0378003
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"