



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	3115-004
CLASS TITLE:	<b>Public Health Branch Director</b>
FLSA DESIGNATION:	Exempt
RANGE/STEP:	399 (Step A-F \$7,137-\$9,109)

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#### **JOB SUMMARY:**

Under the direction of the Director of Health Services, directs the development and implementation of the Public Health nursing program, while providing some direct services. Exercises direct and indirect supervision over subordinate, professional, technical and clerical staff. Provides direct nursing services in designated programs.

#### **DISTINGUISHING CHARACTERISTICS:**

The Public Health Branch Director position assists the Director in administering the Health Services Programs and manages the direct service delivery components outlined in program descriptions. This class is distinguished from the Director of Health Services in that the latter has overall management responsibility for all county Mental Health, Alcohol and Drug, Public Health, and Environmental Health services.

#### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Assumes full management responsibility for all Public Health Branch services and activities; recommends and administers policy and procedures in cooperation with the Director.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures.
- Represents the Public Health Branch to other County departments, elected officials and outside agencies; explains, justifies and defends Department programs, policies and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Makes budget recommendations; approves expenditures in consultation with the Director.
- Assists in developing and implementing goals, objectives, policies, procedures, and work standards for the department; provides input into the budget and administers specified aspects of the budget.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative, support

system, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director.

- Assists in the development of provider subcontracts, administers, and monitors provisions of subcontracted services.
- Provides Public Health Nursing services to clients in programs determined in cooperation with the Director.
- Plans, develops, reviews, monitors and evaluates the Public Health Nursing programs of the county which may include by are not limited to Maternal Child and Adolescent Health (MCAH), Oral Health, Sexually Transmitted Diseases (STD), AIDS Testing and Surveillance, Child Health and Disability Program (CHDP), California Children's Services (CCS), Tuberculosis Clinics, Immunization Programs, Vital Statistics, Family and Individual Health Assessments, Case Management, Communicable Disease/Tuberculosis Investigation and Surveillance, High Risk Infant Follow-up, High Risk Post-Partum follow-up, SIDS, Tobacco Education Program, Perinatal Outreach, Child Abuse/Neglect follow-up Suicide, and Aging.
- Coordinates the development and implementation of departmental computer systems (i.e. electronic health record systems) and application and coordinates departmental activities with Information Technology.
- Assists in the monitoring and evaluation of department activities to ensure compliance with applicable federal, state, and local laws, regulations and contract provisions.
- Researches and develops public health program alternatives; ensures that programs are in line with the departmental mission; locates service deliverers and other resources; designs program manuals.
- Coordinates program activities with those of other governmental and private service providers to ensure efficient service provision, take advantage of available funding, and assist the Director to coordinate the integration of Behavioral Health, Public Health, and primary healthcare practice.
- Provides training and/or technical consultation for community organizations, consumer organizations, and other program personnel on public health issues; coordinates community activities related to public health.
- Prepares and maintains a variety of records and files; prepares a variety of reports for the State of Health Care Services (DHCS) and the California Department of Public Health (CDPH).
- Monitors changes in legislation and regulations that may affect public health program operations or service delivery; evaluates the effect on program activities and recommends appropriate policy modifications.
- Represents the Department at State and County meetings.
- May provide direct client care, providing public health interventions in an outpatient setting.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- Principles, practices and philosophy of public health and public health nursing program development and service delivery.
- Principles, best practices, techniques, and resources available for outreach, assessment, intervention, counseling, case management and referral.
- Administrative principles and practices including resource management, goals and objective development, work planning, organizational structure and operational needs.
- Principles and practices of program management including development, supervision of personnel, funding sources, grant development, program evaluation and fiscal management. Interviewing and counseling practices and techniques.
- Current issues in the field of behavioral health.
- Principles and practices of personnel management, supervision, evaluation, and development.
- Principles and practices of contract administration.
- Basis budgetary principles and practices.
- Computer applications related to work.
- Social, medical, educational, and other resources available in the local community.
- Business report writing.
- Modern office procedures.
- Principles and practices of record keeping.
- Business report writing.
- Administrative principles and practices, including goal setting, planning, program development, implementation, and evaluation.

**Ability to:**

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing program in support of program goals.
- Using standard office equipment, including a computer; safely driving a motor vehicle to attend meetings, and visit service providers and other agencies.
- Interpreting and applying Federal, State, and local policies, procedures, laws, and regulations.
- Planning, organizing, training, supervising, reviewing, and evaluating the work of staff and volunteers.

- Assessing needs of individuals and groups, and providing effective evaluation, intervention, treatment plan development, and treatment services.
- Taking effective action in a crisis situations.
- Contributing to and administering program budgets.
- Maintaining accurate records and files.
- Training others in work procedures.
- Preparing clear, concise, and accurate documentation, reports, correspondence, and other written materials.
- Defining issues, analyzing, solving problems, and making sound decisions.
- Communicating clearly and concisely, both orally and in writing.
- Gaining cooperation through discussion, persuasion, and motivational enhancement strategies.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**EDUCATION AND EXPERIENCE**

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

- Broad and extensive experience in the development, analysis and administration of public health services and programs.
- Two years of qualifying experience gained in supervisory/managerial capacity.
- Education that is the equivalent of at least a Bachelor's degree from an accredited college or University with a major in Nursing, Public Health Nursing, or a related field.

*This work consists of complex professional and administrative duties at mid-management level.*

**LICENSING AND CERTIFICATION:**

Possess a valid California driver’s license. Employees who drive on county business to carry out job-related duties must possess a valid California driver’s license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Possession of a valid license as a Registered Nurse and Public Health Nurse Certification issued by the California Board of Registered Nursing.

**PHYSICAL DEMANDS:**

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

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle; vision to read printed materials; speech and hearing to communicate in person and over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Reclassified and approved by the Board of Supervisors on September 12, 2017  
Effective: September 1, 2017*

*Reclassified and approved by the Board of Supervisors on June 28, 2022  
Effective: July 1, 2022*

**Final verified classification approved by:**

DocuSigned by:  
  
**Human Resources and Risk Manager Director**

**Reviewed and approved by:**

DocuSigned by:  
  
County Counsel

**Received and filed by:**

DocuSigned by:  
  
Tiffany Martinez  
Clerk of the Board