

## DUTY STATEMENT

Class Title <b>Public Health Medical Officer (PHMO) III (Supervisor)</b>	Position Number <b>580-330-7705-001</b>
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COI Classification  
 Yes       No

Unit

Section  
**Program Development Section**

Branch  
**Chronic Disease Control Branch**

Division  
**Chronic Disease and Injury Control Division**

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Public Health Medical Officer (PHMO) III (Supervisor) supervises and directs a multi-disciplinary team engaged in organizing, planning, and implementing expanded public health programs that provide graduate medical education and post-graduate epidemiology training. The PHMO III serves as the Chief of the Program Development Section (PDS) and the Director of the Preventive Medicine Residency Program (PMRP) and California Epidemiological Investigative Service Fellowship (Cal EIS). The PHMO III is responsible for achieving the mission, goals and objectives of the PMRP and Cal EIS. This involves program administration and management; staff supervision; leadership in the area of professional workforce development; assurance that the educational and accreditation requirements of graduate medical education and post-graduate epidemiology training are met; recruitment, selection, placement, and supervision of trainees and their education; developing and maintaining relationships with a wide variety of internal and external stakeholders on a local, state, and national level; and maintaining current knowledge base in preventive medicine, public health, and epidemiology. Travel is required.

**Supervision Received:** Under the administrative direction of the Public Health Medical Administrator I (Chief, CDCB)

**Supervision Exercised:** Supervises Health Program Specialists; oversees Preventive Medicine Residents (PMR), and Cal EIS Fellows placed in sites statewide.

**Description of Duties:** See below.

<b>Percent of Time</b>	<b>Essential Functions</b>
30%	Provides management/administrative leadership in addition to medical and public health leadership, technical consultation and evaluation. Uses demonstrated subject matter expertise in epidemiology, public health programs, and public health policy to provide graduate and post-graduate epidemiology training. Manages the recruitment, training, supervision, and evaluation of personnel; manages the recruitment, selection, placement, and supervision of trainees. Travel is required to perform site visits to monitor trainees' experiences and site/preceptor adequacy.
20%	Develops statewide policy, protocols, standards, and guidelines in order to achieve the mission goals, objectives, and outcomes of the PMRP and Cal EIS programs. Responsible for achieving the mission, goals, objectives and outcomes of the PMRP and Cal EIS programs.

Provides technical expertise and guidance in planning, implementing, coordinating, monitoring and evaluating the programs. Leads the preparation, coordination, and submission of Accreditation Council on Graduate Medical Education (ACGME) required documentation for accreditation site visits and oversees coordination of the site visit itself.

20% Organizes and implements regular general preventive medicine, public health and epidemiology training. Provides expert medical and scientific supervision of PMRP and Cal EIS projects, including planning, implementing and evaluating the projects and preparing studies for publication. Tracks PMRP and Cal EIS competencies and deliverables for each trainee, and coordinates with trainees' preceptors, placement site programs/agencies, the PMRP and Cal EIS Advisory Committees, and the ACGME to assure educational and accreditation requirements are met. Prepares, submits, and receives approval for abstracts, manuscripts, and grants.

10% Represents the PMRP and Cal EIS program and maintains working relationships with preventive medicine, public health, and epidemiology specialists both within and outside of the Department. Works closely with schools of medicine and school of public health in California and across the United States. Establishes and maintains working relationships with local health officers, local public health departments, and appropriate clinical sites for resident training. Advises researchers, policy analysts, and public and professional organizations on complex issues regarding professional workforce development and general preventive medicine/public health. May provide expert testimony to the Legislature and to Congress. Coordinates response to requests for information on the workforce or general preventive medicine/public health issues. Interact and achieve results with internal team members and external partners including academia, accrediting organizations, local and state health departments, the legislature, and the media.

10% Maintains professional competence by continual review of scientific and technical literature, participation in continuing education activities, and attendance at professional conferences and symposia.

**Percent of Time**

**Marginal Functions**

5% Acts for the Chief of the Chronic Disease Control Branch as requested; provides expert medical consultation in general preventive medicine, public health, and epidemiology as requested; and represents the Department on special study groups or task forces as indicated.

5% Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date