




Office of the City Manager

CONSENT CALENDAR

December 11, 2007

To:  Honorable Mayor and Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Classification: Public Health Program Physician–Deputy Health Officer

RECOMMENDATION

Adopt a Resolution to amend Resolution No. 61,840-N.S., Classification and Salary for Public Employees Union Local One, to revise and retitle the classification of Public Health Program Physician (Certified) to Public Health Program Physician – Deputy Health Officer and abolish the Public Health Program Physician classification effective December 1, 2007.

FISCAL IMPACTS OF RECOMMENDATION

None

CURRENT SITUATION AND ITS EFFECTS

California laws and regulations specify certain roles and responsibilities of the Health Officer in emergencies. The classification title and specification for Public Health Physician should reflect the critical role of the physician serving as the alternate Health Officer for all public health emergencies. The attached revised classification makes it clear that, in the absence of the Health Officer, the Public Health Program Physician–Deputy Health Officer is authorized to fulfill the mandated roles and responsibilities. Local public health departments have become increasingly involved in public health preparedness activities. For example, the City may be faced with a Severe Acute Respiratory Syndrome (SARS) epidemic and the threat of pandemic influenza. There is a growing recognition of the public health aspects of all emergencies, such as toxic dust exposure from the 9/11 disaster, death associated with heat emergencies, and the most recent exposures to airborne particles from the Southern California fires.

Currently, there are two levels of Public Health Program Physician, certified and uncertified. We are recommending only one classification that requires a valid active license as a physician and surgeon issued by the State of California. A Masters' degree in Public Health and Board Certification in a Medical Specialty relevant to public health is highly desirable.

BACKGROUND

The Public Health Program Physician was last revised on November 7, 1994 when the Personnel Board recommended approval of a classification and salary range to replace the Physician classification. The City Council subsequently adopted a resolution retitling the classification of Physician to Public Health Program Physician. Since 1994 there have been substantial changes in public health practices. Fred Medrano, Director of Health and Human Services, and Dr. Linda Rudolph, Health Officer, are therefore recommending a revision to the Public Health Program Physician classification.

Staff is recommending a five step salary range for the Public Health Program Physician - Deputy Health Officer of \$11,156 - \$13,552 per month, that is 9.25% below the Health Officer (\$14,807) who supervises this position. This is the same salary range as the current Public Health Program Physician (Certified) classification so there is no financial impact as a result of this change. Staff has reviewed this classification and proposed salary range with Public Employee Union Local One in a meeting held on October 29, 2007.

The Personnel Board discussed the proposal at its November 5, 2007 meeting. By a unanimous vote, (Bess, Dixon, Chan, Eblé, Reyes, Robinson, Silver, Smith,— yes, the Board recommended the following:

1. Revise and Retitle Public Health Program Physician (Certified) to Public Health Program Physician—Deputy Health Officer, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Professional), with a monthly salary range of \$11,156 – 11,717 - \$12,297 - \$12,909 - \$13,552 and abolish the Public Health Program Physician effective December 1, 2007.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, to maintain competitive salaries and, when applicable, to comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

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Attachments:

1. Resolution
Exhibit A: Salary Schedule
Exhibit B: Class Specification - Public Health Program Physician—Deputy Health Officer

RESOLUTION NO. ##,###-N.S.

AMEND RESOLUTUION NO. 61,840N.S., CLASSIFICATION AND SALARY FOR PUBLIC EMPLOYEES UNION LOCAL ONE, TO REVISE AND RETITLE THE CLASSIFICATION OF PUBLIC HEALTH PROGRAM PHYSICIAN–DEPUTY HEALTH OFFICER

WHEREAS, the Health and Human Services Department has requested a change in title for the Public Health Program Physician (Certified) to Public Health Program Physician–Deputy Health Officer; and

WHEREAS, the Director of Health and Human Services has recommended that the class of Public Health Program Physician–Deputy Health Officer be updated to more aptly describe the actual duties and responsibilities related to public health functions of the Division within the Department; and

WHEREAS, Public Employees Union Local One has reviewed and responded to the proposal to retitle Public Health Program Physician (Certified) to Public Health Program Physician–Deputy Health Officer classification, and abolish the Public Health Program Physician classification; and

WHEREAS, the Personnel Board recommended on November 5, 2007 to revise and retitle Public Health Program Physician (Certified) to Public Health Program Physician–Deputy Health Officer, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Professional), with a monthly salary range of \$11,156–11,717 - \$12,297 - \$12,909 - \$13,552 and abolish the Public Health Program Physician.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,840N.S., Classification/Salary Resolution for Public Employees Union Local One, is amended to revise and retitle Public Health Program Physician (Certified) to Public Health Program Physician–Deputy Health Officer with a salary range as shown on the Salary Schedule below, and abolish the Public Health Program Physician, effective December 1, 2007.

Exhibit A - Salary Schedule

JOB CODE	REP UNIT	Class	FLSA	STEP A	STEP B	STEP C	STEP D	STEP E	EFF DATE
1358	P4	Public Health Program Physician	E	\$ 9,217	\$ 9,677	\$ 10,164	\$ 10,667	\$ 11,199	07/01/07
1359	P1	Public Health Program Physician - Deputy Health Officer (Cert)	E	\$ 11,156	\$ 11,717	\$ 12,297	\$ 12,909	\$ 13,552	12/01/07

PUBLIC HEALTH PROGRAM PHYSICIAN - DEPUTY HEALTH OFFICER

DEFINITION

Under general direction of the health officer, assists and leads in the supervision and coordination of a broad range of public health preparedness, communicable disease control, clinical services, and health inequities; may serve as Health Officer; performs related duties as assigned.

CLASS CHARACTERISTICS

The Public Health Program Physician (Deputy Health Officer) assists in the administration and medical oversight of public health medical programs in accordance with county, state and federal regulations. Incumbents in this classification may be assigned to direct a variety of public health programs, including communicable disease control, public health preparedness, maternal and child health, clinical services, and health inequities. Incumbents provide health policy consultation on health, medical, and preventative medicine issues to the Health Officer, department staff, residents, public officials, community organizations, agencies and staff. The Deputy Health Officer serves as the Health Officer in his or her absence for all mandated roles, responsibilities and authorities.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Serves as the Health Officer in the absence of the Health Officer, including all mandated roles, responsibilities, and authorities; provides coverage for Health Officer;
2. Assists in the development and implementation of goals, objectives, policies, and procedures and work standards for the public health clinics; develops, approves and implements clinical protocols and procedures and quality improvement programs;
3. Assists in planning, organizing, directing and evaluating public health programs;
4. Participates in the development of the Division budgets;
5. Evaluates, develops and implements medical and public health policies, programs and procedures;

6. Assists the Health Officer in serving as a liaison and medical expert in public health matters to the State, local medical society and community agencies and in conferring with public officials, private physicians, community organizations and representatives of other agencies on public health matters;
7. Provides regular medical consultation to Public Health Division staff, private physicians and other personnel on matters related to the prevention, diagnosis and treatment and control of diseases of public health significance;
8. Addresses community groups and professional associations and participates in health education programs for community providers and citizens; participates in programs to build community capacity;
9. May serve as Director for specified public health programs, including Maternal, Child, and Adolescent Health and/or Communicable Disease Control and/or Public Health Preparedness;
10. May conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications;
11. Maintains current knowledge of public health program issues and topics; monitors developments related to public health matters; evaluates their impact on City programs and activities and recommends and implements policy and procedural improvements;
12. Maintains, as required, membership in appropriate local, regional and national professional groups or organizations; and
13. Performs related duties as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of medicine and public health;
2. Principles and techniques of supervision and management;
3. Functions and services of local public health agencies;
4. Principles related to social, economic, and environmental determinants of disease and health inequities;

5. Accepted medical and public health practices concerning the prevention and control of communicable diseases, chronic diseases, and other common public health programs related to maternal child and adolescent health; and
6. Epidemiological principles and studies.

Skill in and Ability to:

1. Plan, organize, direct, and evaluate a broad range of public health programs;
2. Exercise initiative, ingenuity and sound judgment in solving difficult technical, administrative and public health problems;
3. Effectively supervise and manage staff;
4. Coordinate public health programs and service activities with other divisions and departments;
5. Develop and lead effective teams to address significant public health and operational issues, including social and environmental determinants of disease and health inequities, and community engagement;
6. Establish and maintain effective working relationship with physicians, representatives of community groups and professional organizations, State representatives and the general public;
7. Speak effectively before large groups; and
8. Perform medical diagnosis and treatment.

OTHER REQUIREMENTS

Possession of or eligibility to obtain a valid active license as a physician and surgeon issued by the State of California; must be eligible for a California certificate to supervise physician assistants. Board Certification and Master's Degree in Public Health are highly desirable.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. Must maintain a valid California driver's license and satisfactory driving record when driving on City business.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Two (2) years of experience as a licensed Physician working in a specialty area such as disease control and adult health or maternal and child health. Completion of a residency program in a related specialty area may substitute for the experience requirement. A

degree in Public Health, experience in working with community groups, and Board Certification in a Medical Specialty relevant to public health are desirable.

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