



Job Code: 8053
Grade: 24
HCWR: N

Job Title
Director of Planning and Analysis

Department
Quality and Patient Safety

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

Job Summary

As health reform unfolds, the Cook County Health (CCH) will be required to maintain an acute understanding of the external environment and the CCH competitive position within this environment in order to fulfill its mission. The Director of Planning and Analysis will secure, analyze and interpret data that describe the organization and its position with the goal of helping decision-makers assess the significance and impact of strategic actions. The Director will be responsible for providing analysis of external and internal data to support senior leadership and board members in decision-making with regard to strategic direction and approaches to carrying out the CCH Mission. The Director will be a credible, reliable resource for accurate, timely information and analysis that improves the ability of CCH leadership to act decisively and nimbly in a dynamic, rapidly changing health sector environment.

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

- The Director of Planning and Analysis will be required to perform three types of activities- research, analysis and presentation-as follows:
- Environmental scanning and research
- Secure information about the relative position of CCH, drawing information from external sources to support effective benchmarking and planning
- Identify data that can be obtained internally by the CCH business intelligence area to accurately respond to key questions and effectively portray the CCH position
- Identify creative avenues for securing external and internal sources of information that are useful for planning and decision-making
- Assist decision-makers to identify and obtain the right information that specifically and correctly addresses their questions and inquiries
- Analysis
- Identify areas of strength and opportunity for CCH as reflected by external and internal data
- Track and trend internal and external data to highlight patterns or changes that advance leadership knowledge or that require leadership intervention
- Interpret the significance of data, informing key audiences of the degree to which existing data fully inform their knowledge and understanding
- Develop scenarios for alternative approaches under consideration at CCH or potentially under development
- Provide input for planning initiatives, providing data and analysis to promote well-supported planning activity
- Presentation of information
- Create lucid, engaging, logical presentations that convey coherent messages and respond directly to the need by decision-makers for well-supported analysis, assuring that conclusions are clear and emerge directly from the data presented
- Lay out slides and materials in an attractive way to facilitate understanding and use
- Provide the right level of information and analysis as appropriate to the need of varied audiences, with presentations that demonstrate sensitivity to the potential uses of the information and analysis
- Maintain an internal customer service orientation toward supplying, explaining and interpreting information, while also pro-actively presenting analysis that informs and



Typical Duties

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Reporting Relationship

Reports to the Chief Quality Officer and will work closely with Leadership to secure and present data that advance leadership knowledge and thought.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Five (5) years professional experience in a planning, analysis, project management, business intelligence, decision support or related role

Preferred Qualifications

- Master's degree from an accredited college or university
- Health administration experience

Knowledge, Skills, Abilities and Other Characteristics

- Strong analytic and business planning skills, able to assess external market factors and apply them to decision-making about strategy
- Research skills including statistical analysis
- Knowledge of the health sector and ability to assess the way in which data and analysis can best inform strategic health system decisions
- Excellent presentation skills, including speaking in front of groups
- Skill with graphical presentation of data and analysis, and ability to develop well-crafted documents that can serve as a free-standing explanatory resource
- Strong interpersonal, team facilitation, project management and team participation skills
- Ability to apply creativity and imagination to the key functions of the position in an under-resourced environment
- General office environment where work is generally sedentary in nature but may require standing and walking for up to 60% of the time. Environment is fast paced, and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

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.