



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Public Health Program Manager (Administrative Manager II)

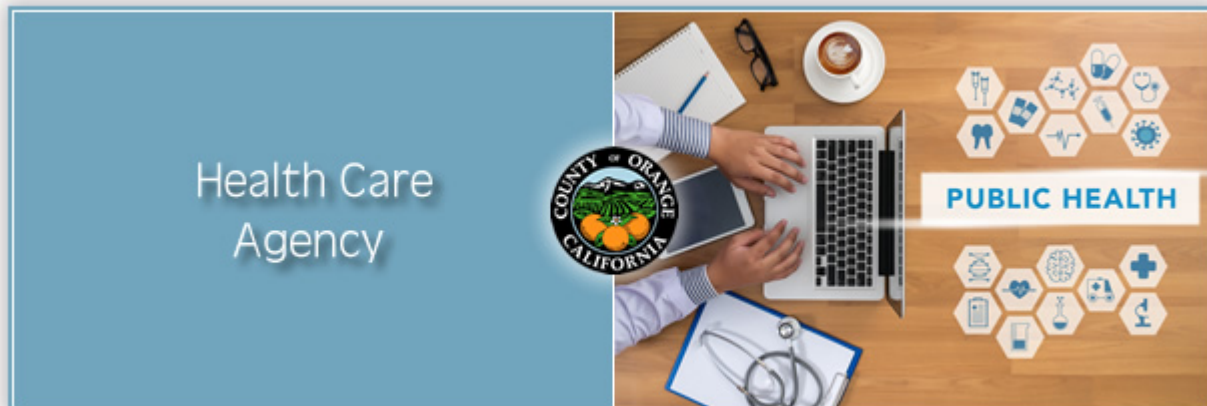
SALARY

\$37.74 - \$67.07 Hourly

ISSUE DATE: 12/11/18

FINAL FILING DATE: Continuous

THE POSITION



**Public Health Program Manager
(Administrative Manager II)**

*This recruitment is **open to the public** and will remain open for a minimum of five (5) business days. This recruitment will be open on a continuous basis and will close at **11:59p.m. (PST)** on the day the County's needs are met. Applicants are encouraged to apply immediately.*

*This recruitment will establish an **open** eligible list. This list will be used to fill **two (2) immediate vacancies**, and can be used to fill future Administrative Manager II positions with this specialty. This recruitment may also be used to fill positions in similar and/or lower classifications throughout the County of Orange.*

First Round of Consideration will be on: Friday, January 4th, 2019

HEALTH CARE AGENCY

The [County of Orange, Health Care Agency \(HCA\)](#) is a dynamic organization dedicated to creating and supporting an environment that promotes the achievement of optimal individual, family and community health. Under the direction of the Agency Director, a new and dynamic executive team with an organizational structure comprised of five (5) service areas – Administrative & Financial, Behavioral Health, Correctional Health, Regulatory & Medical Services, and Public Health - is committed to meeting the health needs of the diverse Orange

County community.

PUBLIC HEALTH SERVICES

Public Health Services (PHS) is made up of the divisions described below and works with the community to assure a competent workforce, evaluate services, and conduct research:

- Disease Control
- Epidemiology & Assessment
- Family Health
- Health Promotion
- Public Health Laboratory
- Public Health Nursing
- California Children's Services

THE PROGRAMS

HCA, PHS is recruiting for two (2) Program Managers within the Disease Control Division, for the following programs:

- The **Pulmonary Disease Services (PDS) Program** provides diagnosis, treatment, case management, health education, and prevention services at one full service clinic for individuals with active or suspected active tuberculosis (TB) disease. Tuberculosis screening services (TB testing, chest x-rays, symptom check, and physician evaluation, when appropriate) and treatment for latent TB infection are provided to residents of Orange County who are at highest risk for progression from TB infection to active TB disease. PDS also coordinates with the California Department of Health, TB Control Branch and community healthcare partners on strategies for TB elimination.
- The **HIV Planning and Coordination (HIVPAC) Program** coordinates HIV prevention and care services in the County of Orange. HIVPAC receives Federal and State HIV grants and subcontracts the funds to various organizations in the County. HIVPAC's mission is to prevent the transmission of HIV, to encourage early intervention for those who are aware of their HIV status, and to ensure that persons living with HIV have access to needed health care and services. HIVPAC is the Grant Recipient of the Ryan White Part A funding and works with the Orange County HIV Planning Council to ensure that needed services are available to persons living with HIV. HIVPAC coordinates housing and support services using Housing Opportunities for Persons with AID (HOPWA) funds, which is administered by the City of Anaheim. HIVPAC also coordinates HIV prevention and care services funded via the California Department of Public Health, Office of AIDS.

THE OPPORTUNITIES

The **Pulmonary Disease Services (TB Control) Program** supports the mission of HCA by engaging in surveillance, testing, treatment and investigation activities to reduce active TB disease cases in Orange County. This work requires coordination and collaboration within the divisions of HCA as well as with community healthcare providers. Responsibilities for the Program Manager position include but are not limited to the following:

- Supervise a multi-disciplinary supervisory staff (licensed and non-licensed) within a clinic setting.
- Identify programmatic and budgetary priorities.
- Manage the compilation and submission of grant applications, budgets, reports, and other requirements.
- Lead program procurement and contracting in collaboration with the Contract Services and Purchasing divisions, and work with vendors and contractors to ensure available resources for clinic services.

- Collaborate with the Accounting division for billing of Medi-Cal covered clinic services, Medi-Cal Administrative Activities and Targeted Case Management encounters.
- Participate in community and state-wide collaborative workgroups to address TB elimination priorities.

The **HIV Planning and Coordination Program** supports the mission of HCA by identifying and/or engaging in activities that monitor, investigate, and reduce the transmission of STDs and HIV in Orange County. This work requires coordination and collaboration within the divisions of HCA as well as with community stakeholders, including the Orange County HIV Planning Council. This program is also responsible for the development, monitoring, and updating of the HIV Care and Prevention Plan as well as oversight in the implementation of the strategies outlined in the Plan. Responsibilities for the Program Manager position include but are not limited to the following:

- Oversight of community planning for HIV prevention and care services including conducting community-wide needs assessments (client needs surveys, focus groups, etc.) and the management of the Orange County HIV Planning Council and its four committees.
- Manage the compilation and submission of various grant applications, reports, and other requirements.
- Guiding HIV prevention and care service procurement and contracting in collaboration with the Contract Services division.
- Management of service delivery by monitoring services (monthly reports, biannual narrative reports, conducting site visits) and approving agency requests for reimbursement.
- Develop, monitor, and revise budgets for numerous state and federal grants. Ensure funding is fully maximized to provide services that address unit and HCA goals.
- Oversight of Quality Management including the development of an annual Quality Management Plan, development of health care outcome targets, development of Quality Improvement initiatives, and development/implementation trainings on Quality Improvement.
- Develop and disseminate the following: HIV Prevention and Care Plan, HIV Fact Sheet, provider/client newsletters, etc. for community planning and stakeholder information.
- Participation in community and state-wide collaborative workgroups to address STD/HIV priorities.
- Attendance and participation in Orange County HIV Planning Council and subcommittee meetings.

DESIRABLE QUALIFICATIONS & CORE COMPETENCIES

The ideal candidate will be a seasoned public health professional with extensive knowledge and experience in public health services and programs, and will possess a Master's Degree in Public Health, Public Administration, Nursing, or in a related field. Additionally, the ideal candidate will possess professional work experience in public health services with progressive increasing level of responsibility, including experience as a manager of core public health functions and services. Moreover, the ideal candidate will have extensive knowledge and/or experience in the following core competencies:

- **Public Health Knowledge | Experience**
 - Understanding and implementation of program and policy developments surrounding relevant public health local, State, and Federal laws and legislations
 - Understanding and application of public health policies and best practices in such areas as epidemiology and/or disease control
 - Strong knowledge of laws, regulations, policies and procedures concerning grant management and program planning
 - Developing, in collaboration with HCA Procurement and Contracts Divisions, Requests for Proposals and contracts

- Understanding and utilizing Microsoft Suite and/or comparable programs with advanced proficiency using Microsoft Excel
- **Leadership | Managerial Skills**
 - Fostering a collaborative approach across all service functions that supports compliance and quality improvement efforts, provides information necessary for decision making and engages all levels of participants in contributing to the process
 - Supervising various levels of program, clinical and support staff as well as partnering with Human Resource Services on staff management issues
 - Training, directing, and evaluating subordinate staff and maintaining team objectives and standards with minimal direction and control
 - Working collaboratively with direct reports to align personal development and goal achievement with business objectives
- **Judgment | Decision Making Skills**
 - Identifying and resolving technical issues and problems through good judgment and decision making utilizing technical expertise
 - Analyzing problems and proposing solutions while dealing with changing priorities
- **Fiscal Analysis | Problem Solving Skills**
 - Conducting fiscal and budget analysis in a government setting
 - Understanding and applying budgeting and financial reporting systems or other financial data systems
 - Preparing and manipulating complex budget and/or financial spreadsheets
 - Researching, organizing, accurately interpreting and applying relevant data
 - Focusing on what needs to be accomplished and achieving measurable results
- **Relationship Building | Effective Communication Skills**
 - Developing and delivering effective written and verbal communication with various audiences, i.e. healthcare providers, service providers, vendors, executive management, and other public entities
 - Creating rapport and negotiating with vendors/department staff
 - Monitoring contracts and correcting or mitigating contract performance issues or conflicts
 - Collaborating with social services, County PHS contract agencies and other stakeholders as it relates to public health services
 - Using diplomacy when dealing with challenging situations and/or people
- **Data Analysis | Presentation Skills**
 - Understanding epidemiological terminology and calculations and presenting epidemiological data via graphs, charts, and tables

MINIMUM QUALIFICATIONS

Click [here](#) to learn more about the minimum qualifications for the Administrative Manager III classification as well as the physical & mental requirements and the environmental conditions.

RECRUITMENT PROCESS

Human Resource Services (HRS) will screen all application materials to identify qualified applicants. After screening, qualified applicants will be referred to the next step and notified of all further procedures applicable to their status in the competition.

Application Screening (Refer/Non-Refer)

Applications and supplemental responses will be screened for qualifications that are highly desirable and most needed to successfully perform the duties of this job. Only those applicants that meet the qualifications as listed in the job bulletin will be referred to the next step.

Structured Oral Interview | SOI (Weighted 100%)

Applicants will be interviewed and rated by an oral interview panel of job knowledge experts. Each applicant's rating will be based on responses to a series of structured questions designed

to elicit the applicant's qualifications for the job.

Based on the Department's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for present and future vacancies.

ADDITIONAL INFORMATION

Email Notification

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

Frequently Asked Questions

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, please contact **Alan Aguirre** at (714) 834-7337 or Alan.Aguirre@ocgov.com.

EEO INFORMATION



Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8012HC-1218-042 (O)
PUBLIC HEALTH PROGRAM MANAGER (ADMINISTRATIVE
MANAGER II)
AA

Public Health Program Manager (Administrative Manager II) Supplemental Questionnaire

- * 1. Please describe your experience managing public health programs, specific to Disease Control (Communicable Disease Control, Epidemiology, HIV/AIDs, Tuberculosis, STDs). Include in your response, your scope of role and responsibilities and your years of experience doing such.

* 2. Describe your experience with Public Health management and administrative experience including personnel and fiscal management.

* 3. Please describe your experience working with community stakeholders in the development and delivery of public health programs and services.

* Required Question