



**Job Code:** 9126

**Grade:** 23

**HCWR:** N

**Job Title**

Manager of Public Health Workforce Strategy

**Department**

Public Health

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

**Job Summary**

Aligned with the mission and vision of the Cook County Department of Public Health (CCDPH), the Manager of Public Health Workforce Strategy develops, implements, and evaluates workforce and departmental development initiatives that build staff or public health department capacity and capabilities to positively impact suburban Cook County residents and workers. This role is integral to developing strategies and changing the internal practices and processes that build a skilled workforce and strengthens CCDPH collaborations.

**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**

- Manages and oversees strategic planning, organization, implementation, and evaluation of workforce programs across CCDPH, in collaboration with CCH Human Resources (HR) as well as Cook County's Bureau of Human Resources (BHR) when applicable
- Manages various initiatives and projects including cultural competency activities, workforce development, employee engagement, and staff wellness across CCDPH with the support of HR, Quality, Chief Experience Officer, Chief Equity and Inclusion Officer, and Equal Employment Opportunity Officer
- Supervises and supports staff and collaborates with partners and contractors
- Builds and maintains key intra- and inter-departmental relationships and partnerships
- Participates in committees, meetings, and events related to implementing employee engagement and workforce development programming on behalf of CCDPH
- Develops, implements, and evaluates workforce activities including the development of a workforce pipeline program
- Oversees data analysis efforts including the management of databases and catalogs of CCDPH workforce information
- Develops reports and other written documentation to communicate CCDPH workforce strategy efforts to internal and external stakeholders
- Identifies indicators of success, designing evaluation instruments to measure strategies, and disseminating results to a broad audience
- Coordinates with CCH Equal Employment Opportunity Officer (or equivalent) and the Chief Equity and Inclusion Officer/designee on programs to be implemented at CCDPH to ensure compliance with CCH strategies and programs in addition to any CCDPH-specific programming
- Performs other related duties as assigned

**Minimum Qualifications**

- Bachelor's Degree or higher from an accredited college or university
- Three (3) years of workforce and/or organizational development, professional program coordination, career counseling and/or capacity building/coaching
- Two (2) year of supervisory management and/or program management work experience
- Proficiency using Microsoft Office (Word, Excel, PowerPoint)
- Completion of the National Incident Management Systems (NIMS) courses to include IS-



**Minimum Qualifications**

100, 200, 700, and 800 within six (6) months of employment

**Preferred Qualifications**

- Master's degree in Public Administration, Human Services, Human Resources, Human Services Administration, or a related area of study
- Five (5) years of experience in workforce development, professional program coordination, career counseling, community relations experience, and/or capacity building/coaching
- Intermediate proficiency using Microsoft Office (Word, Excel, PowerPoint)

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

- Excellent verbal and written communications skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Strong analytical skill and superior organizational ability and attention to detail
- Practical knowledge and experience in the frameworks of public health
- Familiarity with racial and ethnic disparities in health and the socio-cultural issues facing Cook County
- Experience engaging a variety of stakeholders at high-profile community meetings

**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.**