CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.9

Job Title: **MEDICAL SERVICES CHIEF-PUBLIC HEALTH (EXECUTIVE LEVEL)**

Pay Grade: 35

GENERAL SUMMARY:

Assists the Local Public Health Authority to administer state and local laws relating to public health and performs duties to implement and enforce laws that protect the public's health.

Provide medical supervision and oversight for programs, direct patient care in service line assigned and directs clinical staff, including physicians, registered and licensed vocational nurses, certified medical assistants, nurse practitioners, as well as responsible for subject matter expert advisement for allied health professionals and non-medical staff.

Assist with the planning, development, implementation and evaluation of health department programs and services.

RESPONSIBILITIES:

- May serve as Deputy Local Public Health Authority and/or assist the Local Public Health Authority in administering state and local laws related to public health within the designated jurisdiction.
- Aid Houston Health Department in carrying out public health required rules, ordinances, sanitation laws, quarantine rules, and required reporting of data.
- Direct, coordinate and evaluate medical, clinical health services and related services for the Department.
- Develops, reviews and/or revised standing delegation orders, clinical practice guidelines and medical protocols and standard operating procedures and plans and performs medical quality improvement activities.
- Supervise clinical practice of clinicians and serve as delegating physician for various clinical and clinically related staff and functions within the health department and monitors performance and competency. Plans and conducts continuing medical education/training for staff.
- Provide medical consultation for clinical staff, the Director, Division Director, Bureau Chiefs and Program Managers in planning and operations of clinical services. Offers guidance and policy interpretation.
- Provide direct patient care

SPECIFICATIONS:

KNOWLEDGE:

Requires a Medical Doctor's or Doctor of Osteopathic degree from a medical school or college located in the United States or Canada that is currently accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association Bureau of Professional Education (AOA), or the Association of Faculties of Medicine of Canada (AFMC which is substantially equivalent to that of Texas medical school even if it has not yet been added to this list according to the laws and governance as outlined by the Texas State Board of Medical Examiners (TSBME) (www.tmb.state.tx.us) rules and regulations.

SPECIFICATIONS: (continued)

EXPERIENCE:
Five years of experience as a practicing physician.

At least two years of supervisory and/or administrative responsibilities in a major health agency or a similar facility preferred.

LICENSE/CERTIFICATION:
Requires a license to practice medicine in the State of Texas within six months of the time of hire.
Must meet criteria to perform as health authority if required.

COMPLEXITY:
Work is broad in scope, covering one or more functional area(s). Policies, procedures, or precedents may actually be created and recommended by this position.

IMPACT OF ACTIONS:
Errors in work could lead to major costs and problems and could significantly affect short-term results of the city. The incumbent generally receives general direction, working from broad goals, and policies only. The individual may participate majorly in setting his/other own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision, and evaluation of work of direct reports. This position has significant levels of input as it pertains to personnel actions such as hiring and disciplinary actions.

Indirect Supervision:
No Indirect reports

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement, or rejection on complex issues: diplomacy is required, e.g., problem-solving discussions regarding responsibilities, finance, or workflow or to facilitate service.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues, e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis**.**

WORK ENVIRONMENT:
There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

SPECIFICATIONS: (continued)

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Physician, M.D.
Medical Services Chief-PUBLIC HEALTH (Executive Level)

Effective: October 2022