



Job Code: 8054
Grade: 24
HCWR: N

Job Title
Director of Policy

Department
Administration

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

Job Summary

The Director of Policy provides leadership and administration in developing organizational capacity to identify advocacy and policy approaches under the direction of the Executive Director of Government Affairs. The Director of Policy will work with various key stakeholders at the national, state, and local levels in developing and implementing policy approaches to addressing health equity. Will be in regular contact with and advise the Chief Executive Officer (CEO) and key leaders within the organization regarding State and Federal matters and how they impact the CEO's strategy. This position is exempt from Career Service under the Cook County Health & Hospitals System (CCHHS) Personnel Rules.

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

- Provide leadership, program development, and program management for public health policy activities and initiatives.
- Assure that the organization has a long-range policy plan to achieve its goals and objectives in a timely manner.
- Provide leadership in developing program, organizational, and financial plans in conjunction with the Chief Strategy Officer, Chief Clinical Integration Officer and Chief Financial Officer.
- Identify program components/strategies to achieve success.
- Engage in policy development.
- Develop and disseminate issue briefs/white papers on various policy issues.
- Maintain a working knowledge of significant trends in the field.

Reporting Relationship

Reports to the Executive Director of Government Affairs

Minimum Qualifications

- Bachelor's Degree from an accredited college or university.
- Five (5) years' work experience in a governmental, public policy or health related field.

Preferred Qualifications

- Master's level course work in health care policy.
- Experience working in a health policy role.
- Experience developing health policy at the regional, state or national level.

Knowledge, Skills, Abilities and Other Characteristics

- Ability to converse knowledgeably and communicate effectively in writing on related matters.
- Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.
- Ability to lead and cooperate on team projects.
- Ability to manage policy strategic directions.
- Proven ability to identify and pursue opportunities for maintaining and/or expanding the



Knowledge, Skills, Abilities and Other Characteristics

funding base through grants and other funding sources.

- General office environment where work is generally sedentary in nature, but may require standing and walking for up to 80% 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.