

POSITION DESCRIPTION		Position #: 4111.028.01	
Class Title: Public Health Supervisor / Health Officer		Full Time / FLSA: Exempt	
Department: Health and Human Services	Location: Shell Lake – Services Center Building	Pay Range: P-17-1950	Date: 08/2003

GENERAL STATEMENT OF DUTIES:

The purpose of this position is to provide leadership, management, and supervision of public health programs and staff. Specifically provides day-to-day direction to health professional and non-professional staff as assigned; develops, provides, and coordinates public health services with clients and other agencies. Position provides management direction, planning, organizing, and evaluating of public health programs and services provided to clients and the community. The work is performed according to all applicable codes, statutes, rules and regulations under the direction of the Health & Human Services Director.

PRIMARY DUTIES AND RESPONSIBILITIES: (Illustrative only)

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned or required.

- Supervises and evaluates professional and non-professional staff:
 - Interviews/rates/recommends new employees.
 - Provides instruction and training.
 - Allocates personnel.
 - Plans, coordinates, assigns and reviews work.
 - Maintains standards.
 - Acts on problems.
 - Approves leave and evaluates performance.
 - Evaluates staff development/training needs; arranges for topic-specific staff training and needed materials; approves staff training requests.
 - Recommends promotions and disciplinary action.
 - Conducts staff meetings.
- Assigns work and ensures required caseload/ workload coverage; provides consultation and direction in cases and program delivery.
- Develops program, grant, core function policies and procedures, work plans, and related management activities. Maintains current policy and procedures for programs and services. Monitors records according to program requirements, implement system for quarterly audit of programs, grants, core functions, and services. Monitors the performance of multiple programs and makes necessary program and budgetary adjustments. Supervises the maintenance of records and reports and ensures compliance with state and federal requirement.
- Facilitates collaboration and coordination of public health services with other staff members, community agencies, institutions, and health care providers.
- Attends assigned program meetings and work groups as department representative.
- Arranges countywide community health assessment. Participates in surveys and assessments regarding the general health of the community. Assures completion of written reports with findings, goals, and objectives. Develops and implements action plans based on findings.

- Regularly reviews and recommends enhancement of agency programs and services to assure appropriateness and effectiveness in meeting health needs of county. Develops program proposals.
- Interprets programs, policies and procedures to individuals, groups and other agencies. Represents the agency at various local committees and work groups. Prepares and gives presentations to community groups, clubs, youth groups, educators, child caregivers, etc. on public health issues.
- Assist in development in Department's annual budget as requested. Monitors expenses for compliance with budget. Prepares grant applications and approves grant expenditures.
- Enforces state and county public health ordinances. Has oversight over violation citations. Drafts and presents ordinances and amendments to Director for review and approval.
- Is appointed by County Board to be the local health officer in charge of the local health department and perform the duties prescribed by stat 251.06 (3) and by the Board of Health.
- Maintains knowledge of public health issues, trends and concerns. Participates in on-going professional development. Attends conferences, seminars and workshops on public health matters.
- Supports County Core Customer Service values throughout all levels of department decision making. Develops customer service as an integral part of department operations.
- Additional Tasks and Responsibilities.
- Other duties as assigned by the Health & Human Services Director.

EXPERIENCE AND TRAINING REQUIRED:

Bachelor's degree in Public Health, Environmental Health, biological sciences or Nursing from an accredited program; three years public health agency experience, including responsibility for a communicable disease prevention and control program, preferably in a supervisory or other administrative position; supervisory experience preferred; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES:

- **Language Ability and Interpersonal Communication**
 - Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives. Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret the application of policies, procedures and standards to specific situations.
 - Ability to utilize a variety of advisory and design data and information such mortality/morbidity data, diagnoses, lab reports, injury reports, patient records, rabies reports, health violation citations, injury reports, job applications, time sheets, performance evaluations, personnel policies, union contract, staff reports, budget reports, journal entries, grant applications, grant reports, meeting minutes, meeting agenda, non-routine correspondence, nursing journals, medical textbooks, newspaper copy, newsletters, grant administration manuals, ordinances, statutes and educational curricula.

- Ability to communicate orally and in writing with County Supervisors, Governance Boards and Committees, clients, the general public, community groups, service organizations, physicians, nurses, hospital administrators, state grant authorities, program surveyors, students and news media representatives.
- **Mathematical Ability**
 - Ability to calculate percentages, fractions, decimals, volumes, ratios and present values. Ability to interpret basic descriptive statistical reports.
- **Judgment and Situational Reasoning Ability**
 - Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.
 - Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, stethoscope, blood pressure cuff, otoscope, thermometer, telephone, photocopier and camera.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as conducting home visits.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and ingredients.

TOOLS AND EQUIPMENT USED:

Photocopier, multi-line telephone, calculator, Fax machine, printer. Nursing equipment used includes stethoscope, blood pressure cuff, otoscope, thermometer, and personal protective devices.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work under conditions, which require exposure to environmental factors such as temperature variations and extremes, irate individuals, traffic hazards and communicable disease. This exposure may cause some discomfort and presents a risk of injury.

Occasionally this position requires travel to other offices in the county or overnight stays to attend training sessions for public health education or programs.

CLOSING STATEMENT:

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgement, to be proper.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The duties are subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: 09/09, 06/14, 05/17, 09/23