

Minimum Qualifications Review for a Public Health Director

In accordance with the Minimum Qualifications for Public Health Director rule, 6 CCR 1014-6, county or district public health agency directors are required to possess a minimum of five years of administrative experience in public health within the past ten years AND either have a master's degree in a public health discipline (e.g. environmental health, health education, epidemiology, nursing, health administration, biostatistics) or be a physician. For candidates who are otherwise prepared to carry out the duties of a public health director, the county or district board of health may substitute year for year professional public health work experience for academic requirements or academic preparation for experience requirements.

For public health director candidates who do not have experience or academic preparation to substitute for the minimum qualifications, the county or district board of health may waive the minimum qualifications if:

- There are factors inherent to the jurisdiction that limit its ability to recruit a qualified public health director
- The public health director candidate will seek to obtain additional public health education and experience within five years of the waiver
- The county or district board of health has explored joining with a county or establishing a district public health agency with a qualified public health director

Within **30 days** of hire, the county or district board of health should submit the following form (Minimum Qualifications Review form) for new public health director appointments along with the public health director's resume or curriculum vitae. If the county or district board of health is requesting a substitution of experience or academic requirements or requesting a waiver of minimum qualifications, the rationale should be described in the respective section on this form. The form, resume or curriculum vitae, and supporting documents are to be submitted to the Colorado Department of Public Health and Environment's (CDPHE) Office of Planning and Partnerships:

Colorado Department of Public Health and Environment
ATTN: Office of Planning and Partnerships, Building C
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530
FAX: 303-691-7746
Telephone: 303-692-2350
e-mail: cdphe.edplanningandpartnerships@state.co.us

The Office of Planning and Partnerships is required to present new public health director appointees who have been hired with a substitution or waiver to the state board of health. CDPHE's Office of Planning and Partnerships will review all submitted documentation, and make recommendations on substitutions and waivers to the state board of health. The state board of health will review substitutions and waivers **within 90 days** of receipt. If the state board of health determines the substitution or waiver does not meet the criteria, it will direct the Office of Planning and Partnerships to work with the county or district board of health to develop a mutually agreed upon solution.

1.7a Is the Public Health Director a nurse?* Yes, continue to 1.7b
No, continue to 1.8

1.7b Is the Public Health Director currently licensed to practice as a nurse in Colorado?
Yes, license number:
No, will be licensed within 6 months of hire: Yes, submit to Office of Planning and Partnerships
No

*When a Public Health Director is a nurse who will not be licensed to practice nursing in Colorado within 6 months of hire, the person appointed cannot practice as a nurse under the Colorado Nurse Practice Act at the Local Public Health Agency.

1.8 Other relevant licensures and certifications held by Public Health Director:

The Colorado Department of Public Health and Environment assumes no responsibility to monitor status of professional licenses. The Colorado Department of Public Health and Environment will only verify professional license status at time of appointment and for those submitted within 6 months of hire.

Experience:

1.9a. Number of years of experience in public health or closely related field (e.g. healthcare, environmental, or administration).* Enter number of years:
Comments:

1.9b. Number of years supervising public health professionals.* Enter number of years:
Comments:

*Public Health Director is required to have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years experience in supervising public health professionals. A substitution or waiver will be needed if the Public Health Director does not meet the minimum professional experience requirements.

Please remember to attach resume or curriculum vitae.

Continue to Section 2 when the answers to **any** of the following questions from above, Section 1, are:

- 1.4 Education: If the answer selected to "D." is Other
- 1.9a. Experience: Less than five years
- 1.9b. Supervision: Less than two years

If Public Health Director has met minimum qualifications, continue to Section 4.

Section 2. Substitution of Minimum Qualifications. To be completed when the county or district board of health has substituted year for year professional public health work experience for academic requirements or academic preparation for public health work experience requirements for the Public Health Director.

2.1a Does the Public Health Director have (check box that applies):

Administrative experience in public health or a closely related field **beyond** the five years within the past ten years requirement continue to 2.1b

Academic preparation **beyond** minimum degree requirement of master's degree in a public health discipline, continue to 2.1b

None of the above, continue to Section 3

2.1b Provide a brief description of the experience or academic preparation that is being used to substitute the requirements specifying relevance to duties of Public Health Director. This may include reference to the relevant employment (e.g. job duties, time periods) and/or exceptional academic preparation (e.g. degrees, academic institutions).

Section 3. Waiver of Minimum Qualifications. To be completed when the county or district board of health has waived the minimum qualifications for Public Health Director, provide the following rationale. The rationale should include, but is not limited to:

- 3.1a Describe the jurisdiction served by the local public health agency and factors that impacted the local board of health's ability to recruit a qualified candidate.
- 3.1b Indicate whether the person appointed to the position plan to seek additional public health education and experience within five years of the waiver.
- 3.1c. Indicate whether the county or district board of health has explored joining or establishing a district public health agency with a qualified public health director.

Section 4. Additional Comments and Submission Instructions:

4. Provide any additional comments you would like the state board of health to consider regarding the Minimum Qualifications Review for Public Health Director.

Submission instructions:

Include all pages of Minimum Qualifications Review form, resume or curriculum vitae, and any supporting documentation to:

**Colorado Department of Public Health and Environment
ATTN: Office of Planning and Partnerships, Building C
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530
FAX: 303-691-7746
Telephone: 303-692-2350
e-mail: cdphe.edplanningandpartnerships@state.co.us**

Submitted by:

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