

ASSISTANT COMMISSIONER OF HEALTH (REGULATORY AFFAIRS AND COMPLIANCE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the First Deputy Commissioner or Commissioner of Health, an incumbent of this class is responsible for directing and supervising the administration, operation, and preventative maintenance of the hearing/enforcement process, including ensuring compliance with State and Federal laws pertaining to the improvement of health of residents. Additionally, an incumbent is responsible for the development, strategic planning and coordination of policy-making initiative for environmental health programs and develops strategies for operations, data protection, and methodology to promote successful application of public health law. This would include health promotion, health assessments, emergency preparedness, community development and engagement, and policy development and management of same. The incumbent promotes and ensures the delivery on health messages and services are sound and evidenced-based, and public health policies and practices addressing health equity meet the standards and goals of the Health Department. The incumbent develops and maintains working relationships with County departments, Federal, State, and municipal officials, as well as the community and volunteer organizations. Responsibilities include evaluation of the effectiveness of present and proposed health programs and for monitoring and managing these programs to ensure their efficacy for the public good as well as fiscal sustainability. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and manages the hearing/enforcement process, including ensuring polices and decision-making are fair and equitable and focuses on improving the health of residents;

Provides guidance and oversight of Administrative Law Judges;

Collaborates with the Deputy Commissioner to ensure Sanitarian staff are consistently issuing violations and fines;

Develops and conducts training of staff to reinforce efficient productivity and identifies barriers and develop recommendations for change or improvement in operations and keeping abreast of new trends and changes to local sanitary code;

Serves as the Departmental liaison with County Law department on personnel/disciplinary related matters;

Serves as an EEO Compliance Officer and Workplace Violence representative for the department;

Responsible for ensuring and monitoring compliance with Article 28 and 36 licensure requirements, including management of the Department's Operating Certificates, and representation on the Internal Quality Assurance Committee;

Attends and supports the Board of Health, pertaining to the hearing process, by-laws, and drafting of proposed changes to the local sanitary code;

Supports the Department in drafting orders and reviewing guidance and legislation specific to the Department and Public Health matters;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists with the formulation of Departmental written rules, policies, and procedures for strategic planning;

Utilizes best practices to monitor, measure and improve departmental programs on an on-going basis to ensure effectiveness;

Represents the County with other private and public leaders in initiatives to facilitate and ensure County-wide preparedness for future public health emergencies;

Reviews and analyzes legislative initiatives and proposals;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health including health hearing/enforcement process and program development; thorough knowledge of the Federal, State, and Local public health regulations and sanitary codes; thorough knowledge of the principles and techniques of health care prevention planning, and methodologies; thorough knowledge of vital statistics; knowledge of the basic principles of electronic data processing systems; good knowledge of community emergency planning as relates to public health issues; knowledge of the standards and regulations related to health and human services; ability to apply data processing techniques to research and management data; ability to interpret statistical and legal data on health, economic and social phenomena in ways relevant to community health care planning; ability to present health planning data and proposals effectively through both oral and written presentations; ability to relate to and work with health professionals of other disciplines and agency officials; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; accuracy; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Juris Doctorate* or Master's degree* in Public Health, Health Policy, or Health Administration and six years of environmental health administrative and policy-making initiatives/programs management experience including programmatic development, operation, evaluation, and/or control, two years of experience which must have involved violations of environmental health regulations.

*SPECIAL NOTE: Education above the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
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Job Class Code: E0989
Job Group: XVI