

**CLASS TITLE: ASSOCIATE DIRECTOR OF HEALTH
 (COMMUNITY HEALTH SERVICES)**

**Class Code: 02950700
Pay Grade: 43A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of statewide health programs involving animal and dairy industry, drug control, food protection and sanitation, occupational health and radiation control, water supply and facilities regulation and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Health, with considerable latitude for the exercise of independent judgement; work is reviewed for the application of accepted professional principles, methods and techniques and for conformance to laws, rules, regulations and instructions.

SUPERVISION EXERCISED: Plans, organizes, reviews and evaluates the work of professional, non-professional, clerical and other personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of statewide health programs involving:

the control and/or eradication of diseases transmissible from animals to man, and the sanitary inspection of the production, processing and/or distribution of milk and milk products and meat and meat products;

the enforcement of state laws relating to drug control, the State Narcotic Act, the State Barbiturate and Central Nervous System Stimulant Act and the regulation of pharmacies and pharmacists;

the enforcement of state laws relating to food protection and sanitation programs involving the inspection and investigation of all food, meat, seafood manufacturing and processing businesses; and the sanitary inspection of camps, trailer parks, tourist cabins motels, beaches and amusement parks;

the occupational and radiation control programs involving the application of preventive measures to alleviate occupational health hazards and the investigation of radiological health conditions and the evaluation of health hazards caused by radiant energy; and the provision of medical consultant services to industry or public on problems related to the programs;

the enforcement of the provisions and objectives of a program of sanitary engineering to regulate and assure the safety of public drinking water supplies, swimming pools and other bathing places; the development and maintenance of a program designed to provide a safe, palatable and adequate supply of drinking water; and

the enforcement of the provisions and objectives of a program for assurance of the health and safety of patients and residents of licensed and certified health facilities and agencies and sheltered care facilities for adults as required by state and federal regulations.

To recommend amendments to, or revisions of, existing laws and regulations, and to recommend new legislation and regulations relating to the divisional activities, when needed, in order for the programs to meet scientific and technical advances in the prevention and control of diseases and health hazards.

To coordinate divisional activities with other programs of the Department of Health in order to improve the health of the citizens of the state.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of health protection services, environmental sanitation and the ability to apply such knowledge in the administration and maintenance of the several statewide health programs previously described; the ability to prepare and submit recommendations for amendments to or revisions of existing laws and regulations relative to consumer protection and environmental health, and to recommend new legislation and regulations relating to divisional activities, when needed, in order that the several health programs of the divisions meet scientific and technical advances in the prevention and control of diseases and health hazards; the ability to coordinate divisional activities with those of the Department for the improvement of the health of the citizens of the state; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other personnel engaged in providing effective services in said health programs; the ability to establish and maintain effective working relationships with other staff members of the department, other agencies, community organizations, business enterprises and the public and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Health, Environmental Health or a related field in Public Health; and

Experience: Such as may have been gained through: employment in a position with responsibility for administering federal or state programs in Health Protection Services, Environmental Sanitation or an allied field of public health.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: January 7, 1979

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