The Contra Costa County Health Services department is currently recruiting individuals interested in a Public Health Program Specialist I position to fill seven (7) vacancies within the Public Health Division. Two (2) vacancies are assigned to the Community Wellness and Prevention Program (Nutrition and Injury Prevention/Physical Activity), one (1) vacancy in the Senior Nutrition Program, one (1) vacancy in Public Health Clinic Services, one (1) vacancy in the Children’s Oral Health Program, one (1) vacancy in the Immunization Program, and one vacancy in the Women, Infants, and Children Program. All vacancies are located in Martinez, CA.

The incumbent will be responsible for managing and administering one or more health services programs which includes but is not limited to establishing, reviewing, evaluating, implementing and interpreting program policy and objectives; interpreting and implementing State and Federal program mandates; developing, administering and overseeing comprehensive program budget(s); preparing, reviewing and submitting to manager for approval annual and quarterly reports to Federal, State and local entities; providing supervision, technical assistance and consultation to program staff; representing the department at meetings with State and Federal program representatives; serving as a liaison with funding authority and division fiscal staff regarding program financial issues; developing and writing proposals for grant applications; collecting and analyzing statistical data; planning, implementing and/or supervising educational outreach activities and develops program informational material for distribution to schools, organizations, community groups and the general public.

MINIMUM QUALIFICATIONS

Education: Possession of a Master's degree from an accredited college or university with a major in Health Care Administration, Public Health, Nursing, Health Education, Social Welfare or a closely related field.

Experience: One (1) year of full-time experience, or its equivalent, in a health care organization, public health agency or community program performing administrative duties or program management.

Substitution: Possession of a Baccalaureate degree from an accredited college or university with a major in any of the aforementioned fields and two years of full-time experience or its equivalent in a health care organization, public health agency or community program performing administrative or program management duties may be substituted for the master's degree requirement. One additional year of experience of the type noted above may be substituted for the required major. No substitution is permitted for a baccalaureate degree.

OTHER REQUIREMENTS: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

SELECTION PROCESS

1. Application Filing: Applicants are encouraged to apply on-line at www.cccounty.us/hr, or a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Faxed applications WILL NOT be accepted. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 1320 Arnold Drive, Suite 261, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see additional locations to apply on the reverse side of this announcement.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)
CONTRA COSTA COUNTY

Holidays: An average of 13 holidays per year. Vacation: depending upon filing date in the upper left hand corner. For applications and filing information call:

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/hr. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website http://www.cccounty.us/hr and by visiting the Richmond Public Library website http://www.ci.richmond.ca.us/index.asp?NID=105. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: http://www.ehod.org/work/work010.html

Paper application forms may be obtained from the Human Resources Department by calling (925) 335-1700 or the Health Services Department-Personnel Services Office by calling (925) 957-5240. Completed application must be submitted to the Health Services Department-Personnel Services Office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant’s responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 957-5240.

VETERANS’ PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST provide a DD24, which indicates honorable discharge, and if applicable, proof of disability. WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS – Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS – Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE – Eligible employees may select health and/or dental plans which include Health Main- tenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee’s option.

EMPLOYEE WELLNESS – The Employee Wellness Program is a countywide health promotion pro- gram designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.

CONTRA COSTA COUNTY
HEALTH SERVICES DEPARTMENT
PERSONNEL SERVICES
1320 Arnold Drive, Suite 261
Martinez, CA 94553-1292