



Class Code: 1-2057

FLSA: Exempt

EEO: 1

Bargaining Unit: 1

Revised: 10/2021

## **DEPUTY HEALTH SERVICES DIRECTOR**

### **DEFINITION**

Under general direction, to plan, organize, manage and supervise a variety of programs, services and functions of the Health Services Department; to assist with the development and administration of program budgets and grants; to supervise, train and evaluate assigned staff; to be responsible for the development and evaluation of programs and services, including those mandated by the State; to establish policies and goals for assigned programs within the general policies and goals of the Health Services Department; to work closely with other management staff to meet goals of the agency; to serve as a liaison with community, regional, or State agencies; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a unique, management-level classification that is responsible for assisting with the management, supervision and coordination of functions and services of the Health Services Department, which includes working closely with other management staff to meet the goals of the department. The incumbent assists the Health Services Director with the overall management and administration of the department and may serve as the Health Services Director in the Directors absence, as needed.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Health Services Director. Manages the work of professional, technical, administrative support and extra help staff

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Plans, develops, organizes, and directs the implementation of goals, objectives, policies, procedures and work standards for a variety of projects and/or programs of the Department.
- Provides high-level management, direction, and oversight for the Health Department's staff and functions or directs the selection of staff.
- Provides for staff training.
- Develops and implements management systems, procedures and standards for program monitoring and evaluation.
- Participates in the preparation and administration of Department, division and program budgets.

- Identifies problems, obtains and analyzes necessary information and provides recommendations for solutions.
- Reviews and evaluates alternative courses of action and initiates, develops and implements new and effective ways for delivering services, increasing productivity and organizing operations, as needed.
- Directs and participates in the development and ongoing integration of department functions and activities.
- Receives and responds to, or directs the Department's responses to complaints.
- Prepares program and other status reports for Health Services Director.
- Makes recommendations for policy, procedural development and planning activities.
- Plans, researches, and evaluates systems and operations for maximization of resources, including grants, contracts, staffing, facilities, equipment and materials.
- Conducts or directs organizational studies and reviews and implements changes and procedural modifications to promote efficient operations.
- Represents the County and the Health Services Department at meetings with representatives of governmental agencies, professional and business organizations and the public.
- Participates on a variety of interagency committees.
- Represents the Department with the Board of Supervisors and acts as liaison between the Department and other governmental agencies, news media and the public.
- Ensures adherence to laws, regulations, policies, procedures, codes and guidelines, and provides technical assistance to staff.
- Analyzes and interprets state and federal legislation, providing guidelines and information regarding the impacts on department operations.
- Demonstrates and models leadership in program development and implementation, service delivery, program monitoring and change management.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Advanced principles and practices of health services program design, planning, quality improvements, and current trends in delivery health systems.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Federal, state and County laws, and regulations applicable to the delivery of health services, environmental services and department functions.
- Goals and purposes of health services programs,
- Principles, techniques and practices of effective program administration.
- Laws, rules, regulations and policies affecting the operations of the Health Services Department.
- Principles and practices of budget development and administration.
- Principles and practices of goal setting, organizational planning, program development, implementation and evaluation.
- Principles of preparing grant applications, proposals and monitoring.

- Government cost accounting, budgeting and expenditure control.
- Public personnel management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Written and oral communications skills.
- Proper English spelling, grammar, and punctuation.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.
- Principles and techniques for working with groups and fostering effective team interaction.

**Ability to:**

- Plan, organize, develop and manage assigned functions of the Health Services Department.
- Serve as the Health Services Director in the Director's absence.
- Supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Communicate effectively both orally and in writing and with people from diverse ethnic and socioeconomic backgrounds.
- Develop creative and innovative solutions and make sound, rational and timely decisions.
- Perform a variety of complex administrative work with minimal guidance and supervision.
- Gather, organize, analyze and present a variety of information.
- Analyze, interpret, explain, and apply a variety of federal, state, and local policies, rules, procedures, and regulations.
- Effectively represent the Health Services Department in contacts with other County staff, the public and other government agencies.
- Regularly work under pressure, meeting critical deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Licensing and Certifications:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university with major coursework in health administration, public administration, public health, nursing or a closely related field.

A Master's degree is preferred.

AND

At least four (4) years of full-time professional experience working in public health, human services, or a directly related field that included evaluating, administering, and controlling a wide variety of complex programs, with at least three (3) years of high-level administrative or management experience in functional areas such as personnel, fiscal, or staff development.

Additional directly related experience and/or education may be substituted.

### **WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Is on-call 24/7 for Bevins building: alarms, vaccination units, generator system, complaints, incidents.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

This position may require local and statewide travel, as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed

emergency and may be required to perform certain emergency services at the direction of the department and / or County.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.*