



Job Code: 2002

Grade: 24

HCWR: N

Job Title

Chief Operating Officer

Department

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Chief Operating Officer, Public Health manages and leads the Cook County Public Health Department (CCDPH) as well as Population Health and Managed Care Strategies for Cook County Health (CCH). CCDPH is one of the nation's largest metropolitan health departments which includes the following services: emergency preparedness; disease prevention, control and epidemiology; health statistics; health promotion; maternal, child, adolescent, and women's health; STD/HIV; nutrition services; violence prevention; and environmental licensing, inspections and complaints. Works throughout CCH to achieve an effective, highly integrated system that succeeds in a variety of managed care services and contracts while improving outcomes and health status of defined patient populations. Develops and directs the ongoing set of strategies and key tactics as to be a market leader in the achievement of clinical, cost and service outcomes for challenging populations and communities, including the development of critical success factors and key metrics and targets to support that work.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Public Health
- Designs, implements, and assess public health service delivery systems to enhance the health communities throughout Cook County.
- In collaboration with Cook County Department of Public Health (CCDPH) leaders, develops departmental public health programs to meet community public health needs.
- Oversees the development of policy and program recommendations to address public health issues. Ensures recommendations are consistent with the mission of CCDPH and Cook County Health.
- Oversees the collaboration and coordination with CCDPH leadership, CCH and Cook County government sister agencies, as well as external stakeholders, to identify and advance local, County and State-level policy, systems and environmental change opportunities that advance the public's well-being and health equity.
- Builds relationships and collaborates with other state certified local public health departments, regional public health associations, health care providers and other professional health associations.
- Ensures that the State required public health programs meet minimum State Standards.
- Establishes department policy and procedures to support the mission and vision of CCH.
- Enforces all State and County laws and ordinances pertaining to public health.
- Provides professional advice and leadership to the community and County government in the area of public health.
- In collaboration with Public Relations leadership, addresses the media, the public, other health care experts, or local, state, and national health regulators.
- Population Health and Managed Care Strategy:
- Continuously identifies and analyzes current gaps (i.e. access, intake, throughput, etc.) across the system to achieving optimal success in current and future managed care contracts (i.e. Medicaid and Medicare Advantage) and opportunities (i.e. risk-based specialty services), including reaching and maintaining a market-leading position in the demonstrated ability to deliver quality clinical, cost and service outcomes for defined challenged populations and communities.
- Develops and continuously updates an overall transformation strategy and set of key tactics for remediating those gaps, including critical success factors, metrics and targets.
- Collaborates closely with CCH executive leadership to ensure tight integration of strategies,



Typical Duties

- plans and metrics across those executives' areas.
- In collaborating with CCH Managed Care senior leadership, ensures integration of strategy and key tactics, goals and metrics between Health Plan Services and the CCH Delivery System.
- Works to maximally align managed care and population health initiatives between the various entities within CCH.
- Assesses opportunities to assume more risk in defined specialties as a strategy to enable more specialty and facility business.
- Collaborates with Chief Medical Information Officer (CMIO)/Chief Information Officer (CIO) in the creation of the information infrastructure that will support proper analysis of clinical and financial data to support managed care and population health. Makes recommendations for more efficient and cost effective delivery of care based on report analysis.
- Develops and monitors annual budgets that ensure the assigned department(s) has the necessary resources to carry out their goals and objectives.
- Represents operational interests on assigned internal/external committees, task forces, commissions, agencies and promotional or public relations efforts for CCH
- Ensures operational goals are aligned with the strategic vision and mission of CCH.
- Participates in special events and press conferences, as needed.
- Performs other related duties as deemed necessary by the CCH Chief Executive Officer

Minimum Qualifications

- Masters degree, Doctor of Medicine (MD) or Doctor of Osteopathy (DO) from an accredited college or university
- Valid License as a Physician in the State of Illinois or ability to obtain license two (2) weeks prior to starting employment
- Five (5) years of senior executive experience in a large, complex public health or similar health and human services agency
- Three (3) years of experience with developing and improving systems of care for challenged populations, including Medicaid, and dual eligible (Medicaid/Medicare), as well as other (i.e. clinically, insurance status) defined populations
- Trained and certified in NIMS FEMA IS-100, 200, 700, and 800 management within six (6) months of employment.
- Trained and certified in NIMS FEMA IS-300 and 400 management within one (1) year of employment.

Preferred Qualifications

- Prior work experience in a union environment

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of socioeconomic risk mitigation and population health strategies
- Knowledge of Illinois State public health laws and regulations; Cook County Department of Public Health regulations; current principles of public health practice and programs.
- Knowledge of the principles and practices of management including budgeting, personnel, planning, and program evaluation.



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of pertinent and appropriate accreditation and regulatory standards.
- Knowledge of principles and practices of disaster planning and coordination including conditions leading to major emergencies, their effects, mitigation, response, lines of authority, resource requirements, damage assessment, recovery methods, and safety and survival procedures; types of natural and man-made public health emergencies, their probability and potential effect on the local public health emergency services program.
- Knowledge of related public administration policies at municipal and county levels.
- Knowledge of state and federal disaster preparedness standards and management assistance public health programs.
- Knowledge of public health emergency services communications systems and equipment.
- Knowledge of organizational, administrative and management principles and practices; supervisory techniques; resource allocation; and planning and budgeting.
- Ability to direct an Operational Area public health program involving a variety of member agencies, volunteer groups, businesses and community service organizations.
- Ability to analyze the potential for disasters and oversee development of comprehensive plans for mitigation, response, and recovery; plan, organize and supervise the work of subordinates.
- Ability to deal effectively with a variety of governmental and community officials and maintain cooperative working relationships with federal, state and local officials and others.
- Ability to research, compile and analyze comprehensive reports and statistical information.
- Ability to read, interpret, and apply related public health laws and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to make sound discretionary decisions.
- Ability to work well under pressure.
- Ability to represent CCDPH with tact and diplomacy.
- Ability to make effective presentations and effectively perform under public health emergency conditions
- Ability to work effectively as part of a multidisciplinary team.
- Ability to negotiate effectively in adversarial situations, exercises good judgment in choice of enforcement methods, and in maintenance of good personnel and public relations.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.