



Job Code: 9262

Grade: 24

HCWR: N

Job Title

Director of Public Health Policy

Department

Public Health

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

Job Summary

The Director of Public Health Policy is responsible for the department's legislative activities, policy development and government relations. Develops and executes a Cook County Department of Public Health (CCDPH) policy agenda and related strategic policy development activities that address the upstream, structural determinants of health and advance health equity in suburban Cook County. Identifies and implements policy responses to opportunities or threats to CCDPH mission, goals, and programs. Engages in legislative and administrative advocacy and education to ensure successful implementation of public health priorities.

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

- Collaborates with leadership to develop and implement legislative and administrative advocacy strategies. Establishes CCDPH policy agenda and priorities in alignment with strategic plan initiatives and identified health planning priorities.
- Assists CCDPH leadership with maintaining Department of Public Health Accreditation.
- Monitors and analyzes federal, state, and local public health legislation, rules and regulations. Identifies potential opportunities for growth and threats to CCDPH programs and initiatives. In conjunction with the Department of Public Health, develops policy and program recommendations to address public health issues which are consistent with the mission of CCDPH and Cook County Health.
- Maintains a working knowledge of significant trends in the public health field.
- Collaborates and coordinates with CCDPH leadership to identify and advance local, County and State-level policy, systems and environmental change opportunities that advance the public's well-being and health equity.
- Serves as a CCDPH liaison to local elected officials. Works with public officials and other stakeholder organizations to help the department achieve its policy goals.
- Builds relationships and collaborates with other state certified local public health departments, regional public health associations, health care providers and other professional health associations to strengthen support for the department's policy agenda. Serves as Government Liaison on CCDPH Incident Command during public health emergencies.
- Participates in association meetings and executive briefings as needed.
- Performs other duties as assigned.

Reporting Relationship

Reports to the Senior Medical Officer

Minimum Qualifications

- Master's Degree from an accredited college or university in Public Health or a related field with three (3) years of experience in public health or government policy
- OR Bachelor's degree from an accredited college or university in public health or related field with five (5) years of experience in public health or government policy



Minimum Qualifications

- Three (3) years of supervisory and/or managerial work experience
- Trained and certified in NIMS FEMA IS-100, 200, 700, and 800 within six (6) months of employment.
- Trained and certified in NIMS FEMA IS-300 and 400 within one (1) year of employment.
- Position may require moderate travel for which the employee must have a valid driver's license/insured vehicle or other equivalent means of transportation for work
- Must be available for "on-call" duty as required

Preferred Qualifications

- Experience developing public health policy at the regional, state or national level

Knowledge, Skills, Abilities and Other Characteristics

- Comprehensive knowledge of theory, principles, and practice in the general field of Public Health; program-level and policy-level understanding of community, personal and environmental health issues; skill in quantitative and qualitative policy analysis; experience and competence in health care systems planning and program administration; specific knowledge of and sensitivity to health concerns of low income, minority, and other under-served populations.
- Strong knowledge and understanding of the State of Illinois and Cook County legislative process. Strong knowledge of Cook County municipal administration and organization.
- Experience working with local media outlets.
- Strong knowledge and understanding of public relations as it relates to government units.
- Strong knowledge of quality improvement methodologies and tools.
- Demonstrated experience in effective coalition management and partner engagement.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work with people from diverse backgrounds and cultures.
- Ability to handle multiple "priority" projects and meet established timelines.
- Ability to use personal computer and a Microsoft Office programs.
- Ability to work well under pressure.

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.