Under the direction of the Chief Executive Officer (CEO), the Chief Strategy Officer is responsible for developing and implementing key strategic initiatives within Cook County Health & Hospitals System (CCHHS) consistent with the CCHHS mission and strategic plan. This may include utilizing statistical analysis to support innovative projects, interpreting research to identify new services or transformation of services and recommending opportunities for improving access to care, quality of care and patient safety, patient satisfaction and cost efficiencies. The Chief Strategy officer will provide creative thinking and cultivate key business relationships.

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

**Typical Duties**

**General Administrative Responsibilities**

Management
- Contributes to the management of CCHHS staff and CHHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses 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
- Works with Labor Relations to discern past practice when necessary

Supervision
- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Collective Bargaining
- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings
Typical Duties (continued)

Discipline
- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

Other Responsibilities
- Designs, plans and coordinates execution of key strategic initiatives for CCHHS consistent with CCHHS' mission and strategic plan upon endorsement of the CEO
- Incorporates best practices and processes for implementation of strategic initiatives with a focus on continuous improvement of access to care, quality of care and patient safety, patient satisfaction and cost efficiencies
- Establishes objectives, timeline and budget for strategic initiatives and monitors performance against the objectives, timeline and budget
- Identifies any performance issues with regard to specific strategic initiatives and partners with System Leadership to recommend and develop appropriate options for resolution
- Advises CCHHS CEO and System Leadership with regard to the priorities of strategic initiatives
- Coordinates accurate, effective and timely internal and external communication and messaging around CCHHS strategic initiatives
- Cultivates key business relationships
- Monitors changing System priorities and advises on adjustment of strategic initiatives accordingly
- Collaborates with the CCHHS leadership on implementation of specific strategic initiatives and in motivating staff to the specific strategic initiatives
- Performs other responsibilities associated with strategic planning within CCHHS as assigned by the CEO

Reporting Relationships

The Chief Strategy Officer reports the Chief Executive Officer.

Required Minimum Qualifications
- Bachelor's or advanced degree in Health Sciences or Health Administration, Business, Finance, Project Management, Government or Public Service
- Eight (8) years' experience in healthcare
- Prior experience in strategic planning

Preferred Qualifications
- Master's Degree or other advanced degree in Health Sciences or Health Administration, Business, Finance, Project Management, Government or Public Service
- Previous government based healthcare system experience
Preferred Qualifications

- Demonstrated success within a complex healthcare setting leading large scale strategic initiatives with proven results in one or more of the following areas: strategic planning, operations, financial management, delivery model transformation, patient centered medical home delivery model or managed care
- Significant knowledge of applicable Federal and State laws and regulations related to the healthcare industry
- Lean Six Sigma training/knowledge

Knowledge, Skills, Abilities and Other Characteristics

- Strong project management and planning skills
- Strong analytical skills
- Ability to think creatively
- Results driven leadership and management skills; demonstrated success in leading through influence
- Strong interpersonal and organizational skills with multi-tasking capabilities
- Exceptional written and verbal communications skills
- Ability to effectively interface and communicate with a wide range of constituencies
- Knowledge of federal, state health standards as well as institutional regulations and guides as mandated by the County government
- Extensive knowledge of the patient centered medical home delivery model
- Demonstrated ability to problem solve and manage conflict effectively and in an objective manner
- Demonstrated ability to use sound judgment and make sound decisions

Physical and Environmental Demands

This position functions 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.

Working Conditions and Physical Demands

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.

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.
Approval: _______________________

Dr. John Jay Shannon
Chief Executive Officer

Date

Approval: _______________________

Gladys Lopez
Chief Human Resources Officer

Date