

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: COMMISSIONER OF HEALTH **GRADE:** 29

TITLE ABBREVIATION: COMM OF HEALTH **TITLE NO:** 6941

JURIS.CL: U **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** EX

DEPARTMENT: HEALTH DEPARTMENT

NATURE OF THE WORK: The Commissioner of Health has the responsibility to provide professional medical and administrative direction and management over the County Department of Health. The Commissioner ensures the maintenance of high standards in the delivery of public health programs throughout the County in accordance with statutory requirements. The Commissioner functions as the Health Officer for the County and as such directs the enforcement of applicable provisions of the State and County Sanitary Code, and oversees the proper management of Divisions of Environmental Health, Public Health Nursing, Early Intervention, Public Health Emergency Response and Community Health Outreach.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the Unclassified Service based on Section 35 (e) of Civil Service Law. The Commissioner of Health administers and manages the Department of Health as indicated in Article VII of the County Charter and Administrative Code. The Commissioner is appointed by the County Executive and confirmed by the Legislature. At the time of appointment and throughout his/her tenure the Commissioner must be and remain duly licensed and entitled to practice medicine. Work is performed under the general administrative oversight of the County Executive. The Commissioner manages an extremely large staff of professional, technical and clerical personnel involved in the delivery of diverse programs located throughout the County.

TYPICAL DUTIES AND TASKS:

Carries out responsibilities of County Health Officer and provides for and oversees the management of the Divisions of the Environmental Health, Public Health Nursing, Early Intervention Services, Public Health Emergency Response and Community Health Outreach:

- enforces applicable provisions of the Sanitary Code;
- supervises the preparation of public health emergency action plans;
- reviews lead program and formulates policy of education and outreach;

Acts as Medical Director of the Children with Disabilities Program:

- reviews medical reports to insure proper care and quality of services rendered to children in need of rehabilitation services;
- approves financial recommendations for payment;
- assist family court in preparing claims for county payment to vendors.

Coordinates essential preventive health services and communicable disease control activities:

- attends immunization clinics;
- obtains physicians to attend V. D. clinics;
- provides clinic schedules to County Medical Society;
- provides continuous information on communicable disease in the County to practicing physicians;
- initiates investigations of clusters of disease and other public health hazards;
- provides health education for public use.

Assists in and facilitates health planning for the County:

- acquires and reviews data relating to health needs of the County;
- coordinates health planning with community health agencies and regional agencies;
- provides support to proposed legislation and informs legislators of resource allocations;

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- maintains communication with State Health Department and local Health departments in surrounding counties;
- attends meetings of community health agencies.

Performs administrative duties related to the operation of the Department of Health:

- prepares budgets;
- evaluates performance of executive personnel;
- develops measures for productivity;
- conducts administrative hearings.

Determines status of health hazards:

- makes on site inspections to determine if potential public health hazard exists;
- attends Board of Health meetings and governmental hearings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of modern practices and procedures of public health administration; comprehensive knowledge of current public health problems, preventive procedures and diagnosis and treatment of disease; comprehensive knowledge of modern principles and practices of medicine as applied to public health; thorough knowledge of epidemiology, sanitation and of the diagnosis and treatment of communicable diseases; thorough knowledge of principles and practices of supervision; thorough knowledge of applicable provisions of the Sanitary Code and Public Health Law; thorough knowledge of modern management techniques; thorough knowledge of acceptable medical standards; ability to plan, and direct the activities of professional, technical and support staff engaged in providing a wide compliment of health services; ability to present ideas clearly and effectively both orally and in writing; ability to analyze data and prepare accurate reports; ability to supervise professional and technical staff; ability to establish effective working relationships with others; initiative; ability to exercise good professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Must be a physician who is currently registered to practice medicine in New York State and possess two (2) years of experience in administrative practice that demonstrates knowledge and skills to administer public health programs including workforce and budget management, effective communications, effective establishment and implementation of policy or business goals, and compliance with legal requirements and:
- (1) certification by the American Board of Preventive Medicine;
or
 - (2) a master's degree in public health from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a masters in public health (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a masters degree in a related field from a regionally accredited New York State-registered college or university.
- (b) All appointments to the position of Commissioner of Health must be approved by the State Commissioner of Health.
- (c) Candidates who do not meet the education or experience requirements of this section may be conditionally approved by the State Commissioner of Health for an appointment of two years, with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

REVISED: 1/10/2018 AT