



**CITY OF HOUSTON**  
invites applications for the position of:

## **BUREAU CHIEF, PUBLIC HEALTH (EXE LEVEL)**

**SALARY:** \$3,709.81 - \$4,036.92 Biweekly  
\$96,455.06 - \$104,959.92 Annually

**OPENING DATE:** 08/07/17

**CLOSING DATE:** 12/31/17 11:59 PM

### **POSITION OVERVIEW:**

**Applications accepted from:** ALL PERSONS

**Division:** Community Health Services

**Section:** Area Operations

**Reporting Location:** 8000 North Stadium Dr.

**Workdays & Hours:** M - F, 8 a.m. - 5 p.m.\* (\*Subject to change)

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The Houston Health Department has an exciting opportunity for a Bureau Chief, Public Health. The selected candidate will supervise and coordinate the activities of Bureau employees in the Area Operations for the Community Health Services division. The duties are as follows, but not limited to:

- Supervises and coordinates standardization of services and programs through policy development, training and quality assurance.
- Develops technical programs for the Bureau.
- Coordinates, monitors and evaluates administrative and professional public health activities and Programs with special focus on service utilization, staff development, HIPAA compliance, employee health and electronic medical records system.
- Designs, develops and recommends new public health programs and strategies to handle expanded community growth and need for additional services, control, education, facilities, research and resources.
- Meets with employee, governmental, business, professional, civic and other groups to discuss public health policies, programs and objectives.

### **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATIONAL REQUIREMENTS**

A Doctoral degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics is required.

#### **EXPERIENCE REQUIREMENTS**

Four years of supervisory and administrative experience in a major health agency are required.

A Master's degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics, and seven years of supervisory and administrative experience in a major health agency may be substituted for the above education and experience requirements.

**LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES:**

*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\**

- **A strong preference for candidate to possess experience in clinic operations management (flow, utilization, outcomes).**
- **A strong preference for candidate to possess experience with internal and external partnership development.**
- **DIS/Surveillance experience**

**GENERAL INFORMATION:**

**SELECTION/SKILLS TESTS REQUIRED**

None. However, the Department may administer a skills assessment test.

**SAFETY IMPACT POSITION**

Yes, this position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**GENERAL FUND POSITION**

Grants & Special funded positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

**Salary Range – Pay Grade 30**

**APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov). To view your detailed application status, please login to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm>. For application status inquiries please contact 832.393.4897.

**Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

If you need special services or accommodations, please call TTY 7-1-1.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information.

**EEO Equal Employment Opportunity**

**The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.**

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #18304
<a href="http://www.houstontx.gov">http://www.houstontx.gov</a>						BUREAU CHIEF, PUBLIC HEALTH (EXE LEVEL)
ONLINE		SUBMISSIONS		REQUIRED		CF
Houston,		TX		77002		

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**BUREAU CHIEF, PUBLIC HEALTH (EXE LEVEL) Supplemental Questionnaire**

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- \* 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
  - Yes
  - No
- \* 2. Do you have a valid driver's license?
  - Yes
  - No
- \* 3. Please indicate your highest level of education and supervisory and administrative experience while working in a major health agency.
  - A Master's degree in Public Health, or a closely related field, such as Biology, Microbiology, Chemistry or Physics and up to six (6) years of supervisory and administrative experience
  - A Master's degree in Public Health, or a closely related field, such as Biology, Microbiology, Chemistry or Physics and at least seven (7) years of supervisory and administrative experience
  - A Doctoral degree in Public Health, or a closely related field, such as Biology, Microbiology, Chemistry or Physics and up to three (3) years of supervisory and administrative experience
  - A Doctoral degree in Public Health, or a closely related field, such as Biology, Microbiology, Chemistry or Physics and at least four (4) years of supervisory and administrative experience
  - None of the above
- \* 4. Are you currently an employee in the Health and Human Services Department?
  - Yes
  - No
- \* 5. Do you have experience in Clinic Operations Management (flow, utilization, outcomes)?
  - Yes
  - No
- \* 6. Do you have experience with Internal and External Partnership Development?
  - Yes
  - No
- \* 7. Do you have DIS/Surveillance experience?
  - Yes
  - No
- \* Required Question