

HENRY COUNTY GENERAL HEALTH DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 1

Class Title:	Health Commissioner	Employee Name:	
Class Number:	01071	Position Title:	Health Commissioner
PCN:		EEO Status:	01
Dept./Section:	Health District	Civil Service Status:	Unclassified
Unit:	Administration	Employment Status:	Full-time
Reports To:	Board of Health	FLSA Status:	Exempt
Pay Grade:	Contract	DOT/O*Net Code:	195.117-010/11-1011.00

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Must possess and maintain licensure in the State of Ohio as a physician, dentist, veterinarian, podiatrist, or chiropractor or possess a master's degree in public health or other equivalent master's degree in a health-related field (O.R.C. 3709.11); bilingual (Spanish) skills preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have a valid State of Ohio driver's license and maintain insurability in accordance with Health District policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Standard office equipment (e.g., computer, telephone, copier, laptop projector, fax machine, etc.); MARCS radio; VOIP phone; automobile.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee may be exposed to, must negotiate, use, or work in the vicinity of: upset or emotionally distraught individuals; may be exposed to potentially dangerous/fatal infectious diseases; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); hazardous driving conditions (e.g., snow, sleet, ice, etc.); exerts up to ten (10) pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

GOE: 11.07.02 STRENGTH: L GED: R5 M4 L5 SVP: 8 DLU: 77

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Inside Page 1 of 5

Class Title:	Health Commissioner	Employee Name:	
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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Plans, develops, and evaluates all aspects of Health District operations in order to ensure enforcement of all laws and regulations under the jurisdiction of the Board of Health and promote public health within the community; coordinates all activities of clinical health services provided to General Health District; works with staff and other appropriate agencies to determine need, feasibility, planning, and programming of all existing and proposed programs and services affecting General Health District; carries out or oversees the execution of Board orders; enforces or oversees the enforcement of all sanitary laws and regulations (e.g., issues cease use orders when any article in a retail food establishment presents a public health hazard; issues embargo orders when any food within a retail food establishment or food service operation is adulterated or misbranded as to be dangerous or fraudulent; etc.); implements policies established by the Board; directs identification of department priorities and the development and implementation of new programs and services; directs development of Health District policies and procedures in accordance with all applicable laws and regulations; monitors disease trends, sanitation concerns, and community health indicators; reviews operations and advises and suggests new and revised public health regulations, policies, and programs for Board approval; oversees operations to ensure program availability, effectiveness, and the efficient delivery of public health services in areas such as chronic disease prevention, maternal, child, and family health, environmental health and communicable disease prevention, nutritional health and services; etc.); has Board authority to take action in time of public health emergencies (e.g., authorized to approve emergency purchases up to \$15,000.00; authorized to administer the provisions of O.R.C. 3707.04-3707.32 regarding quarantine and isolation; etc.); approves contracts or agreements in accordance with the Board's Delegation of Authority policy.
2. Oversees the preparation of the budget and the administration of grants (e.g., approves or denies non-emergency grant purchases up to \$5,000.00 per single item; approves or denies purchase orders; ensures grants are administered within grant outlines; etc.); reviews funding requests with administrative staff; determines program costs and materials needs; reviews programs to ensure that programs are designed and budgeted to be delivered in an effective, cost efficient manner; adjusts budget requests as needed; updates fees and charges as necessary throughout the year based on factors such as cost increases, the adequacy of cost recovery, current competitive rates, and fees and charges charged by comparable or neighboring jurisdictions, and seeks formal approval at the next regularly-scheduled Board of Health meeting.
3. Supervises and directs personnel employed by the Board of Health (directly or indirectly); evaluates employee performance; makes recommendations to the Board of Health concerning personnel matters (e.g., reviews and recommends salary schedule adjustments; recommends promotions and pay; reviews disciplinary recommendations from managers and recommends to Board suspensions, reductions in classification or pay, fines, or terminations in accordance with

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Date Adopted: 12/15/2010

Clemans, Nelson & Associates, Inc.

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Dublin, OH 43017

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Inside Page 2 of 5

Class Title:	Health Commissioner	Employee Name:	
Class Number:	01071	Position Title:	Health Commissioner

the Personnel Policy Manual; recommends transfers; interviews applicants for vacancies and recommends appointments to positions; accepts resignations from employees and seeks Board acceptance; etc.); approves or denies leaves of absence in accordance with the Personnel Policy Manual (e.g., sick leave, vacation, unpaid leave, Family and Medical Leave, etc.); receives and responds to questions from administrative staff; provides direction as needed; monitors and evaluates service delivery, performance, and expenditure; changes staff hours of employment based on the needs of the Health District (i.e., increases or decreases part-time employees' hours of work; approves overtime; etc.); establishes standard workday, workweek, and starting and quitting times for staff with formal approval at the next regularly-scheduled Board of Health meeting; removes or reassigns infected or contagious staff in accordance with the Personnel Policy Manual; issues verbal warnings and written reprimands in accordance with the Personnel Policy Manual; assigns staff to attend job-related training programs as necessary; approves/denies in-state conference and travel requests for job-related training; approves/denies out-of-state conference and travel requests for job-related training conditionally approved by the Board of Health at the beginning of each calendar year, based upon availability of funds, conference/program merit, cost, and staff workload; assigns the appropriate equipment to staff for the carrying out of work assignments.

4. Assumes legal responsibility for the dispensation, ordering, and storage of vaccines and medical supplies; reviews and analyzes applicable laws, rules, and regulations concerning drug dispensation, ordering, and storage to ensure compliance.
5. Attends meetings, conferences, and seminars as necessary to facilitate the effective operations of the Henry County Health District (e.g., monthly Board of Health meetings; annual District Advisory Council meetings; AOHC regional and state meetings; in-service training sessions, etc.); provides information to staff, the Board, and the public concerning public health issues; receives and responds to public health inquiries or concerns from the public and/or officials; prepares and delivers various reports concerning department operations as necessary; drives motor vehicle to efficiently gain access to work and meeting locations.
6. Provides leadership in the community on public health issues; serves on Henry County Hospital Board of Trustees and various other boards or committees as required; serves as liaison between the Health District and other government offices or agencies; makes public presentations and meets with agency and community leaders to secure and maintain community support for public health programs and the department; approves public health messages, public service announcements, and press releases prior to release; oversees development of community-based coalitions; works with coalitions, advocacy groups, and others interested in public health issues to develop plans and outcomes addressing specific health and/or public health concerns.
7. Oversees maintenance of all records and reports to ensure maintenance in accordance with applicable privacy laws, grant requirements, and/or Health District policy.
8. Maintains required licensure and certification.

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Inside Page 3 of 5

Class Title:	Health Commissioner	Employee Name:	
Class Number:	01071	Position Title:	Health Commissioner

9. Demonstrates regular and predictable attendance.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Maintains confidentiality in accordance with Health District policy and all applicable laws and regulations.

OTHER DUTIES AND RESPONSIBILITIES:

12. As secretary to the Board, is responsible for maintaining Board records including but not limited to: agendas, resolutions and related documentation for Henry County Board of Health, Henry County Advisory Council, Henry County District Licensing Council, and the Henry County Child Fatality Review Board.
13. Participates in Health District disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; carries a pager and/or cell phone as required.
14. Represents the department at public meetings upon request; maintains working relationship with civic leaders, community organizations/agencies, other county departments, and Ohio Department of Health.
15. Performs any and all other related duties as assigned or directed by the Board of Health in order to promote, further, and ensure the effective and efficient operation of the Henry County Health District.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: fiscal management; safety practices and procedures; government grant application, administration, and programs; agency goals and objectives*; agency policies and procedures*; public health; environmental health; infection control; public relations; community resources and services*; health education; supervisory principles and practices; manpower planning; public administration; business administration; crisis management; food service standards and inspection requirements; Ohio civil service laws and rules*; Ohio Revised and Administrative Code pertaining to local public health in Ohio*; Public Employment Risk Reduction Program (PERRP)*; personnel and human resources; customer and personal service; English grammar and spelling.

Skill in: use of modern office equipment; motor vehicle operation; grant writing; use or operation of MARCS radio; complex problem solving; judgment and decision making; critical thinking; talking to others to convey information effectively; coordination; motivating, developing, and directing people as they work, identifying the best people for the job; being aware of others' reactions and understanding why they react as they do; giving full attention to what other people are saying, taking time to

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Inside Page 4 of 5

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understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; management of financial resources; monitoring; persuasion; reading comprehension; systems analysis; system evaluation; active learning; time management; communicating effectively in writing as appropriate for the needs of the audience; management of material resources; instructing; operations analysis; actively looking for ways to help people.

Agency-Wide Core Competencies:

Policy Development/Program Planning Skills: strategic planning (i.e., contributing to the development and implementation of strategic plan);

Communication Skills: written and oral communication (i.e., communicating effectively in writing and orally with linguistic and cultural proficiency); customer service (i.e., interacting effectively with internal and external customers);

Cultural Competency Skills: population diversity (i.e., describing the concept of diversity and the diversity within a community);

Public Health Sciences Skills: foundation of public health (i.e., discussing the scientific foundation of public health and prominent events in public health);

Financial Planning and Management Skills: performance management (i.e., developing and using performance management system);

Leadership and Systems Thinking Skills: continuous improvement (i.e., contributing to continuous performance improvement); ethics (i.e., incorporating ethical standards of practice into all interactions).

Position Specific Core Competencies:

Policy Development/Program Planning Skills: policy, program, and service development;

Communication Skills: community input (i.e., soliciting input from the community);

Community Dimensions of Practice Skills: relationship building (i.e., identifying relationships that are affecting health; developing relationships; maintaining relationships);

Public Health Sciences Skills: evidence-based public health (i.e., contributing to the public health evidence base; developing partnerships to increase use of evidence);

Financial Planning and Management Skills: governance (i.e., implementing policies and procedures of the governing body); budgeting (i.e., justifying programs for inclusion in budgets; developing budgets);

Leadership and Systems Thinking Skills: vision (i.e., collaborating in developing a vision for a healthy community); change management (i.e., modifying practices in consideration of changes).

Ability to: understand, interpret, and apply state and federal laws and regulations; identify health standards; identify future needs of the community and develop plans to meet them; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; prepare administrative reports and position papers; lecture on complex topics to highly specialized groups; communicate effectively; recognize safety warnings; handle sensitive inquiries from and contacts with officials, media, civic groups, private organizations, and the general public; demonstrate cultural competency*; develop and maintain effective

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Inside Page 5 of 5

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working relationships; resolve complaints; travel to and gain access to work sites; see details at a distance; safeguard information of a sensitive or confidential nature.

POSITION TITLES AND CLASS NUMBERS OF POSITIONS DIRECTLY SUPERVISED:

Director of Personal Health Services (01025); Director of Environmental Health Services (01035); Fiscal Officer (66533C); Director of Community Health Services (65243C); Quality Improvement/Accreditation Coordinator (63131C); Office Manager (63132C).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)