

POSITION

## Deputy District Health Officer

SALARY RANGE

**\$139,131.20 - \$180,835.20**

LOCATION

**Reno, NV**

### About the Deputy District Health Officer Position

The Deputy District Health Officer (DDHO) is a newly established position at the Washoe County Health District (WCHD) which reports to the District Health Officer. This is an unclassified, appointed position and is considered the second in command for WCHD.

The position will provide executive-level leadership and the opportunity to positively impact thousands of residents who access a wide variety of public-health services and programs in Washoe County. The DDHO is responsible for oversight and management of several high-level positions including Division Directors for Air Quality Management, Environmental Health Services and Community and Clinical Health Services, as well as the Administrative Health Services Officer. The DDHO will be tasked with ensuring our programs and services meet

community public health and equity needs while optimizing utilization of resources.

The DDHO position engages in policy development and is responsible for supervising the Governmental Affairs Liaison to effect federal, State, and local policy changes to improve public health, increase funding and to support governmental and industry relationships regarding the service areas of the Divisions.

The DDHO will work closely with the District Health Officer and the Divisions for future strategic planning, the annual budget process, program and workforce development, quality improvement initiatives, performance management, fiscal compliance, and personnel management.



## Ideal Candidate Criteria

- Demonstrated commitment to public service.
- Excellent interpersonal skills with the ability to build strong working relationships with internal and external stakeholders, including members of the public.
- Great conflict resolution skills with the ability to navigate a variety of situations in a diplomatic and professional manner.
- Skilled at assessing organizational and individual challenges, identifying solutions, and facilitating effective change management processes.
- Ability to effectively lead and motivate staff while working together to meet organizational objectives.
- Ability to quickly understand the organizational climate and establish critical relationships to ensure success and contribution to the organization.
- Excellent written and verbal communication and public presentation skills.
- Knowledge and experience with government accounting and budgeting principles and processes.



## Experience & Training Requirements

A master's degree from an accredited college or university in public health, public administration, business administration or a closely related field and three years of management level experience in a public health, health, or human services agency to include experience with program development and assessment, program administration, fiscal management, and personnel management; OR an equivalent combination of training and experience.

## About the Washoe County Health District

The Washoe County Health District (WCHD) serves nearly 500,000 Washoe County residents. It is a regional intergovernmental organization formed by Reno, Sparks and Washoe County which appoint members to its governing body, the District Board of Health. WCHD is a nationally accredited and award-winning health department that provides services through four public-facing divisions: Air Quality Management, Community and Clinical Services, Environmental Health Services, and Epidemiology and Public Health Preparedness.

WCHD was recognized both locally and nationally for its excellence in public health, including the COVID-19 pandemic response, and is building toward the future of public health with a staff of nearly 200. WCHD was awarded the national Crumline Consumer Protection Award for Excellence in Food Protection at the Local Level, the NACCHO and ASPR Health Security Award for building regional disaster health response capabilities, and the U.S.EPA Gregg Cooke Visionary Program Clean Air Excellence Award.

WCHD's future is ambitiously focused toward protecting and improving our community's quality of life and increasing equitable opportunities for better health. WCHD recently completed a Community Health Assessment and a Health Equity Capacity Assessment/Capacity Building Plan to strategically identify public health needs and gaps in Washoe County. Work is underway to develop a new Community Health Improvement Plan in collaboration with numerous community partners.

Significant focus areas of the Health District are: increasing workforce capacity and workforce development, building, or acquiring a satellite building with recently awarded ARPA funding, rebranding to continue educating residents on our services and programs, and addressing health equity and social determinants of health.

The Health District provides flexible work conditions and the opportunity to work with a talented staff dedicated to improving public health in our region.





## License or Certificate Requirements

A valid driver's license may be required at the time of appointment.

## Compensation & Benefits

The annual salary range for this position is up to \$180,835, depending on experience. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each full-time employee
- Health, Dental, Life and Vision Insurance - Washoe County contributes 100% of the premium for each employee. Coverage includes medical, dental, vision, and life insurance. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment. Washoe County contributes up to \$2,000 annually into the employee's Health Savings Account (HSA).
- Deferred Compensation plans available
- 11 Paid Holidays
- Vacation Accrual (96 hours per year, increasing with continued employment)
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of-living adjustments - historical annual COLA increases for 2017-2022 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax\*

## About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. Reno boasts a bustling downtown, diverse neighborhoods, proximity to beautiful Lake Tahoe and Nevada's flagship state university. Known for its recreational activities, Washoe County offers world-class ski and golf resorts, 24-hour gaming and entertainment, lakes, fishing, and hiking, all within minutes of the metropolitan area. Diverse lifestyle choices are available in Washoe County. Urban and suburban living is available, as are rural options in the vast unincorporated areas.

## Washoe County Governance & Organization

A five-member Board of County Commissioners (BCC), elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County fulfills major roles including providing services as an administrative arm of the state, and as a regional and community services provider. Washoe County has numerous state-of-the-art, award winning facilities and provides nationally recognized regional and urban services to a diverse population including public safety, criminal justice, public works, and health and human services. Washoe County employs approximately 2,700 full time employees in 24 departments led by both appointed and elected department heads. The County's annual budget is comprised of 23 governmental funds, and six proprietary and internal service funds, with expenditures of over \$1 billion.

## Selection Process

In order to be considered for this excellent career opportunity, please submit an online application by visiting:

[governmentjobs.com/careers/washoecounty](https://governmentjobs.com/careers/washoecounty)

Applicants are encouraged to attach a comprehensive resume and a compelling cover letter of professional experience, qualifications, and competencies associated with the Experience and Training Requirements and Ideal Candidate Criteria.

If you have questions regarding this position, please contact Indu Moore, Senior Human Resources Analyst, at 775-328-2095 or e-mail to [imoore@washoecounty.gov](mailto:imoore@washoecounty.gov)

## Tentative Timeline

- January 23, 2023 – Recruitment Closing Deadline.
- Week of January 30, 2023 - Screening Committee reviews candidate materials to identify top candidates with the most potential for success. Top candidates will be contacted for an interview.
- Interviews with top candidates anticipated to take place in early to mid February.
- Start date anticipated to be late February to early March.



## EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.