

County Health Officer



This is an EXEMPT position
The County of Sacramento is an Equal Opportunity Employer



THE COUNTY OF SACRAMENTO

Sacramento County was incorporated in 1850 as one of the original 27 counties of California. The County's largest city, the City of Sacramento, is the seat of government for California and also serves as the county seat. Sacramento became the State Capital in 1854. The County is the major component of the Sacramento Metropolitan Statistical Area (SMSA) which includes Sacramento, El Dorado and Placer Counties.

Sacramento County encompasses approximately 994-square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region. Sacramento County extends from the low delta lands between the Sacramento and San Joaquin rivers north to about ten miles beyond the State Capitol and east to the foothills of the Sierra Nevada Mountains. The southernmost portion of Sacramento County has direct access to the San Francisco Bay.

Sacramento is known as the “River City” and has an abundance of water-oriented activities. Sacramento is home to the exciting Sacramento Kings basketball team, the Sacramento River Cats Triple-A baseball team, historic Old Sacramento, the State Railroad Museum, Crocker Art Museum, Stanford Mansion, Sacramento Zoo, Sutter’s Fort, and the State Capitol Building. Sacramento County’s total operating budget is \$3.5 billion with approximately 11,600 employees.

THE DIVISION OF PUBLIC HEALTH

The goal of the Division of Public Health is to assure the optimum health and well-being of the community through the promotion of educational, psychosocial and health services, and through the provision of epidemiology and disease control and vital records services.

The Public Health Division monitors, protects, and improves the health of all Sacramento communities. Programs include health education, dental health, immunization assistance, public health laboratory, communicable disease surveillance and control, Maternal Child and Adolescent Health, Child Health and Disability Prevention, California Children's Services and chronic disease prevention, vital records, and public health emergency preparedness.



County Health Officer

THE POSITION

Under administrative direction, the County Health Officer plans, organizes, and directs the medical aspects of public health programs under his/her direction; assesses and protects the County's health status; enforces local, state, and federal health laws and regulations; and performs related duties as required.

This single position class is characterized by its responsibility to provide public health leadership for the County and serve as the local public health authority. The incumbent plans, organizes, implements and evaluates a variety of public health programs; works with other local, state, and national agencies, and the local medical community to promote and protect public health. This position is appointed by the Board of Supervisors and reports to the Director of Health and Human Services, or designee. The position is open due to the retirement of the current incumbent.

ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES



The County Health Officer assesses and reports on the health status of the community by using multiple epidemiological, survey and statistical methods; plans, organizes, and evaluates a variety of health programs; provides direct and indirect supervision of staff including public health professionals; develops and implements public health policy and clinical policies and procedures, and ensures adherence to current medical protocol and procedures; interprets and disseminates policies, laws, regulations and state and federal directives regarding medical and public health issues, and enforces health and safety codes; acts as medical advisor/coordinator in the event of a County disaster; represents the department in contacts with government officials, agencies and community organizations; speaks before groups, attends meetings and conferences, issues public statements, and meets with news media; provides and coordinates specific management functions such as records administration, Vital Statistics recordkeeping, and meeting various mandated reporting standards.

THE IDEAL CANDIDATE

The ideal candidate should be knowledgeable in the principles and practices of public health; organization, programs and services of local public health agencies; applicable laws, codes, and regulations, including enforcement techniques; community needs, resources and organizations related to public health and medical care; socio-economic and psychological factors that impact effective health service delivery; basic principles of research, statistical analysis, record keeping and report preparation; effective management practices in health care systems; principles of management and supervision; principles and methods of public and community relations, and public information practices and techniques.

The candidate should provide collaborative leadership with a strong commitment to public health; organize, direct, and coordinate activities designed to protect and promote public health; evaluate public health risks and hazards and communicate information effectively and proactively; manage multiple programs through subordinate staff; research, prepare, and interpret clinical, technical, and administrative reports and data; plan and prepare protocols; interpret and make decisions in accordance with appropriate laws, regulations, and policies; work cooperatively with other departments, officials, and employees including the local healthcare community; and speak effectively to diverse audiences.

SALARY AND BENEFITS

The approximate annual salary range for the County Health Officer is \$180,465.84 - \$198,965.52.

An excellent benefits package is also provided which includes:

Management Differential: 3.35% per pay period.

Holidays: 12 paid holidays per year.

Vacation: Two to five weeks (based upon length of service) of paid vacation.

Sick Leave: 15 days per year.

Medical Insurance: Choice of medical plans through a cafeteria program. Most plans include vision coverage and some plans allow participation in an individual Health Savings Account. The County contributes \$449.24 monthly towards single coverage and \$1,148.80 monthly towards family coverage. The amount is re-indexed each year based on carrier premium renewals.

Dental Insurance: Includes 100% of the dental plan premium for the employee and eligible dependents. This plan includes orthodontia coverage.

Flexible Spending Accounts: Employees may set aside funds on a pre-tax basis to pay for eligible medical and/ or dependent care expenses.

Life Insurance: \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to buy up to \$500,000 in additional life insurance coverage.

Auto Allowance: \$450 per month auto allowance.

Deferred Compensation: A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.

Retirement: The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employee Retirement administration (SCERS 2% @ 55 ½).

Other Benefits: The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from a medical school of good standing and repute, and possession of a valid license to practice medicine in the State of California.

And

1. The equivalent of three years full-time paid experience serving as a Public Health Officer in a public health environment.

Or

2. The equivalent of five years full-time paid experience in planning, organizing, and coordination of local government-based and community public health programs. The equivalent of at least three years must include responsibility for program planning and evaluation, and overseeing clinical services.

A Master's Degree in Public Health and Board Certification, by one of the primary medical specialty boards, are highly desirable.

PERSONAL QUALITIES

The ideal candidate must:

- ◆ Develop effective working relationships with public and private agency leaders, advisory boards, officials from all levels of government, advocacy groups, elected officials, the general public, and the media
- ◆ Be politically sensitive to the challenges and opportunities pertaining to the provision of treasury, accounting, budget, tax, risk management, and audit functions
- ◆ Recognize and effectively respond to the ever changing priorities and needs of the County
- ◆ Possess excellent verbal, analytical, organizational and written skills
- ◆ Exercise sound judgment within broad policy guidelines

APPLICATION AND SELECTION PROCESS

If you are interested in this outstanding opportunity, please submit:

- A cover letter.
- A current resume. Resume should reflect years and months of positions held, as well as size of staff and budgets you have managed.
- Three work related references and current salary.

Filing Deadline: August 5, 2011

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a series of one or more interviews in August. An appointment is expected in **September 2011**.

Please send electronic cover letter, resume and references to SrackK@SacCounty.net

**Sacramento County Employment Services
Attn: Karen Srack
700 H Street, Suite 4667
Sacramento, CA 95814**

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