

## CLASS SPECIFICATION



**CLASS:** Health Administrator  
**ALLOCATION:** Health & Human Services  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** July 2015

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### **JOB SUMMARY:**

This is a management position with executive level responsibility for the administration of one or more public health programs, and for oversight of the day to day operations within the Public Health Division. The position will assist the Director of Health and Human Services in planning, organizing and administering County-wide public health programs and policies; work with the County Health Officer to develop program specific goals, objectives, standards of performance, and policies and procedures to meet legal, organizational and public health services; act as a liaison with other County departments and agencies that have regulatory or shared interest in service provision with the Public Health Division of the Health and Human Services Department; and perform related duties as assigned.

This is the advanced managerial level in the Health Services series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Director of Health and Human Services and works closely with the Health Officer. This class is distinguished from the Director of Health & Human Services in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures. This class is further distinguished from the Deputy Director of Health and Human Services in that the latter has management oversight for multiple social services divisions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Manage day to day operations of the Public Health Division.
- Plan, organize, administer, review and evaluate the activities of County and contract staff through subordinate levels of supervision; provide for the training of and professional development of staff; evaluate division and program effectiveness and modify accordingly.
- Support public health services management and staff in responding to issues and emergencies, developing and executing solutions, and maintaining reliable and effective operations.
- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Public Health Division; implement policy and procedural changes as required.
- Prepare and direct the preparation and administration of public health budgets for the division.
- Assist in the development of funding sources and oversee the submission of grant applications and the administration of grants, including the timely submission of required program, audit and financial reports.
- Ensure that division functions comply with applicable federal, state and local laws and ordinances.
- Confer with and represent the County in meetings with community agencies and groups, service providers and other governmental agencies.
- Resolve complex administrative and service provision problems within the required laws, regulations and standards.
- Monitor changes in laws, regulations, programs and techniques in all functional areas; evaluate their effect upon County activities; recommend and implement policy and procedural changes as appropriate.
- Prepare and direct the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.
- Prepare and direct the maintenance of accurate records and files; prepare informational materials, correspondence, reports and other written materials.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Promote and maintain effective working relationships and communications within the division and among other County departments and local agencies.
- Coordinate assigned divisional activities with those of other County departments and external agencies.
- Is prepared to serve in a command position under emergency incident command structure.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings and inspect various sites.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Principles, practices and procedures related to the development and implementation of public health programs.
- Applicable laws, codes and regulations with respect to public health.
- Principles and practices of public health in a diverse, rural community and a variety of settings.
- Principles, practices and procedures of management and administration, including goal setting, program development, implementation, performance evaluation and employee supervision.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Administrative principles and practices, including strategic planning, goal setting, program development, implementation and evaluation, and the management of employees directly and through subordinate levels of supervision.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and techniques of fiscal management and budgetary control.
- Analytical and report preparation techniques related to the funding and service evaluation of public health and related programs.
- Geographic, socio-economic, political and other elements related to the provision of services in the assigned area.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Principles and practices of privacy and security of client protected health information and personally identifiable information.
- Computer applications related to the work.
- Record keeping principles and practices.
- public health surveillance methods

**Skill in:**

- Planning, administering and evaluating public health programs.
- Planning, monitoring and evaluating program goals, objectives and service delivery effectiveness of public health programs.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Overseeing and performing complex problem definition and resolution activities.
- Making effective public presentations.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Providing for the training and professional development of staff.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpreting, applying and explaining laws, ordinances, regulations, rules, policies, and procedures.
- Preparing clear and accurate procedures, policies, educational materials, reports, correspondence and other written materials.

- Motivating, developing, and directing people as they work, identifying the best people for the job.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Work effectively within a large organization as a loyal team player and to support Yuba County's strategic priorities.
- Develop a professional prominence that promotes the importance of public health services and programs within the community.
- Analyze documents for compliance with Federal, State, County and industry standards.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.
- Accept criticism and deal calmly and effectively with high stress situations.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive motor vehicle in order to visit work sites throughout the community and attend meetings.

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

**Work Environment:**

- Generally a typical office environment.
- Potential exposure to contagious or infectious diseases or hazardous substances and chemicals.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-shift hours.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's degree from an accredited college or institution in Public Health Administration, Public Administration, Business Administration, Psychology, Social Work or a field related to the work and four years of full-time professional experience in health care program administration, a community public health service program, or related area of expertise that includes but is not limited to health administration, program management, budget preparation, and strong management experience with demonstrated success in leading organizational change.

**PREFERRED:** In addition to the minimum, an advanced degree in a related field as previously defined and additional years of management/supervisory experience in a public health agency, which has included budget development and administration; and program planning, implementation and administration.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Health and Human Services Approval:  
Jennifer Vasquez  
Date: 07/15/15  
Signature: \_\_\_\_\_

EEOC: A  
WC: 9410

Human Resources Approval: Tiffany Manuel  
Date: 07/15/15

Signature: \_\_\_\_\_