

The following is position information that will be used to fill the Public Health Director/Principal Executive Manager J vacancy. Also attached is an [Organizational Chart for the Public Health Division](#).

If you need additional information, please contact Jean Fauth at jean.fauth@state.or.us or by telephone at 503-945-6851.

POSITION INFORMATION					
a. Classification Title:	Principal Exec. Manager J		b. Classification No:	Z 7018	
c. Effective Date:			d. Position No:	0000001	
e. Working Title:	Public Health Director / State Public Health Officer		f. Agency No:	10000	
g. Section Title:	Public Health Division		h. Budget Authorization No:		
i. Employee Name:			j. Representation Code:	U	
k. Work Location (City-County):	Portland - Multnomah				
l. Supervisor Name (optional):	Dr. Bruce Goldberg				
m. Position:	Permanent	Seasonal	Limited duration	Academic Year	
	Full Time	Part Time	Intermittent	Job Share	
n. FLSA:	Exempt		Executive	o. Eligible for Overtime:	No

PROGRAM AND POSITION INFORMATION

The legislature created the Department of Human Services (DHS) in 1971 by bringing together the state’s principal human services agencies. The department, with more than 10,000 positions and a 2007-2009 budget of more than \$10 billion, administers more than 250 programs. The DHS mission is “Assisting people to become independent, healthy and safe.” The department’s work is organized around four broad goals: People are healthy, people are safe, people are living as independently as possible, and people are able to support themselves and their families. Each goal is supported by specific measurable outcomes. This approach – stating goals, measuring results, and reporting progress to the public – reflects the department’s commitment to better outcomes for clients and communities. Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family, this approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

b. The Public Health Director provides leadership, oversight and guidance for all of the Public Health Offices, and has broad statewide responsibility to take actions needed to protect, preserve, and promote the public’s health. The incumbent in this position also provides medical oversight for the promotion and preservation of the health of all Oregonians

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DESCRIPTION OF DUTIES

The Public Health Director provides leadership, oversight and guidance for all of the Public Health Offices, and has broad statewide responsibility to take actions needed to protect, preserve, and promote the public's health. Ensures programs and services are delivered through a variety of culturally competent service systems. The incumbent in this position also provides medical oversight for the promotion and preservation of the health of all Oregonians.

The Public Health Director promotes public health issues, policies, and priorities to the general public and to public and private organizations at the state, regional, and national level. At the request of the DHS Director, this person also represents and speaks for Public Health to the Governor, Legislature, and stakeholders, and serves on committees, commissions, and task forces to provide public health expertise as needed. As appropriate, the Director, as the State Public Health Officer represents the interests of the State of Oregon in discussion with federal agencies and national private and public health organizations. This person also serves as the DHS chief medical spokesperson to provide information to the public and ways to promote good health and to avoid disease and injury, as well as to provide information on the health status of Oregonians.

The Public Health Director develops and implements long range plans for Oregon's public health system in partnership with the Public Health Office Administrators, Public Health Advisory Board, the Conference of Local Health Officials, and local health departments by assessing health status, trends, and policy setting to focus resources on high priority areas that are culturally sensitive to Oregon's diverse population.

The Public Health Director oversees the delivery of legally mandated basic public health services to Oregonians, that systems are in place to evaluate statewide services, and that the health problems and needs of special risk populations are identified and addressed. This person also provides medical consultation and support to local public health agencies and promotes the competence and contribution of local health officers.

The Public Health Director develops, reviews, and approves Public Health budget requests and legislative initiatives; and redirects resources to address changing priorities.

The Public Health Director collaborates with other DHS program executives to coordinate and integrate public health activities with those of other programmatic areas of DHS and with other state agencies. This person also provides medical and preventive medicine advice to the Director on major policy, administrative, and budgetary priority issues, and helps the Director in overall leadership and management of DHS Health Services.

Perform other duties as assigned to support the mission of DHS

WORKING CONDITIONS

Meetings outside of regular working hours approximately weekly. Travel within or outside of the State requiring overnight stays at least biweekly.

GUIDELINES

Established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes relating to health.
 Oregon Administrative Rules relating to health and administration.
 DHS, and other state administrative policies. Federal laws and regulations relating to health in general, specific health programs, and Administration.

The statutes provide guidance for public health program operations including the development and adoption of Administrative Rules to implement the statutes.

WORK CONTACTS

With whom, outside DHS, must the employee in this position regularly come in contact?

Who contacted	How	Purpose	How Often?
Governor & staff	Person/phone/e-mail	Consultation on health &/or programs	Weekly
DHS Director	Person/phone/e-mail	Consultation on health &/or programs	Weekly
DHS Asst Director	Person/mtgs/phone /	Direction, consultation	Weekly
Other state	Person/phone/e-mail	Consultation on health programs	Weekly
Elected officials	Person/phone/e-mail	Consultation on health program /	As needed
DHS-HS staff	Person/phone/e-mail	Consultation on health programs	Weekly
DHS Local health	Person/phone/e-mail	Consultation on health programs	Weekly
Health-related staff and organizations	Person/phone/e-mail	Consultation on health programs	Weekly

POSITION RELATED DECISION MAKING

The Public Health Director makes decisions as defined in public health statutes; decisions have significant implications for the health of whole communities or groups of people. Also makes decisions about allocation of resources and expenditure of funds within State and Federal requirements.

REVIEW OF WORK

DHS Director. Reviews are monthly, or as needed.

OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? | 9 FTE

How many employees are supervised through a subordinate supervisor? | 655

b. Which of the following activities does this position do?

<input type="checkbox"/>	Plan work	<input type="checkbox"/>	Coordinates schedules
<input type="checkbox"/>	Assigns work	<input type="checkbox"/>	Hires and discharges
<input type="checkbox"/>	Approves work	<input type="checkbox"/>	Recommends hiring
<input type="checkbox"/>	Responds to grievances	<input type="checkbox"/>	Gives input for performance evaluations
<input type="checkbox"/>	Disciplines and rewards	<input type="checkbox"/>	Prepares & signs performance evaluations

ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIRMENTS: Knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

Oregon License to practice medicine.
Certification by American Board of Preventive Medicine (statutory requirement).
Licensure by Oregon Board of Medical Examiners (statutory requirement).
Oregon Driver's License or alternate transportation.

BUDGET AUTHORITY:

The Public Health Director is responsible for a Total Fund biennial budget in excess of \$495 million.