



**Job Code:** 8174  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Associate Chief Strategy Officer

**Department**  
Administration

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

**Job Summary**

Under direction of the Chief Strategy Officer, the Associate Chief Strategy Officer is responsible for assisting with the organizational growth, business development, and affiliated strategies and for implementing strategic initiatives for Cook County Health (CCH) consistent with the CCH mission. The Associate Chief Strategy Officer has responsibilities to support various initiatives to advance the mission and the strategic plan, including, but not limited to, alignment to CCH clinical practices/care models, operational efficiencies/metrics, business models, policies/procedures, and workflows to deliver high quality care and operational excellence across CCH. The Associate Chief Strategy Officer will utilize statistical analysis to support innovative projects, interpret research to identify new services by recommending opportunities for improving access to care to support the long-term fiscal health of CCH.

**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**

- This Position will directly support the Chief Strategy Officer in the following capacity:
- Makes recommendations on strategic business development, including reviewing and analyzing proposals as well as initiating growth proposals
- Designs, plans and leads execution of key strategic initiatives for CCH consistent with the CCH mission and long-term financial and strategic
- 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 identifies opportunities for improvement through data analysis and operational metric review
- Collaborates with clinical and operational leadership to deliver various strategies including integrated care, improved workflows, and process improvements
- Leads implementation of strategic initiatives in alignment with the annual budget and the strategic plan
- Explores and makes recommendation on opportunities to achieve value-based care, population health, and payor-provider partnerships at the direction of the Chief Strategy Officer
- Evaluates service line performance and proposals based on patient needs assessments and sound business models
- Establishes objectives, timeline, budget and annual goals for strategic initiatives and monitors performance against the objectives, timeline, and budget
- Identifies any performance issues regarding specific strategic initiatives and partners with CCH Leadership to recommend and develop appropriate options for resolution
- Advises CCH CEO and CCH Leadership regarding the priorities of strategic initiatives
- Coordinates accurate, effective, and timely internal and external communication and messaging around CCH strategic initiatives
- Cultivates key business relationships and community partnership opportunities
- Monitors changing System priorities and advises on adjustment of strategic initiatives accordingly
- Collaborates with the CCH Leadership on implementation of specific strategic initiatives
- Performs other responsibilities as assigned by the CSO



**Reporting Relationship**

Reports to the Chief Strategy Officer

**Minimum Qualifications**

- Bachelor's or advanced degree from an accredited college or university
- Five (5) years of operations management experience in healthcare setting
- Three (3) years of Leadership experience in an academic health center
- One (1) year of experience in strategic planning or business development

**Preferred Qualifications**

- Master's Degree from an accredited college or university
- Lean Six Sigma training and experience
- Previous government-based healthcare system experience
- Experience and 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 experience and knowledge of applicable Federal and State laws and regulations related to the healthcare industry

**Knowledge, Skills, Abilities and Other Characteristics**

- 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
- Exceptional written and verbal communications skills necessary to communicate with all levels of staff and a patient population comprised of diverse cultures and age groups
- Strong interpersonal and organizational skills with multi-tasking capabilities
- Strong project management and planning skills
- Strong analytical skills
- Ability to effectively interface and communicate with a wide range of constituencies
- Ability to think creatively
- Results driven leadership and management skills; demonstrated success in leading through influence
- 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 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.**