

***Alameda County***  
***Health Care Services Agency***  
***Public Health Department***

The seal of Alameda County, California, is a large, light gray circular emblem in the background. It features the text "COUNTY OF ALAMEDA" at the top and "CALIFORNIA" at the bottom. In the center, there is a depiction of a book, a quill pen, and a scale of justice, with two small stars on either side.

***Invites Applications for the***  
***Director of Public Health***  
***Nursing Policy And Planning***

***Monthly Salary***  
***\$8,587—\$10,557***  
***Plus Excellent Management Benefits***  
***(PHN Certification Required)***



## THE COMMUNITY

Alameda County, located on the east side of the San Francisco Bay, is the sixth in size among all California counties and second in the Bay Area. The city of Oakland is the largest metropolitan center within the County.

The population of the county is over 1.4 million with over 120,000 living in four unincorporated areas, the largest of which is Castro Valley. The County's population is highly diverse both economically and ethnically. Personal income varies widely throughout the community.

Alameda County enjoys a beautiful natural environment, parks, a very large protected bay, and mild Mediterranean climate. Acres of wildlife refuge, the San Francisco Bay, and numerous marinas and lakes located within the county boundaries offer diverse options to the outdoor enthusiast.

In addition, the County has one of the finest educational systems, offering business, individuals and families the broadest possible election of public and private educational and research resources.



## THE DEPARTMENT

The Public Health Department covers 13 cities and unincorporated areas in Alameda County. These cities are Albany, Emeryville, Oakland, Piedmont, City of Alameda, San Leandro, Hayward, Union City, Newark, Fremont, Dublin, Pleasanton and Livermore. The unincorporated areas in Castro Valley, San Lorenzo, Ashland and Cherryland. (City of Berkeley has its own Public Health Department.)

There are five Public Health Divisions:

- AIDS & Communicable Disease
- Community Health Services
- Emergency Medical Services
- Family Health Services
- Administration Services

The Department's vision of public health practice is grounded in the pursuit of social justice. As such, our practice is heavily focused on the root causes of health inequity and is designed to work directly with organized communities to directly target the social determinants of health. Our strategy is based on community capacity building and our intent is that all programs, especially public health nursing, work to enhance the social, economic and political potential of vulnerable populations and neighborhoods. We offer a wide range of services, including communicable disease reporting and surveillance, oversight of the county emergency medical system; linkage to affordable health care, particularly for children and low-income families; coordination of community health programs such as dental screenings, substance abuse, nutrition, health care for the homeless, public health field nursing and tobacco control.

The annual budget is about \$98 million, which comes from some 57 funding sources including federal, state and local monies. The Alameda County Board of Supervisors approves the budget.

## GOAL

To promote and maintain optimum wellness to Alameda County residents through assessment, planning, intervention and evaluation of all factors affecting community health and case management where indicated.

## OBJECTIVES

- Provide nursing support to specific preventative health screening, education, and consultation and referral services in the community.
- Provide case management and assessment services to high-risk women, infants and children, the aged and Medi-Cal recipients less than 21 years.
- Provide regular immunization/screening clinics and case management services.

## THE POSITION

The Director of Public Health Nursing Policy And Planning, under the general direction of the Health Officer or Agency Director, plans, organizes, evaluates and directs the Public Health Nursing Program of a local health department; contributes to the planning, implementing and evaluating programs of the Agency; integrates and coordinates Public Health Nursing activities with those of other departments.

## EXPAND YOUR HORIZONS by

joining the Public Health Nursing Team. We do not just offer opportunities for a brighter career rich in challenge, diversity and rewards; we also render trust, respect and dignity in our service delivery at Public Health. In addition, the department is committed to changing the health condition in the county and routinely assesses community health status which highlights persistent health inequities in Alameda County. Efforts to address these inequities include working in partnership with community residents and other local organizations. Public Health Nursing plays a critical role in community capacity building efforts.



### IDEAL CANDIDATE

The ideal candidate is a dynamic individual who demonstrates the following knowledge and abilities:

- Principles and practices of public health nursing administration, including current trends in policy, research, treatment, prevention, education and related issues.
- Control and prevention of communicable disease.
- Laws, codes, and regulations governing public health nursing issues.
- Principles and procedures of Epidemiology research including survey design, data management and statistical analysis.
- Theories, practices and applications of epidemiological methodologies.
- Program evaluation methodologies and management analysis.
- Management principles and practices, including work planning, employee supervision and resource allocation.
- Functions and operations of related agencies and community organizations.
- Health systems, agencies and patterns of referral.
- Planning and organization.
- Analytical problem solving.
- Leadership.
- Decision-making.
- Management control.
- Oral and written communication.
- Interpersonal sensitivity.
- Budget planning and analysis.
- Manage multiple and changing priorities.

### PUBLIC HEALTH NURSING

**provides** nursing assessment, counseling, education and case management services in the home and community in maternal and child health, tuberculosis, lead poisoning, Sudden Infant Death Syndrome (SIDS), acute communicable disease and aging and adult health. Also provided are outreach clinical services, immunization's, flue shots, TB skin testing and pregnancy testing to high-risk target populations.

### THE REQUIREMENTS

**Education:** Possession of a master's degree in Nursing, Public Health, or Public Administration with an option in Health Care Delivery Systems.

**Experience:** Five years of full-time progressively responsible experience in a local health agency with three years in a supervisory capacity.

**License:** Possession of a valid license to practice as a registered nurse in the State of California; and a valid California Public Health Nursing certificate required.

### BENEFITS

- Health and Dental insurance Plans.
- Cafeteria Benefit Plan
- Paid Vacation
- Paid Sick Leave.
- 11 Paid Holidays.
- 4 Floating Holidays.
- Management Paid Leave.
- Professional Development Opportunities.
- Life/Accident Insurance.
- Retirement Plan covered by 1937 Act.
- Voluntary Deferred Compensation plan.
- Dependent Care Salary Contribution Plan.
- Credit Union.
- Vacation Purchase/Sellback Plans.

Qualified bilingual persons who speak English and are also fluent in Spanish, Chinese, Vietnamese, Cambodian, Laotian, Korean, Mien, Tagalog, Amharic, Farsi, Dari, Tigrigna, Russian, or sign language are especially encouraged to apply. There is an additional bi-weekly compensation for persons in positions designated bilingual. **Qualified candidates may be tested to demonstrate language proficiency.**

### COUNTY OF ALAMEDA MISSION STATEMENT

The Board of Supervisors of Alameda County, through the dedication, excellence and diversity of its employees, is committed to serve the needs of the community and enhance the quality of life.

### CREDO

Service is built on commitment, responsibility and accountability. Excellence in performance requires courage and a willingness to take risks. Good management is professional, efficient and fiscally responsible. People should be treated with respect, dignity and fairness. Opportunity for its workforce is fostered by affirmative action based on merit. Common good is achieved by open communication, teamwork and the involvement of diverse community voices. Independence for those in need is developed by programs which foster self-sufficiency. Integrity and honesty enable mutual trust. Diversity is a positive, critical and essential ingredient of a successful work environment.

## **SUPPLEMENTAL QUESTIONNAIRE**

The purpose of this questionnaire is for you to identify your qualifications and experience in job-related areas. It is critical that you fill out the Supplemental Questionnaire completely, listing all education, experience or special training which might demonstrate your qualifications in the rating areas.

1. Do you possess a Master's Degree in Nursing or Public Health or a Master's Degree in Public Administration with an option in Health Care Delivery Systems from an accredited college or university? Please specify your major coursework.
2. Do you have five (5) years progressively, responsible experience in a local health agency with three (3) years in a supervisory capacity? Please include your employer, job title, employment period, main duties and responsibilities.
3. Do you possess a valid license to practice as a Registered Nurse and a Public Health Nursing Certificate from the State of California?

**A properly completed Supplemental Questionnaire must be submitted with an application. Failure to submit the Supplemental Questionnaire will result in disqualification.**

## **APPLICATIONS AND SELECTION PROCESS**

To be considered for this career opportunity, candidates must submit an Alameda County Application Form, Resume and a completed Supplemental Questionnaire.

## **TO APPLY**

You may apply online at [www.acgov.org/hrs](http://www.acgov.org/hrs) or submit your application packet to the Alameda County Human Resource Services address listed below.

## **FILING DEADLINE**

Continuous until sufficient applications are received.



## **MANAGEMENT PERFORMANCE DIMENSIONS TIED TO CORE COMPETENCIES**

### **Oral Communication**

- Includes person to person and presentations before large groups.

### **Written Communication**

- Includes daily correspondence and larger reports/presentations.

### **Decision-making**

- Includes making decisions that further the goals and needs of the County;
- Includes using business acumen to build a strong organization which delivers the highest level of service to diverse customers.

### **Analytical and Problem Solving**

- Includes using vision, strategy and innovation to deal with change.

### **Planning and organization**

- Includes using vision, strategy and innovation to maximize resources.

### **Management Control/Supervision**

- Includes making excellent hiring choices, developing staff professionalism, growth and competency, and giving honest and fair evaluations.

### **Leadership**

- Includes knowing when to lead and when to work effectively as part of a group;
- Includes imparting to staff a commitment to the County's mission, credo and goals;
- Includes modeling excellence

### **Interpersonal Sensitivity**

- Includes fair treatment of all persons in both oral and written communication.

### **Flexibility**

- Includes working with change using vision, strategy and innovation.

### **Resistance/Adaptation to Stress**

- Includes staying calm under duress, staying focused under difficult conditions.

## **ALAMEDA COUNTY HUMAN RESOURCE SERVICES**

Lakeside Plaza Building  
1405 Lakeside Drive Oakland, CA 94612-4305  
(510) 272-6433 (Voice) (510) 272-3703 (TDD)

***An Equal opportunity Employer***