

Chief of Public Health

1. Monitor and control the various Public Health division budgets and grant and contract administration activities. (12,13 - Health related Contract Administration)
2. Consult with Medical Services Director/Health Officer on departmental policy. (16 & 18 - Health related Program Planning and Policy Development)
3. Work with the staff of other divisions, departments and agencies in the development of joint procedures, program planning. (16 & 18 - Health related Program Planning and Policy Development)
4. Oversee the design and development of new public health programs which include ordinances, policies and procedures, staffing, education and outreach. (4 – Health related Outreach) (16 & 18 - Health related Program Planning and Policy Development)
5. Evaluate divisional or departmental policies, procedures, programs, organization and rules, and formulates improvements. (16 & 18 - Health related Program Planning and Policy Development)
6. Initiate and develop new public health and divisional operation related policy statements and procedures. (16 & 18 - Health related Program Planning and Policy Development)
7. Implements policies and procedures. (16 & 18 - Health related Program Planning and Policy Development)
8. Ensures that applicable local, State and Federal regulations and the programs and policies of the Health Services Administrator or Health Officer are effectively implemented.) (16 & 18 - Health related Program Planning and Policy Development)
9. Oversee the assessment of current community needs, anticipates future community requirements, and ensures that the public health program meets current and anticipated community requirements. (16 & 18 - Health related Program Planning and Policy Development)
10. Participate in departmental policy and program development with management staff. (16 & 18 - Health related Program Planning and Policy Development)
11. Advise and confer with State and local officials concerning public health methods, procedures and problems. (16 & 18 - Health related Program Planning and Policy Development)
12. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
14. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)