

Washtenaw County

JOB DESCRIPTION

Job Code: 3389
Authorization: 01-0142; 06-0268,
4/7/13, 10/19/15, 03/16
Employee Group: 4100

CLASS TITLE: DEPUTY HEALTH OFFICER
DEPARTMENT: Public Health
FLSA STATUS: Exempt

VISION

Washtenaw County Health Department envisions a healthy community where every resident has the opportunity to achieve optimal health and well-being.

GUIDING PRINCIPLE FOR HEALTH EQUITY

Washtenaw County Health Department is committed to working with community members and partners to address the factors that influence health, including employment, education, housing, neighborhood, public safety, food access, air and drinking water quality, and health care. Our work toward health equity and social justice will be guided by the following principles:

- We value all people equally
- We promote the improvement of living conditions in which community members are born, grow, reside, work, play, learn and age.
- We strengthen partnerships with community members that aid in community empowerment through community capacity building, organizing, and mobilizing.
- We name racism and other –isms as a barrier to health equity and social justice.

JOB SUMMARY

Under the direction of the Administrative Health Officer, provides expert guidance to help shape the development of a community-wide vision for a healthy community, and a culture of health equity. Manages the design, development and implementation of policies, procedures and programs to protect, preserve and improve the health of Washtenaw County residents. Participates in the design, development and implementation of short and long range plans and strategies to deliver comprehensive health promotion policies and programming to county residents. Assumes statutory authority of Health Officer in the absence of the Health Officer.

DEPARTMENT-WIDE CORE COMPETENCIES

- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- Contributes to implementation of organizational strategic plan.
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age,

ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences)

- Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources)
- Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services
- Adheres to organizational policies and procedures
- Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities

The above statements are intended to provide general guiding competencies and are not an exhaustive list.

EXAMPLES OF DUTIES

Essential Duties:

- In collaboration with the Administrative Health Officer and the department's management team, responsible for establishing and implementing plans and strategies to achieve the mission and goals of the department.
- Participates in the development and implementation of the department's strategic plan, strategic goals and objectives, performance management system, quality improvement program, and workforce development plan.
- Plans, organizes and directs all aspects of the Health Promotion Disease Prevention Division. Manages the development of policies, programs and practices to promote the health of individuals, families and the community through health education and promotion, disease prevention and control and health interventions for at-risk populations.
- Oversees the department's community health assessment and community health improvement plan, coordinating with other county agencies, community partners and county residents.
- Oversees the department's epidemiology work, to guide data driven programmatic and policy work that improves population health outcomes.
- Oversees the implementation of a health equity plan that addresses the needs of vulnerable populations and communities.
- Identifies potential sources of funding for programs and services and develops and/or supervises the development of funding proposals for submission to public and private funding agencies.
- Plans, organizes, assigns, directs, reviews and evaluates the work of professional and support staff. Selects personnel and provides for their training and professional

development. Interprets applicable federal and state laws and regulations and County policies to subordinates.

- Represents the department in contacts with legislative bodies, public health officials throughout Michigan, health care agencies, health and human service agencies, community groups, local officials, businesses and others to locate and mobilize resources, encourage support for programs, coordinate and align with other community efforts to improve health, and maintain positive community relations. Makes presentations and responds to the media as required.
- Establishes and implements policies and procedures to ensure that all department programs, practices and services comply with statutory requirements, standards of professional practice and ethics, and quality and accreditation standards.
- Monitors legislation and professional developments for possible programmatic changes. Develops, revises and implements policies and procedures to effect such changes.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge, Skills, and Abilities:

- Principles and practices of public health education, disease prevention and control, health interventions for at-risk populations, and other public health services.
- Health equity and social justice.
- Community health assessment and planning.
- Administrative principles and practices, including goal setting, program and budget development and administration and employee supervision.
- Principles and practices of performance management and quality improvement in a public health setting.
- Funding sources and community resources for support of public health programs and activities.
- Functions and practices of policy-making boards and commissions.
- Applicable laws, regulations, policies and procedures.

- Research, data analysis and report preparation techniques.
- Basic public information and presentation techniques.
- Planning, organizing and directing a variety of public health programs and activities.
- Planning and directing the work of others and training others in work procedures.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Representing the county effectively in meetings with governmental agencies, local community and the public.
- Coalition building and leadership.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

LICENSES/CERTIFICATIONS

Possession of a valid Michigan driver's license required.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of an M.P.H or M.S.P.H degree or Possession of a related Master's degree.

EXPERIENCE

Four (4) to six (6) years of progressively responsible and demonstrably successful experience in public health administration.