

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Public Health Officer		
TITLE CODE: 4002	SERIES: Physician/Health Officer	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$46.64-\$61.80 GRADE: A SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Board of Health		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Oversees a local health department through planning, organizing, preparing budget, financial management, and supervising 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: Graduation from an accredited school of medicine and completion of internship in an approved hospital and a Master's Degree in Public Health

EXPERIENCE: Three (3) years of experience in a professional medical capacity, including one (1) year of administrative management experience in a health program

OR

An equivalent combination of training and experience, including administrative management experience in a health program.

SUBSTITUTION CLAUSE:

EDUCATION:

EXPERIENCE: .

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) Must be licensed to practice medicine in Kentucky.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Directs the staff and activities of a health department providing a comprehensive public health program; Develops new community health services; Plans and directs a field training program for physicians, public health personnel and others in allied health fields; Secures consultative, technical and professional services available at the state level and the medical and allied health professional schools; Cooperates with State and Federal agencies as well as voluntary groups in the development of effective measures for the control of public health problems; Makes surveys of programs and serves as chief administrative officer and secretary of the Board of Health; Reviews and approves unit budgets and statistical and financial reports; Participates in community activities, particularly with local medical groups and Keeps the public informed on matters relating to public health programs and needs. Direct supervision of supervisory and administrative staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in a clinic setting.

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: 11/08/95

DATE OF LAST REVISION: 12/23/08

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.