

POSITION DESCRIPTION FORM (PD-102R-89)	APPROVED CLASSIFICATION:
STATE OF NORTH CAROLINA	EFFECTIVE DATE:
OFFICE SUPPORT SERVICES OCCUPATIONAL GROUP	ANALYST: _____
1. Present Classification Title of Position Local Health Director	7. Present Position No. Proposed Position No. 559-16-301
2. Usual Working Title of Position Health Director	8. Dept., University, Commission, or Agency Wilson County Department of Public Health
3. Request Classification of Position Local Health Director	9. Institution and Division Health Department/Director
4. Name of Immediate Supervisor Maria Glennon	10. Section and Unit Administration
5. Supervisor's Position Title & Position No. Chairman, Wilson County Board of Health	11. Street Address, City, and County 1801 Glendale Drive SW, Wilson
6. Name of Employee Teresa C Ellen	12. Location of Workplace, Bldg. & Room No. 1801 Glendale Drive, Health Dept., Room 249

CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ **Title:** **Chairman, Board of Health** **Date:** 08/30/18

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ **Title:** **Health Director** **Date:** 08/30/18

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ **Title:** _____ **Date:** _____

Health Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ **Title:** _____ **Date:** _____

I. GENERAL INFORMATION

A. Primary Purpose of Organizational Unit:

The mission of the Wilson County Department of Public Health is to promote health and reduce occurrence of disease, disability or premature death; to provide skilled nursing services to citizens who are ill or homebound; to protect the health of citizens from environmental hazards; and to promote wellness, health education, and safety for all.

B. Primary Purpose of Position:

The primary purpose of this position is to manage the Wilson County Health Department (WCHD), with a staff of approximately 150 positions and an annual budget in excess of twelve (12) million dollars. This is done in accordance with North Carolina General Statutes, as well as policy requirements of the Board of Health (BOH) and Board of County Commissioners. This position functions as both “Director, Wilson County Health Department” and “Health Director, Wilson County.”

C. Work Schedule:

The normal work schedule for this position is Monday through Friday, 8:00 a.m. to 5:00 p.m. However, there are times when additional hours are required to respond to the need for night and weekend clinics, Board of Health meetings, County Commissioner meetings, emergency operations and other special projects that may occur.

D. Change in Responsibilities or Organizational Relationship:

None

II. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

1. The Health Director is responsible for planning, organizing, directing, coordinating, supervising, managing, and evaluating all activities and programs within the Health Department. Other management functions include personnel recruitment, retention, and disciplinary actions. The Health Director is involved daily with supervisory staff and, occasionally with individual employees. Also, there must be the ability to keep abreast of activities of all Department sections, especially those which are controversial and which may pose a potential threat to public health or might affect administration of the Department. Leadership and initiative are essential, balanced with interpersonal skills and the ability to understand and manage a variety of situations.

The Health Director is directly involved in direct health program activities and even more intensely in the areas of planning and budget. The Health Director delegates responsibility for day-to-day operations to WCHD program managers, as well as the Management Team, relying on these staff members for input into their respective areas of policy and program development.

One of the most critical functions in managing the Department is ensuring that quality health services are delivered to County residents by qualified, well-trained staff. Additionally, numerous liaison activities, with other health care providers, must be maintained and encouraged to maintain optimum health care delivery within the community.

2. The public health field is constantly changing as impacted upon by such factors as technology; statutory laws and rules; programs being initiated, reduced or deleted; consumer demands; federal and state standards; federal/state/local policies; funding; federal/state/local ordinances, rules, regulations and procedures. These changes may be either major or minor in nature and must be dealt with, frequently on an unscheduled basis. These changes require considerable judgment and the ability to re-examine and adapt as needed. The Health Director must provide needed direction, decisions, or program recommendations to the Board of Health, (and often to the County Manager and County Commissioners), as well as guidance to the staff regarding adjustments necessitated by various changes and demands. Adjustments may be necessary in the area of program services, staff assignments, methodology changes, organization structure, etc.
3. The Health Director needs to be the goal and pacesetter, in concert with the management team, for the whole Department. Working with the management team (other public officials, community agencies, state program staff, citizens groups, and other interested parties, the Health Director studies and evaluates community needs in the area of public health. The Health Director serves as catalyst to initiate programs to meet community needs. One of the most critical parts of the planning process is ensuring the availability of necessary resources, including staffing, as well as overall funding, and assuring staff understanding of responsibilities is implemented in the planning process.
4. The Health Director independently makes all changes involving major expenditure of funds or significant alteration of Department services or mission. Such major changes are reviewed and approved by the Board of Health prior to implementation. Program supervisors are closely involved in all organization, assignment, procedural and method changes.
- 5a. The Health Director, with input from the management team, routinely determines priorities in requesting additional positions, equipment requests, and sets priorities for other expenditures as necessary to balance the budget. These requests are then presented to the Board of Health and the county commissioners by the Health Director for approvals.
- 5b. The Health Director, with input from the Department's Management Team, provides justification for all budget requests to the Board of Health, County Finance Director, County Manager, County Board of Commissioners, and in some cases to the State and/or Federal funding agencies by either written budget justification and/or formal budget presentations.
6. The Health Director periodically reviews work accomplishments of various sections of the Department through various means: conferences with section supervisors, monthly statistical reports, bimonthly Management Team meetings, periodic strategy retreats, written progress reports, on-site reviews, quality assurance program reports, work plan reviews, conferences with regional consultants, personal observations, consumer and staff input, interactions at management team meetings and general work accomplishments. The Health Director secures input from clients through client and physician surveys, questionnaires, and personal contacts. The Health Director relies on the Management Team members for evaluation of and recommendations in regards to workload, work methods, work standards, policy and procedures, program goals and training. The Health Director holds section supervisors responsible for reviewing and approving all employee performance evaluations.
7. The Health Director develops presentations for the Board of Health and solicits their endorsement of all action items involving major organizational changes as to policy, major budget changes, new program initiatives and/or changes in emphasis of existing programs.

8. The Health Director consults as necessary with the County Attorney or other legal experts for opinions on legal matters relevant to the conduct of activity within the Health Department.. The attorney for the Department of Environment, Health, and Natural Resources, the attorney with the Institute of Governments, and the County Attorney are also consulted by the Health Director for counsel in unusual and severe matters and/or situations.
9. The Health Director is expected to present a positive, progressive image of the Health Department. The Health Director is the spokes-person for public health in the County. The Health Director complies with the following general guidelines, to the extent practical, when dealing with news media:
 - A good and continuing dialogue is maintained with members of the press and other news media personnel so that they know our personnel and the programs we deal with before anything of news worth should happen in the community.
 - The news media is advised and invited to all Board of Health functions.
 - The news media is kept informed of happenings and events in time for their release deadlines.
 - The news media is invited to participate in activities which will add to their knowledge of the Health Department activities and personnel.
 - The news media is encouraged to understand their situation and restraints.
10. The Health Director has hiring and firing authority for employees of the Health Department. The Health Director consults with section supervisors, the management team, and others on performance problems, disciplinary procedures, grievance procedures, etc., as needed. Section Supervisors (management team members) are responsible for properly counseling and taking initial appropriate disciplinary action as needed. The Health Director is kept informed of all actions in these matters.

The Health Director is responsible for staff training, career paths, and equal opportunity.

The Health Director contracts for several services such as physical therapy, occupational therapy, speech therapy, physician clinicians and consultants, x-ray and pharmacy and additional/temporary personnel. Written contracts are negotiated to cover individual performance requirements and reimbursement.

11. The seven Section Supervisors (Administration, Environmental Health, Home Health, Laboratory, Personal Health, Social Work, and WIC) report indirectly to the Health Director.

There are presently about 150 full-time positions plus part-time and contract positions.

12. The basic Health Department operates on a one-shift, daytime schedule with evening clinics several times per month. Home Health operates on a 7 day/week, 24-hour/day basis with clients scheduled routinely on weekends and holidays. In addition, the Home Health staffs are always available by pager and telephone. In light of this staffing responsibility, the Health Director is also on-call via paging and/or telephone communication.
14. The Health Department Home Health Agency maintains Accreditation status on a National basis.

III. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

All work must be performed very accurately so that funding may be obtained from the state or from the county operations. Interpretations of procedures, policies, or other guidelines must be accurate so that staff is following all state and local rules and regulations.

2. Consequences of Error:

Incorrectly compiling a budget may result in there not being enough money available to fund an activity or program for the entire year. Positions may be terminated because of lack of funding. If expenditure reports are not completed correctly, funds may be obtained from the state incorrectly. These funds would have to be repaid to the state with the appropriate interest and/or penalties. Inaccurate interpretations or incorrect information or procedures may result in lawsuits or claims against the agency.

3. Instructions Provided to Employee:

Instructions are provided both verbally and in written form from Board of Health. However, very little detailed instruction is given. Must be self-motivated and able to exercise judgment independently.

4. Guides, Regulations, Policies and References Used by Employee:

Local Government Budget and Fiscal Control Act, State Personnel Manual, generally accepted accounting principles, county and department policies, Department of Environment, Health, Natural Resources contract requirements, State and Federal statutes, Medicare and Medicaid regulations, established department procedures, State purchasing and contract regulations, and NC Public Health Laws.

5. Supervision Received by Employee:

Very little supervision is provided.

6. Variety and Purpose of Personal Contact:

This position requires a high level of interaction with employees, other agency departments, county offices, state offices, other counties, and the general public.

7. Physical Effort:

Very little physical effort is required.

8. Work Environment and Conditions:

There are no confining or constraining conditions; the employee is not exposed to the elements, or natural or created hazards. Sometimes, the employee may be called upon to deal with difficult employees, patients and/or or family members.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Personal computer, photocopiers, 10-key calculator, fax machine, heating/air-conditioning control, computer.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Because of the accuracy required for the job, the scope of operations, and severity of consequences if errors are made, extreme mental concentration is required.

11. Safety for Others:

Responsible for ensuring that appropriate guidelines are in place and adequate training has been provided to assist staff in making critical decisions, which might prove to be harmful. Also responsible for assisting in the monitoring of agency facilities and policies for compliance with OSHA and ADA regulations to ensure the safety of clients and staff.

12. Dynamics of Work:

As service changes are enacted on the state level, these changes must be incorporated into the daily work flow. If computer applications change or are updated, the position must be able to learn quickly and train others. Special projects and requests are routinely passed to the employee from the Health Director, which are not a part of the routine, work assignments.

IV. KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS

A. Knowledge, Skills, and Abilities

Excel, Access, Word, Power Point, considerable knowledge of public and business administration and of office procedures and equipment, ability to recruit, select, and train employees, knowledge of accounting, personnel, purchasing and personnel procedures, ability to work effectively with the public and other government agencies and associates.

B. Required Minimum Training:

Master's Degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience health programs or health services; or a bachelor's degree in public health administration or public administration and at least three years experience in health programs or health services.

Note: Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130A-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

TITLE: **Local Health Director**

POSITION: **559-16-301**

1. The physical activity of this position. (Please check all blocks that apply)

- A. *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. *Balancing* – Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. *Stooping* – Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires pull of the lower extremities and back muscles.
- D. *Kneeling* – Bending legs at knee to come to a rest on knee or knees.
- E. *Crouching* – Bending the body downward and forward by bending leg and spine.
- F. *Crawling* – Moving about on hands and knees or hands and feet.
- G. *Reaching* – Extending hand(s) and arm(s) in any direction.
- H. *Standing* – Particularly for sustained periods of time.
- I. *Walking* – Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. *Pushing* – Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- K. *Pulling* – Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
- L. *Lifting* – Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- M. *Fingering* – Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- N. *Grasping* – Applying pressure to an object with the fingers and palm.
- O. *Feeling* – Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. *Talking* – Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. *Hearing* – Perceiving the nature of sounds at normal speaking levels with or without corrections. Ability to receive detailed information through oral communication, and to make the discriminations in sounds.
- R. *Repetitive Motion* – Substantial movements (motions) of the wrist, hands, and/or fingers.

2. The physical requirements of this position. (Please check only one block)

- A. *Sedentary Work* - Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. *Light Work* – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertions of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.
- C. *Medium Work* – Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- D. *Heavy Work* – Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. *Very Heavy Work* – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force

