# Local Health Personnel Job Description

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Public Health Director I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code:</td>
<td>1003</td>
</tr>
<tr>
<td>Series:</td>
<td>Public Health Director</td>
</tr>
<tr>
<td>Selection Method:</td>
<td>100% qualifying</td>
</tr>
<tr>
<td>Salary:</td>
<td>(MIN-MID) $25.76-$33.28</td>
</tr>
<tr>
<td>Grade:</td>
<td>26</td>
</tr>
<tr>
<td>Special Entrance Rate:</td>
<td>May be adjusted at agency’s discretion based upon additional education &amp; experience.</td>
</tr>
</tbody>
</table>

## Positions in This Class Generally Report To:
Local Board of Health

## Primary User Agency:
Local Health Departments

## Characteristics of the Class:
Characteristics of a class are general statements indicating the level of responsibility and discretion of positions in that job classification.

Directs the personnel of a local health department in providing a variety of public health services (medical, environmental and supportive services) to the community served by the department as appointing authority. Performs a variety of tasks such as planning, financial management, organizing and measuring performance of staff in a single county. Assesses and analyzes the health status of the county. Has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. Incorporates the Core Public Health Functions and ten essential services of Public Health into the practice of the agency. May serve as secretary to the Board of Health. Typically supervises 10-30 employees.

## Minimum Requirements:
Minimum requirements are comprehensive statements of the minimum background as to education, experience, and other qualifications which will be required in all cases as evidence of an appointee's ability to perform the work properly.

## Education:
Master’s Degree, from an accredited college or university in Business or Public Administration, Health Administration, Public or Community Health, Social Science, Nursing, Education, or other related degree.

## Experience:
Must have three (3) years of experience in Public Health or other health related occupations, one (1) of which must have been in a supervisory or management capacity.

## Substitution Clause

## Additional Requirements:
Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency’s policies.

## Date Class Established: 03-20-95

## Date of Last Revision: 06-17-11

The local health departments do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry or veteran status. Reasonable accommodations are provided upon request.