



Public Health

Policy Name:	Delegation of Authority to the Public Health Director
Policy Number:	BOH-002
Effective Date:	01/13/2011

Purpose:

To state general policies that shall guide the Durham County Board of Health (DCBOH) and Public Health Director. The scope of this policy applies to all members of Durham County Department of Public Health (DCoDPH) workforce.

Policy/Procedure:

This policy can only be changed by a majority vote of the DCBOH (refer to DCBOH Operating Procedures). The DCBOH will revise (as needed) this policy, at the same time the job description of the Public Health Director is reviewed/revised.

It is the DCBOH's Policy:

1. The DCBOH shall employ a qualified Public Health Director and delegate to him/her the authority and responsibility for the overall management of the DCoDPH in accordance with written policies. In the absence of written policies, the Public Health Director is to be guided by an application of DCBOH intent as established in other policies and counseled as necessary by the appropriate members of the DCBOH.
2. The DCBOH shall establish a job description for the position of the Public Health Director including appropriate qualifications of education, experience, personal factors and skills in accordance with G.S. 130A-40. The job description will be reviewed at least annually with changes made as indicated.
3. The DCBOH shall evaluate the Public Health Director on an annual basis. Such evaluation will be coordinated by the Chair through the DCBOH. It is the responsibility of the DCBOH to hire and terminate, if necessary, the Public Health Director.
4. The responsibilities of the Public Health Director include:

“Working with our community to prevent disease, promote health and protect the environment”

- Recruitment, selection and advancement procedures that are to be administered in accordance with policies and procedures set forth by Durham County Government and in compliance with state and federal employment laws, rules and regulations.
- Implementation of program, policies, and fiscal plans.
- Performance of management functions which will assure that program services will be available, accessible, acceptable, efficient, and coordinated to promote continuity of care and meet appropriate standards.
- Delegation of authority and accountability for program functions to DCoDPH staffs who are assigned responsibilities.
- Coordination with other governmental, private and consumer groups concerned with the planning and delivery of health services for community residents.
- Performance of administrative functions which will provide accountability for funds received and expended and to assure that all regulations and requirements are satisfied.
- Leadership of DCoDPH staff addressing such functions as staff development, job descriptions evaluation, termination and grievance procedures.
- Use of statistical and other relevant information for determining needs, planning services, monitoring staff and program activity, and evaluating attainment of objectives.
- Presentation to the DCBOH issues which may require policy statements and/or action, including issues which may prevent conflict of interest.
- Development of the organizational structure for the DCoDPH, preparation of current organizational charts and establishment of lines of report/communication.

References: Legal Authority G. S. 130A NC Public Health Laws

CHANGE HISTORY:

Version	Date	Comments
A	01/13/2011	Original document.
B	12/13/2012	Logo changed, DCHD changed to DCoDPH, Health Department changed to Durham County Department of Public Health (DCoDPH), Health Director changed to Public Health Director, annual review date added.
	12/11/2013	Reviewed and approved by the BOH
	12/11/2014	Reviewed and approved by the BOH
	12/12/2015	Reviewed and approved by the BOH
	8/10/2017	Revision to the BOH Policy on Policies, to set the annual policy review period to the first quarter (July –September) of each new fiscal year.

Annual Review Due Dates	12/13/2012; 12/11/2013; 12/11/2014; 12/12/2015; 8/10/2017
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Approved By: _____ Chair, Board of Health _____ Public Health Director	Program Area(s) Affected: Durham County Board of Health Durham County Department of Public Health
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