

Deputy Public Health Director Tompkins County

Department: Health Department
Classification: Non-competitive
Labor Grade: Management Grade 90
Approved: January 2018
Revised: NYS CSC 5/15/19
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a master's degree in public health, hospital administration, health science, or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in an administrative position, one year of which shall have been in a health agency, hospital, or health related program; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public health, hospital administration, health science, or a closely related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an administrative position, one year of which shall have been in a health agency, hospital, or health related program; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) or (b) above.

NOTE: If/when designated to serve for and in place of the Public Health Director, the appointment is subject to the approval of the State Commissioner of Health. Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two years by the State Commissioner of Health with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent upon satisfactory progress in meeting a public health education and/or experience plan developed in conjunction with, and approved by the State Commissioner of Health.

SPECIAL REQUIREMENTS:

1. The applicant must possess a valid New York State driver's license at the time of appointment and shall maintain such license for the duration of employment.
2. A Deputy is not a Public Officer, but when serving for and in place of the Public Health Director for an indefinite period of time, the incumbent is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen, must be or become a resident of Tompkins County and take an oath of office.
3. The Deputy Public Health Director may be required to be on-call 24/7/365 at the discretion and direction of the Public Health Director.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position involving responsibility for assisting the Commissioner of Whole Health in the administration of department activities. The incumbent has responsibilities in the areas of directing, planning, coordinating and the operation of the public health component of the Department of Whole Health. In addition, the incumbent will plan and coordinate with the Deputy

Commissioner of Mental Health on integrated programs and activities. The employee has an extreme level of autonomy encompassing a wide variety of programs and major functional units with broadly stated guidelines. This position reports to the Commissioner of Whole Health and provides direct supervision to the division heads in Environmental Health, Community Health Services and Children with Special Care Needs. . The employee serves as a deputy to the Commissioner of Whole Health and is authorized to act for and in place of the Commissioner in his or her absence or as delegated. Wide leeway is allowed for the exercise of independent judgment in carrying out work activities. This work involves considerable demands from extremely tight deadlines and constant rush orders. The employee is required to exercise a high level of interpersonal skill and understanding in order to persuade, motivate or influence others and to facilitate meetings involving important public health issues. Internal contacts are across departments and agencies within Tompkins County's jurisdiction and require clarification of policy programs, projects or issues requiring inter-agency cooperation. External contacts are with high-ranking officials and administrators, including heads of public/private agencies or organizations and legislators and involve important issues of policy and mission.

Patient and/or client contact may be required to fulfill work objectives but is not the primary function of the position. Risk is minimal. This is a standard office environment. Due to extensive computer usage, the job does require good manual dexterity, an operating knowledge of the equipment, and considerable visual effort. Physical effort is minimal. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- In conjunction with the Commissioner of Whole Health, the incumbent is responsible for assisting in the operations of the Public Health programs, Environmental Health, Licensed Home Care Services Agency (LHCSA), Diagnostic and Treatment Center (D&TC), Early Intervention Program, Preschool Special Education Program including supervision of division managers and general oversight.
- Exercises a high degree of initiative and independent judgment in formulating and adapting procedures to meet both long range and short-range operational needs of the department;
- Provides administrative oversight to the Medical Examiner Program and Public Health Preparedness Program;
- Oversees the development and implementation of policy and procedure manuals for public health activities, in accordance with state, federal and local law and policies;
- Reviews, negotiates and maintains contracts for services and transfer agreements with other agencies and makes recommendations for revisions to Directors and Board of Health;
- Advises Public Health Director and division directors regarding program management approaches or modification;
- Identifies opportunities to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges;
- Provides programmatic leaderships an input for strategic plan implementation processes for staff and promote regular and ongoing opportunities for all staff to give feedback on program operations;
- Develops preliminary budget and program justification with division directors;
- Coordinates department activities in data collection, evaluations and interpretation for the purpose of budgeting and analysis of coverage of existing county health needs, in consultation with division directors;
- Assists in the preparation and documentation of grant proposals and requests for Federal, State or other reimbursements;
- Assists the Commissioner of Whole Health in ensuring the agency is prepared for accreditation;

- Prepares reports collected in department evaluations and position papers related to current or proposed public health programs and activities for the Public Health Director and Board of Health as requested;
- Analyzes and summarizes information on local population characteristics, service utilization to facilitate evaluation of current and future Health Department programs;

- Provides input and recommendations on policy formulation and program policy development to the Director and Board of Health;
- Interprets Federal, State and local public health regulations, assists in the assurance that all programs are operating in compliance with regulations and guidelines, and ensures the understanding by staff of their responsibilities under these regulations;

- Acts for the Commissioner of Whole Health in his/her absence.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices, and terminology of public health administration;
- Good knowledge of the principles and practices of fiscal management and data processing activities;
- Ability to supervise the work of others;
- Ability to develop new operating procedures, methods, policies;
- Ability to prepare and analyze various types of complex technical and statistical reports;
- Ability to follow complex oral and written directions;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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