

Before the Board Of Supervisors  
County of Placer, State of California

In the matter of: An ordinance amending the  
Unclassified Service - Schedule of Classifications,  
Salary Plan and Grade Ordinance for the Health  
Officer in Health and Human Services

Ordinance No.: \_\_\_\_\_

First Reading: July 23, 2013

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer  
at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,  
DOES HEREBY ORDAIN AS FOLLOWS:

The un-codified Unclassified Service - Schedule of Classifications, Salary Plan and Grade  
Ordinance are hereby amended as follows:

**Section 1.** That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended and shall read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
<u>19824</u>	<u>Health Officer</u>	<u>MNGT</u>	<u>508</u>

**Section 2.** That this ordinance shall be effective the first of the pay period following adoption.

**Section 3.** That this ordinance is adopted as an un-codified ordinance.

**Approved**

C. J. LITTLE  
JUL 23 2013

Placer County  
Board of Supervisors

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Nancy Nittler, Personnel Director *NN*  
**By:** Ann McNellis, Sr. Personnel Analyst *AM*  
**Date:** July 23, 2013  
**Subject:** Introduction of ordinance to amend the salary grade and approve revised class specification for Health Officer

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**REQUESTED ACTION AND RECOMMENDATION:**

It is recommended that the Board approve the following:

- 1) Approve the revised classification specification for Health Officer.
- 2) Introduction of an un-codified ordinance to amend the Compensation ordinance to establish a salary grade for the revised Health Officer.

**BACKGROUND:**

Dr. Richard Burton has announced his impending retirement after spending the last 30 years in public service, including his time with the Marine Corps as a Naval Flight Surgeon, his time in local and state public health leadership, and his 17 years as Placer County Health Officer and almost 10 years as the department head for Health and Human Services.

In order to pursue filling this critical vacancy, on June 18, 2013 your Board approved the revised Director of Health and Human Services classification specification and associated salary. The recruitment efforts for this position are underway. Given that Dr. Burton has also fulfilled the duties of Placer County's Health Officer, a revised class specification for the Health Officer which will separate the public health officer duties from department head responsibilities has been updated along with an ascribed salary.

The appointment of a Public Health Officer is mandated by the California Health and Safety Code Section 101000: "Each board of supervisors shall appoint a health officer who is a county officer" with authority described by Sections 101040, 120175 and 1797.153.

This management level position serves at the will of the Director of Health and Human Services and has broad statutory and regulatory roles in the areas of public health, communicable disease, birth and death registration, emergency preparedness and response, management of the public health lab, animal services, and environmental health. In Placer County, the Health Officer is part of the First 5 Commission and sits on the System Management Advocacy and Resource Team (SMART) Policy Board.

With an annual budget of \$153.5 million and 600+ positions, HHS provides a broad spectrum of services throughout the Placer County Community with direct service delivery to greater than 60,000 Placer County residents, homeowners and businesses.

A copy of the revised classification specification is attached for your review. A salary analysis was undertaken to recommend a salary that most closely aligns with Counties comparable in their model of integrated service delivery. Therefore it is recommended that the Health Officer be placed at salary grade MNGT 508 with an approximate annual salary level of \$164,881.60 to \$200,408.00.

**FISCAL IMPACT:**

The salary and benefits affiliated with this state mandated position reflect an increase in costs given that the retiring Health Officer also served as the Department Head.

cc: Dr. Richard Burton, Director Health and Human Services  
Bryan Hacker, Sr. Management Analyst  
Allison McCrossen, Sr. Management Analyst

Attachments:

- 1) Revised Classification Specification
- 2) Un-codified Compensation Ordinance amendment

## HEALTH OFFICER

### DEFINITION

To serve as Health Officer per code and statutory requirements; to plan, organize, direct and coordinate public health medical services and public health programs for the County; to provide consultation to citizens, public officials, staff and community organizations and agencies on public health and preventive medicine issues; to coordinate assigned medical activities with departments and the state as necessary; and to provide highly responsible and complex medical and administrative support to the Director of Health and Human Services; to act as a medical and public health consultant to the Board of Supervisors and County Executive Officer.

### DISTINGUISHING CHARACTERISTICS

This position serves at the pleasure of the Appointing Authority having no specified term and no property right to continuous employment and can be released without cause. The Health Officer level recognizes a single position class that assumes responsibility for planning, organizing and directing the public health medical services and public health programs for the County including enforcement of applicable public health laws and regulations.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Health and Human Services. May exercise direct supervision over management, professional, technical and clerical staff; exercises medical related and technical medical supervision over professional and clinical staff.

### EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, direct and evaluate the delivery of comprehensive county wide programs to protect and promote public health and mitigate public health hazards.

Enforce all statutes, ordinances and regulations related to public health.

Consult and provide policy direction regarding communicable disease control, outbreak investigations and emergency preparedness and response.

Act as liaison between the Director of Health and Human Services and assigned public health related programs to ensure that the programs have adequate resources to provide both mandated and Department determined levels of service.

Participate as assigned by the Director of Health and Human Services in policy development and operational aspects of any service sector within the department that includes a health component.

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Direct, coordinate and participate in the development and delivery of goals, objectives, policies, procedures and priorities that protect public health and conform with applicable public health standards and accepted clinical practices.

Coordinate the activities of public health related programs with divisions, departments and outside agencies and organizations; provide staff assistance to the Director of Health and Human Services; prepare and present staff reports and other necessary correspondence.

As assigned by the Director of Health and Human Services, the Health Officer will participate in, review and make recommendations in the budget development and administration of assigned divisions and functions; may administer and monitor the budgets to ensure the accomplishment of objectives within budget limitations.

Participate in the selection process, supervise, train and evaluate management, professional, technical and clerical subordinate personnel.

Represent the Department of Health and Human Services with regard to public health issues to outside groups and organizations; coordinate public health activities with other public and private agencies.

Conduct public health clinics and provide clinical services at County facilities as required.

Act as medical expert and county authority on questions from animal services regarding rabies; direct animal services personnel in all rabies situations; communicate with the public and act as spokesperson on rabies.

Develop and ensure quality standards relative to the delivery of county health programs are observed and followed.

Research, prepare and interpret clinical, technical and administrative reports and studies; prepare written correspondence as necessary.

Serve as a member of the California Conference of Local Health Officers (CCLHO).

Provide consultation to local private medical care providers regarding public health issues.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles and practices of public health, including current trends in policy, research, treatment, prevention, education and related issues.
- Communicable diseases and principles and practices of communicable disease control.
- Principles and practices of clinical medicine.
- Epidemiology and biostatistics.
- Principles and practices of policy development and implementation.
- Principles and practices of program development and administration.

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- Principles and practices of budget preparation and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, state and federal laws, rules and regulations, including appropriate enforcement techniques.
- Principles and practices of organizational analysis and management.
- Principles of supervision, training and performance evaluation.

**Ability to:**

- Plan, organize, direct and coordinate activities designed to protect and promote public health.
- Work with county, state, federal, and local government officials in the establishment of coordinated and effective program services to health clients.
- Present diverse medical and public health issues to both professional and lay audiences.
- Coordinate and integrate program components in a cohesive and effective service delivery system.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Analyze, evaluate, plan and implement public health programs and budgets.
- Supervise, train and evaluate personnel.
- Interpret and explain appropriate laws, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Speak effectively before large groups;
- Perform medical diagnosis and treatment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Experience and Training**

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Six years of increasingly responsible experience in public health service delivery, including two years of management responsibility.

**Training:**

Equivalent to a Doctorate of Medicine degree from an accredited college or university. Master's degree in Public Health is preferred.

**License or Certificate:**

- Board certification in a medical subspecialty such as Preventive Medicine, Internal Medicine, Pediatric or Family Medicine.
- Possession of a valid license issued by the California Department of Consumer Affairs Medical Board of California to practice as a physician and surgeon.
- Eligible to possess DEA license issued by the State of California.
- Must possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

NOTE: The physician selected for this position must maintain insurability through the professional liability insurance carrier of Placer County's choice.