

## DEPUTY COMMISSIONER OF HEALTH FOR DISEASE CONTROL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Health, the incumbent of this class coordinates the various phases of departmental responsibility dealing with the control of communicable diseases and other conditions of public health importance and represents the Commissioner throughout the County. Supervision is exercised over a number of professional, technical and clerical employees, and may include personnel from the Environmental Health Division, Division of Personal Health Services and other designated areas, as assigned. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the Commissioner at local, state, professional and public health meetings, as directed, providing expertise in the area of communicable and chronic diseases;

Assists the Commissioner in the formulation of broad technical and administrative policies;

Directs and coordinates the activities of the department in assigned areas involving environmental health programs, communicable disease control, including but not limited to Rabies, TB, STD, food and airborne illnesses, Lyme Disease, AIDS and other programs such as Hypertension Screening, Stay Well Program, etc.;

Confers with division and bureau heads concerning assignments to personnel;

Checks conditions relating to the maintenance of health status through investigation of complaints, staff reports, analysis of statistics, reports from local nursing associations, infection control personnel at local hospitals, physicians, police, municipal officials, etc.;

Consults with area physicians on communicable diseases with respect to diagnosis, immunization and control;

Receives complaints, answers requests for information, and gives expert advice to the general public;

Supervises the surveillance, systematic data collection and compilation of communicable disease statistics;

Reviews the monthly and annual reports of the divisions and prepares the monthly and annual reports for the department in assigned area;

Reviews current medical and public health literature and disseminates pertinent information to professional staff members;

Teaches fellow physicians, nurses, other professional personnel and others as assigned by the Commissioner;

Prepares articles on public health for scientific literature, as directed;

EXAMPLES OF WORK: (Illustrative Only)

Prepares occasional news releases and interviews with the press for the Commissioner;

Directs and coordinates special projects and programs as assigned by the Commissioner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of infectious diseases; thorough knowledge of the provisions of the Sanitary Code and the regulations of New York State and Westchester County Health Departments relating to the control of infectious diseases; good knowledge of public health administration; ability to organize and administer a health delivery program and to teach effectively; ability to work effectively with public officials, professional organizations and private groups interested in public health work; ability to effectively coordinate the work of others and to handle people; ability to write and speak effectively; pleasing personality; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school and five years of full-time medical experience including one year experience in a responsible public health position.

SPECIAL REQUIREMENTS FOR THE ACCEPTANCE OF APPLICATIONS: License to practice medicine in New York State. Board certification or eligibility for certification in Internal Medicine and Infectious Disease.