**SCIOTO COUNTY HEALTH DEPARTMENT**

Job Description

**GENERAL INFORMATION:**

Employee: Title: Health Commissioner (Part-Time)

|  |  |
| --- | --- |
| **Department** | Scioto County Health Department – Administration |
| **Work Hours** |  |
| **Department Days** |  |
| **Immediate Supervisor** | Board of Health |
| **Date of Hire** |  |
| **Civil Service Examination** | None |
| **License/Certification Required** | Licensed physician; licensed dentist; licensed veterinarian; licensed podiatrist; licensed chiropractor; or a holder of a master’s degree in public health |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

**ROLE OVERVIEW**:

An appointed public official who serves as the Health Commissioner of the General Health District in Scioto County, Ohio, and chief executive officer of the Scioto County District Board of Health.

The Health Commissioner reports to the District Board of Health. The Board of Health prescribes the terms and conditions of appointment in accordance with Ohio law. The term may not exceed five years and may be renewed.

**JOB DUTIES**:

* Assures that the Board of Health conducts organizational strategic planning and monitors progress toward strategic goals
* Assures that the Board of Health participates in or leads ongoing community health assessment and planning in partnership with other community stakeholders, e.g., hospitals and other health departments
* Identifies and pursues funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments
* Seeks volunteer leadership positions with local funding agencies, e.g., United Way, Community Action Organization, community foundations, to encourage them to support public health priorities identified through community health assessment processes
* Serves on boards and committees of other community organizations to assure that the District Board of Health is fully integrated into the local public health system.
* Chairs the Scioto County Child Fatality Review Board; assures that the Review Board complies with statutory reporting requirements and communicates its findings to the community
* Educates state and federal legislators and policymakers about funding and policy changes needed to address current and emerging public health problems.
* Participates in research activities with academic and practice partners to increase the evidence base for public health practice, e.g., through the Public Health Practice-Based Research Network, presentations at scientific conferences, publications in peer-reviewed journals
* Serves as primary media spokesperson for the organization on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic
* Leads organizational efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board
* Coaches and supports managers and staff to help them achieve organizational and personal improvement goals and identify measures of success; creates and promotes leadership development and succession planning opportunities for managers and staff
* Communicates regularly and frequently with Board of Health members, managers, staff, external stakeholders, and the public through in-person meetings, community forums, email, newsletters and written reports about trends and events of importance to the organization and the public
* Actively involves herself/himself in peer professional organizations, e.g., National Association of County and City Health Officials, Association of Ohio Health Commissioners, Ohio Public Health Association
* Actively involves herself/himself in stakeholder organizations, e.g., Scioto County Township Association
* Continuously monitors organizational climate through surveys, focus groups and other media to assure a high level of staff morale and performance
* Assesses job performance of direct reports on an annual basis or more frequently if necessary and identifies opportunities for individual performance improvement
* Drafts and reviews local public health regulations that address emerging public health problems for adoption by the Board of Health
* Convenes administrative hearings with individuals and business entities subject to enforcement action in order to resolve complaints and avoid escalated enforcement action, i.e., Board of Health orders or court action
* Identifies and recruits community members for service on organizational advisory boards and committees
* Prepares agendas and meeting materials for Board of Health meetings and meetings of its committees
* Assures that regulatory staff meet regularly with the regulated community to obtain feedback about how to improve regulatory policies and decision-making
* Mobilizes support among the public and policymakers for public policy changes that improve health, e.g., Tobacco 21.
* Reviews hiring/firing recommendations from managers and makes hiring recommendations to the Board of Health
* Seeks opportunities to increase workforce diversity through strategies contained in the organization’s affirmative action plan
* Promotes the Organizational Code of Ethics by encouraging board members, managers and staff to bring ethical questions to the Ethics Advisory Committee for timely discussion and recommendation
* National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700, 300, 400 and IC20.11 (Diversity Training) certification within six months of appointment
* Valid Ohio driver’s license

**PREREQUISITE EXPERIENCE**: the Health Commissioner shall have a minimum of five years previous experience in senior management or leadership positions in a health department or other health care organization.

**STATUTORY REQUIREMENTS**: the person appointed as commissioner shall be a licensed physician, licensed dentist, a licensed veterinarian, licensed podiatrist, licensed chiropractor, or the holder of a master’s degree in public health or an equivalent master’s degree in a related health field as determined by the members of the board of health in a general health district. He [she] shall be secretary of the board, and shall devote such time to the duties of his [her] office as may be fixed by contract with the board. The commissioner shall be the executive officer of the board and shall carry out all orders of the board and of the [Ohio] department of health. He [she] shall be charged with the enforcement of all sanitary laws and regulations in the district. The commissioner shall keep the public informed in regard to all matters affecting the health of the district. [Ohio Revised Code Section 3709.11]

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA’s):**

**A. Public Health Tier 3 – Senior Management/Executive Level**

Tier 3 competencies apply to public health professionals at a senior management level and to leaders of public health organizations. These professionals typically have staff who report to them and may be responsible for overseeing major programs or operations of the organization, setting a strategy and vision for the organization, creating a culture of quality within the organization, and working with the community to improve health.

**B. Organizational Competencies**

All Scioto County Health Department employees are expected to work to protect the residents of Scioto County from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all Scioto County Health Department employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. Together, the staff chose 14 organizational competencies from among the Tier 1 competencies that were ranked as most important to their work at the health department. These competencies would will also be addressed at the Tier 3 level for effective administration of the department. These 14 competencies are listed below:

• **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]

• **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1C4]

• **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]

• **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]

• **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]

• **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]

• **Address Diversity** – Advocates for the diversity of individuals and populations being addressed in policies, programs, and services that affect the health of a community [4C5]

• **Collaborate with Partners** – Establishes written agreements (e.g. memoranda-of understanding [MOU’s], contracts, and letters of endorsement) that describe the purpose and scope of partnerships. [5C6]

• **Improve Programs** – Ensures that community input is used for developing, implementing, evaluating, and improving policies, programs, and services [5C8]

• **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]

• **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]

• **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]

• **Professional Development Participation** – Ensures use of professional development opportunities throughout the organization. [8C7]

• **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

C. Job Specific Competencies - Tier 3 employees

• Analytical/Assessment Skills (1C1, 1C2, 1C3, 1C4, 1C5, 1C7, 1C8, 1C9, 1C10,

1C11, 1C12, 1C13, 1C14, 1C15)

• Policy Development/Program Planning Skills (2C2, 2C3, 2C4, 2C5, 2C6, 2C7,

2C8, 2C9, 2C10, 2C11,)

• Communication Skills (3C2, 3C3, 3C4, 3C5, 3C7, 3C8)

• Cultural Competency Skills (4C3, 4C4, 4C5, 4C6, 4C7)

• Community Dimensions of Practice Skills (5C1, 5C2, 5C3, 5C4, 5C5, 5C6, 5C7,

5C8, 5C9, 5C10)

• Public Health Sciences Skills (6C2, 6C3, 6C5, 6C6, 6C7, 6C8, 6C9)

• Financial Planning and Management Skills (7C2, 7C3, 7C6, 7C7, 7C8, 7C9,

7C10, 7C11, 7C12, 7C13, 7C14, 7C15, 7C16)

• Leadership and Systems Thinking Skills (8C1, 8C2, 8C3, 8C4, 8C6, 8C7, 8C10)

D. Professional Competencies

The professional competencies Health Commissioner will adhere to all health checklists, policies and procedures for Scioto County Health Department Public Health Commissioner.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)