

Market Range Detail - Public Health OPR Manager

Effective Date

September 16, 2013

Market Range Title Description

PURPOSE STATEMENT

This is a single incumbent market range title that is responsible for directing the Public Health Office of Preparedness and Response in the coordinated efforts to prevent, protect against, respond to and recover from public health hazards.

DISTINGUISHING CHARACTERISTICS

This market range title is distinguished from positions in the Emergency Management department in that it is responsible for managing only the public health preparedness and response programs.

PRIMARY DUTIES

- Direct and coordinate all operational and financial activities of the OPR
- Establish operational goals and objectives
- Develop strategic public health emergency response plans
- Establish program goals, objectives and timelines;
- Establish and monitor budget, revenues, expenditures, and inventory
- Assure timely and appropriate response by Maricopa County to natural or intentional biologic events, disease outbreaks or other disasters threatening community health and safety

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$35.50	\$42.53	\$49.55

Likely Minimum Qualifications

- Bachelor's Degree in Emergency Management, Health Services Administration, Public Administration or closely related field
- At least five years professional experience in emergency management, law enforcement, military, environmental health or public health, including at least two years of supervisory or management experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- OPR Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.