



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

October 15, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**DEPARTMENT OF PUBLIC HEALTH REQUEST TO APPOINT DEBORAH  
DAVENPORT TO THE POSITION OF ADMINISTRATOR, SPECIALIZED HEALTH  
PROGRAMS**

Consistent with Board-approved policy on management appointments, the Department of Public Health (DPH) requests authorization to appoint Ms. Deborah Davenport to the position of Administrator, Specialized Health Program, at an annual salary of \$139,596.48 (\$11,633.04/month). This salary places her on the 12<sup>th</sup> step of Salary Range S13 and represents a seven and one half percent increase over her current salary.

In this position, Ms. Davenport will function as the Director of Community Health Services (CHS) and will be responsible for approximately 600 employees and an operational budget of approximately \$61 million. Through her directorship of CHS, Ms. Davenport will also be responsible for planning, organizing, directing, and evaluating both administrative and operational matters for a public health system that includes 14 public health sites throughout the County, as well as providing direct supervision over DPH's Area Health Officers who are responsible for the public health services carried out in each of the County's Service Planning Areas (SPA). Furthermore, as Director of CHS, Ms. Davenport will be responsible for assisting the Director of Public Health/Health Officer and the Chief Deputy Director in developing and implementing public health policy and developing public-private partnerships aimed at providing effective community-based public health services throughout the County.

Each Supervisor  
October 15, 2007  
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The Department of Public Health indicates that Ms. Davenport has over 30 years of experience as a public health/healthcare professional. Furthermore, more than 25 years of Ms. Davenport's professional experience has been spent as an employee of either DPH or the Department of Health Services (DHS). A copy of Ms. Davenport's resume and additional information provided by DPH is attached.

Most recently, Ms. Davenport was the Area Health Officer, Public Health, for SPAs 1 and 2. In this role, Ms. Davenport's responsibilities included directing public health services for the approximate 2.2 million residents that reside in the San Fernando, Santa Clarita, and Antelope Valleys. These services include the provision of immunizations, tuberculosis and sexually transmitted disease screenings and treatment, communicable and chronic disease prevention, and educational services for the residents within SPAs 1 and 2.

DPH indicates that salary placement for Ms. Davenport at the 12<sup>th</sup> step of Salary Range S13 would be consistent with the level of experience and knowledge that she brings to the position. Based on the information provided by DPH regarding Ms. Davenport's experience and qualifications, we concur with their request to appoint her to the position of Administrator, Specialized Health Program at the requested salary.

In accordance with the policy on managerial appointments, unless our office is informed otherwise by your offices by October 24, 2007, we will advise DPH that authorization has been granted to proceed with Ms. Davenport's appointment to Administrator, Specialized Health Program at an annual salary of \$139,596.48 effective October 25, 2007.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Richard F. Martinez of this office at (213) 974-1758.

WTF:SRH:SAS  
DRJ:RFM:bjs

#### Attachments

c: Executive Officer, Board of Supervisors  
Director of Personnel  
Director and Health Officer, Department of Public Health

Davenport\_mbs

# NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: DEBORAH DAVENPORT

Employee No.:

(Check one) NEW HIRE:      PROMOTION:

## I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position – *Attach electronic copy of organization chart*

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

The Administrator, Specialized Health Program (Director, Community Health Services) position is within the Department of Public Health (DPH) and serves as member of the DPH senior management team reporting to the Chief Deputy Director.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position:

The Director, Community Health Services (CHS) has oversight management responsibility for approximately 600 employees and an operational budget of approximately 61 million dollars. In addition, the Director, CHS performs a major leadership role in working with State and Local Health agencies, elected officials, community groups, academic institutions, and other health stakeholders such as the Center for Disease Control.

The position is further responsible for planning, organizing, directing, and evaluating administrative and operational matters for a public health system that includes 14 public health sites throughout the County of Los Angeles. The Director, Community Health Services will supervise: The Area Health Officers who are responsible for public health activities in the eight Service Planning Areas (SPAs) of the County, as well as the Bi-national/Border Health and Health Promotion Division. The Bi-national/Border Health program collaborates with the local consulates of 15 Central and South American countries to provide health education, nutrition counseling, and health care to new immigrants.

In consultation with and under the direction of the Director of the Public Health/Health Officer and the Chief Deputy Director, the Director, CHS is also responsible to assist in the development and implementation of public health policy consistent with the mission and overall goals of the Department of Public Health. Other key responsibilities include: provides leadership and guidance for the County's public health delivery system, through the Area Health Officers; supervises staff operating public health categorical clinical services (STD, TB, immunizations) and staff providing field services across the county.

The Director, CHS will also direct the development and implementation of partnerships and collaborations to provide effective community-based public health services by promoting the coordination and integration of health services; directs the fiscal, personnel budget and other administrative functions of the division to enhance resource allocation; represents the Department of Public Health at one or more committees of the California Conference of Local Health Officers group; ensures continuous and adequate funding for key County public health programs from federal and state sources to ensure responsiveness to local needs; provide planning, support and training to key staff in each of the County's eight service planning areas to ensure preparedness for public health emergencies, including bio-terrorism; and coordinates education programs with Maternal and Child Health, Health Assessment, Epidemiology, and other key health program areas; and oversees pharmacy, radiology, and clinical laboratory services required to support the activities of Public Health Clinics.

**D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:**

Deborah Davenport, R.N., M.S., is a veteran County health professional with strong management experience as an Area Health Officer (SPAs 1 & 2), a position she has held since November 1999 to the present. In this capacity, Ms. Davenport directs public health programs and services in the San Fernando, Santa Clarita and Antelope Valleys for a population of 2.2 million residents. She has leadership responsibility for provision of clinic services for immunizations, tuberculosis and sexually transmitted disease screening and treatment, as well as communicable and chronic disease prevention. Ms. Davenport also currently provides direction for monitoring the health status of SPA residents to identify and solve community health problems; informing and educating communities to actively address health issues; mobilizing community partnerships; assuring a competent health care workforce.

As an Area Health Officer, Ms. Davenport presently directs a staff of 104 employees and has oversight of a budget of \$8.7 million. She has been effective in collaborating with various community partners to secure more than \$1 million per year in grant funds to the SPAs; engaging local communities to address major public health issues, including physical activity, nutrition, infant mortality, and environmental hazard exposure prevention; collaborating with local government representatives to address gang violence, disaster preparedness, and preconception health of women.

She has participated in numerous community collaborative projects in the areas of emergency preparedness, community assessment and planning, health care access, physical activity/nutrition, disease and injury prevention, and infant mortality and preconception health.

Ms. Davenport previously served seven years as Clinical Nursing Director I within the Department of Health Services, Public Health where she was responsible to plan and direct public health nursing field and clinic services for the central and Northeast Health Districts. During this tenure she directed clinic and field services for more than 95,000 patient visits annually, and served as Program Director for the Community Based Outreach and Assessment Teams (CBOAT) Project. A \$3.9 million USPHS Northridge Earthquake recovery grant.

Her other County positions include service as a Public Health Supervisor within the Central Health District where she coordinated and directed field and clinic services for some 65,000 patient visits per year; and a District Public Health Nurse performing nursing field work, conducting epidemiological investigations and follow-up of communicable disease reports, and case management of high risk prenatal and pediatric patients.

In addition to her earned Bachelor of Science degree in Nursing, Ms. Davenport holds a Master of Science, Public Administration degree and has completed various credentialing/certificate programs and professional training courses, including the National Public Health Leadership Institute, the USC Management Development in Health Care, CDC Applied Epidemiology Course, and Unified Incident Command Systems.

**E. Provide the candidate's résumé or curriculum vitae – Attach electronic copy**

SEE ATTACHMENT

**F. Identify highest paid subordinate reporting to this position**

Name: Silvia Prieto	Employee #: [REDACTED]	Title: Chief Physician II, M.D.
Base Monthly Salary: \$13,297.00	Base Annual Salary: \$159,564.00	Physician Pay Schedule: M08, Step 13
Calculated Monthly Salary: \$14,449.19 (includes applicable physician bonuses)	Calculated Annual Salary: \$173,390.28	

**G. Identify management position above the position requested**

Name: John F. Schunhoff	Employee #: [REDACTED]	Title: Chief Deputy Director, Public Health
Base Monthly Salary: \$13,519.70	Base Annual Salary: \$162,236.40	Range: R21

## II. HUMAN RESOURCES

Certify that the position is vacant and budgeted – Attach Item Control

YES  NO

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: Month: \$10,821.43	Annual: \$129,857.16	Range: S12, Step 12
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**NEW HIRE OR PROMOTION:** Designate amount of proposed monthly salary and/or verify that requested salary is consistent with other managers in the department.

**PERCENTAGE INCREASE OVER CURRENT SALARY:** 7.5%

**PROPOSED SALARY:** Monthly: \$11,633.037      Annually: \$139,596.44      Range: S13, Step12

Provide listing of all internal equivalent positions within facility/program – *Attach electronic copy*

**SEE ATTACHMENT**

Verify that candidate is listed on the appropriate Certification List and is reachable – *Attach electronic copy*

YES  NO

**DEBORAH A. DAVENPORT**  
[REDACTED]  
[REDACTED]  
[REDACTED]

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## **EDUCATION**

**Master of Science, Public Administration - April 1990**  
California State University, Los Angeles

**Bachelor of Science, Nursing - April 1973**  
California State University, Los Angeles

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## **PROFESSIONAL EXPERIENCE**

**Area Health Officer, Public Health** **November 1999 - Present**  
**Service Planning Areas 1 & 2, Department of Public Health, County of Los Angeles**  
**Hours Worked/Week: 40+** **Salary: \$10,368/ mo.**  
Direct Los Angeles County Public Health services in the San Fernando, Santa Clarita and Antelope Valleys for a population of 2.2 million residents over a 2200 sq. region of the county. Duties include the planning and direction of programs and services that include: clinic services for immunizations, tuberculosis and sexually transmitted disease screening and treatment; communicable and chronic disease prevention; monitoring the health status of SPA residents to identify and solve community health problems; inform, educate and empower communities to actively address health issues, mobilize community partnerships, assure a competent health care workforce; evaluate and assure the effectiveness, accessibility, quality, and cultural competency of personal and population-based health services.

**Key Accomplishments: (See also Community Projects Section- last page)**

- Directs a staff of 104 employees and a budget of over \$8.7 million.
- Collaborates with community partners, including Antelope Valley Partners for Health, Pacoima Beautiful, Valley Care Community Consortium and Glendale Healthier Communities to bring over \$1 million per year in grant funds to the Service Planning Areas.
- Actively engages local communities to address major public health issues, including physical activity, nutrition, disaster preparedness, chronic disease prevention, infant mortality and environmental hazard exposure prevention;
- Collaborates with local government representatives to address gang violence, disaster preparedness, built environment, obesity, infant mortality and preconception health of women;
- Develops and conducts strategic assessment and planning to assure internal and external SPA activities and services support outcomes related to the Public Health Strategic Plan externally in partnership with local communities and health agencies, including SB 697 studies, SPA 1 & 2 Children's Planning Councils and internally for SPA staff and services.
- Advises and consults with other county departments, local city government officials, local state and federal representatives, and field deputies for county supervisorial district offices regarding local health policies and issues.

**Clinical Nursing Director I,** **May 1991 - November 1999**  
**Department of Health Services-Public Health, County of Los Angeles**  
**Hours Worked/Week: 40+** **Salary: \$ 6674/ mo.**  
Plan and direct operation of Public Health Nursing field and clinic services for the Central and Northeast Health Districts, including communicable disease management activities and managing community service collaborations.

**DEBORAH A. DAVENPORT**

**Key Accomplishments:**

- Planned and directed clinic and field services for over 95,000 patient visits annually and a staff of up to 200 employees.
- June 1992 to June 1995: Directed all district operations and all professional disciplines for Central Health District when District Health Officer was reassigned.
- February 1995 to October 1997: Program Director, Community Based Outreach and Assessment Teams (CBOAT) Project - \$3.9 million USPHS Northridge Earthquake recovery grant.
  - Plan and direct implementation and operation of a project that established linkages and partnerships with County human service departments, other local governments, and community networks for effective management of public health disaster response; and conducted health education outreach and referral.
  - Provided funding for the training and deployment of interdisciplinary human service disaster response teams
  - Provided initial funding for a public health disaster response curriculum at the UCLA School of Public Health as the new Center for Public Health and Disaster Preparedness.

**Public Health Nursing Supervisor** **June 1988 - May 1991**  
**Department of Health Services-Public Health, County of Los Angeles**  
**Hours Worked/Week: 40+** **Salary: \$ 4100/ mo.**  
Coordinated and directed field and clinic services for over 65,000 patient visits per year in the Central Health District, Public Health Programs and Services.

**District Public Health Nurse** **September 1981 - May 1988**  
**Hours Worked/Week: 40** **Salary: \$ 3700/ mo.**  
**East Valley Health District, Department of Health Services-Public Health, County of Los Angeles**  
Public Health Nursing field work, including epidemiological investigation and follow-up of communicable disease reports, and case management of high risk prenatal and pediatric patients.

**Clinic Nurse I** **May 1980 - September 1981**  
**Department of Health Services, County of Los Angeles**  
Clinic Manager for Van Nuys Youth Clinic, West Valley District. Coordinated and responsible for medical and nursing staffing, triaging clients, provided client education for evening hours ambulatory care clinic.

**Critical Care Nurse, CCRN** **September 1979 - May 1980**  
**Staffbuilders, Inc., Los Angeles, California**  
Critical Care nursing in CCU, RN, MICU, SICU.

**Clinical Nurse III, MICN, CCRN** **May 1976 - September 1979**  
**UCLA Emergency Medicine Center, Los Angeles, California**  
Emergency nursing care included trauma nursing, cardiac care, and direction of fire department paramedics via radio.

**Head Nurse I** **February 1974 - May 1976**  
**7 East, UCLA Nursing Service, Los Angeles, California.**  
Thoracic and General Surgical Service: supervised and coordinated nursing staffing for 37-bed inpatient unit and 7-bed surgical ICU.

**Staff Nurse** **May 1973 - February 1974**  
**UCLA Nursing Service, Los Angeles, California**  
Pre and post-operative nursing care for thoracic, vascular, and general surgical patients.

DEBORAH A. DAVENPORT

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#### CREDENTIALS AND TRAINING

**National Public Health Leadership Institute – November 2003 – 2004**  
University of North Carolina, Chapel Hill, NC

**Certificate, Management Development Program in Health Care - October 1993**  
University of Southern California, Los Angeles

#### Honors

- **Public Health Excellence Award, Los Angeles County DPH, 2007**
- **Martha Katz Award, National Public Health Leadership Institute, 2004**  
California Team

#### Professional Licenses

- California Board of Registered Nursing, License, RN 232335, Exp. 02-28-09
- Public Health Nursing Certificate, State of California, 31605

#### Professional Training

- Applied Epidemiology Course, Centers for Disease Control, 1988
- California State Training Institute: Unified Incident Command Systems, 2006
- NIMS IS 100, April 2006
- NIMS IS 200, June 2006
- NIMS IS 700, May 2006
- NIMS IS 800, August 2006

#### Professional Organizations

- American Public Health Association
  - Public Health Leadership Society
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#### APHA ABSTRACTS AND ORAL SESSIONS

*Improving Capacity for Mass Dispensing in Los Angeles County*; November 2006  
Deborah Davenport, RN, MS, Stephanie Faren, RN, MSN, Noel Bazini-Barakat, RN MSN  
MPH Bridget A. Ward, MS, RN, Dee Ann Bagwell, MS, MPH, Joanne Hobbs, RN, BSN,  
PHN, Renee Cambaliza, RN, PHN, Marcia J. Liem-McFadden, RN, BSN, Adam Morrow,  
MPH, Phillip Moore, MPA, Sharon Grigsby, MBA.

*Integrating Public Health Evidenced-Based Practices in School Health and Nutrition: An  
Effective Partnership Between Schools, Public Health, and Community*; November 2006  
Deborah Davenport, RN, MS, Grace Lubwama, MPH, Susan Eguindanos, MPH, PhD,  
Jean Varden, RN, M Ed, Bart Hoffman, MA Ed Admin.

*NPHLI Presentation: Building a Better Public Health Response System, Integrating ICS  
into Public Health Practice*; November 2004

Deborah Davenport, M. Ricardo Calderon, Sharon Grigsby, Belinda Towns

*Rural Health in Los Angeles: Achieving rural designation of Medical Service Study Areas  
in a large urban county*; October 2001

Howard Lee, MD, MPH, Deborah Davenport, RN, MS

*CBOAT: Community Based Outreach & Disaster Teams*, November 1996

Deborah Davenport, RN, MS, Brenda Lee, RN, PHN, Mitchell Saruwatari, MPH

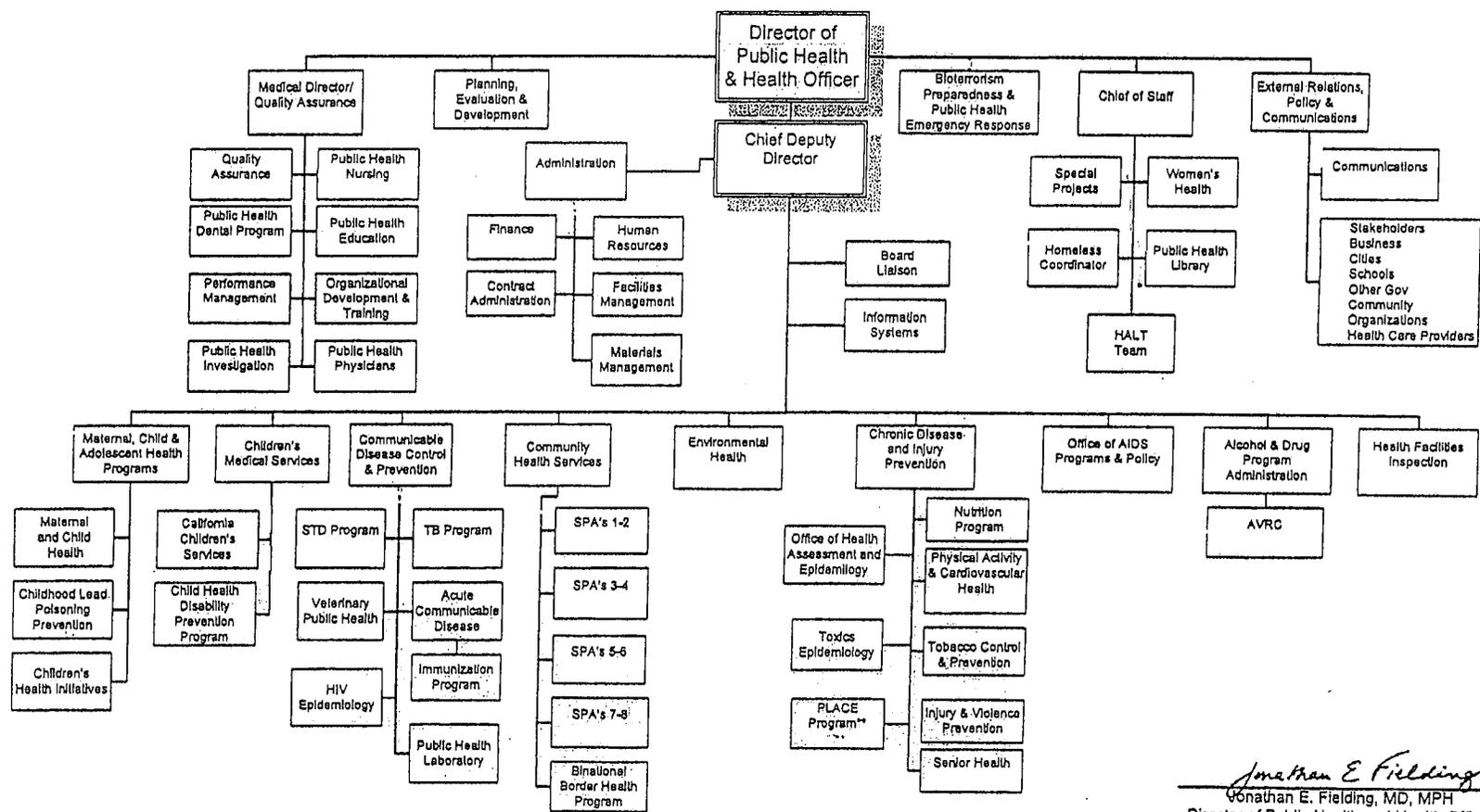
DEBORAH A. DAVENPORT

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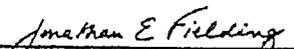
**COMMUNITY COLLABORATIVE PROJECTS**

- **Emergency Preparedness**
  - Glendale Point of Distribution Exercise
  - Antelope Valley Regional Disaster Exercise
  - Santa Clarita Drive Through Regional Exercise
  - ValleyCare Business Boot Camp for Pandemic Flu Planning
  - LADWP BT/Emergency Preparedness Training – Hansen Dam
  - U.S. Department of Education – School Pandemic Flu Planning: Glendale, Palmdale and Antelope Valley Union High School Districts
  - Los Angeles County Fire Department ICS 200 Training
  - Emergency Area B & C PHN Liaison Program and Preparedness Exercise Planning
  - LAUSD Areas 1 & 2 Parent Centers Disaster Preparedness Training
  - Walt Disney Corp. Employees Path to Preparedness Safety Expo
  - Burbank Emergency Preparedness Expo
  
- **Community Assessment and Planning**
  - San Fernando and Santa Clarita Valley SB 697 Study for Valley Care Community Consortium, 2004, 2007
  - Glendale SB 697 Study for Glendale Hospital collaborative-2006
  - Antelope Valley Community MAPP Assessment & Strategic Planning Project– Antelope Valley Partners for Health – 2006
  
- **Physical Activity/ Nutrition**
  - Carol M. White Physical Education Program grant – Keppel Union Elementary School District
  - Annual Health and Wellness Fair – Jackie Robinson Park/Health Parks Program
  - LAUSD Parent Centers – Physical Activity and Nutrition Parent Training
  
- **Health Care Access**
  - Antelope Valley Regional Hospital Board Asthma Study
  - Glendale Community Clinic Collaborative Safety Net Program
  - AV Children’s Dental Screening Program
  - AV Women’s Breast Cancer Screening Project
  - AV Community Clinic Planning Project
  - Tobacco Cessation Program
  
- **Disease and Injury Prevention**
  - AV Motor Vehicle Safety Program
  - EPA Environmental Justice grant for Pacoima/ Arleta
  - North Hollywood LAPD Education Program
  - Child Care Resource Center Daycare Operators Health & Safety Training
  - Adult Daycare Provider training
  - Los Angeles County Public Defender’s Office – CD exposure prevention series
  
- **Infant Mortality/ Preconception Health**
  - Antelope Valley Best Babies Collaborative (AVBBC)
  - AV Black Infant Health Program
  - Healthy Babies Learning Collaborative – SPA 1 and SPA 2
  - Workplace Breastfeeding Policy / HBLC SPA 2

# LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH



\*\*PLACE= Policies for Livable, Active Communities and Environments

  
 Jonathan E. Fielding, MD, MPH  
 Director of Public Health and Health Officer  
 February 12, 2007