

# PUBLIC HEALTH PLANNING AND POLICY DIRECTOR

Recruitment #1505-5660-001

**List Type** Exempt

**Requesting Department** HEALTH DEPARTMENT

**Open Date** 5/7/2015 2:30:00 PM

**Filing Deadline** 5/31/2015 11:59:00 PM

**HR Analyst** Marti Cargile

## **INTRODUCTION**

### ***THIS POSITION IS EXEMPT FROM CIVIL SERVICE***

*Appointment and continued employment is at the pleasure of the Commissioner of Health.*

*"The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation."*



## **Benefits of working for the City of Milwaukee include the following:**

- Defined benefit pension plan
- 457 deferred compensation plan
- Health and dental insurance
- Long-term disability insurance
- Group life insurance
- Paid vacations, holidays, and sick leave
- Tuition reimbursement

## **PURPOSE**

The Public Health Planning and Policy Director serves as the lead for key department-wide (non-Division-specific) initiatives for the Milwaukee Health Department (MHD). The Director reports to and coordinates closely with the Commissioner of Health and is responsible for overseeing the development of Milwaukee's Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), developing MHD's public policy positions, coordinating MHD's legislative agenda, and analyzing other existing and proposed state and local policies. The Director also serves as a key linkage between MHD and Wisconsin academic institutions, including the UW-Milwaukee School of Public Health, and leads MHD's continuing development as a premier Academic Health Department.

## **ESSENTIAL FUNCTIONS**

- Develops Health Department public policy positions.
- Coordinates legislative agenda.
- Identifies and analyzes other existing and proposed state and local policies.
- Makes policy recommendations to the Commissioner of Health.
- Serves as liaison to the City of Milwaukee Intergovernmental Relations Division (IRD) regarding public health legislative review and development.
- Prepares and delivers written and oral policy-related testimony.
- Represents the Commissioner of Health at meetings with policymakers and others.
- Oversees the development, implementation, and evaluation of Milwaukee's Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and departmental strategic plan.

## ***Public Health Planning and Policy Director***

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- Serves as liaison for the department to the community and to other stakeholders, such as the Milwaukee Healthcare Partnership and the Wisconsin Division of Public Health, during the CHA and CHIP processes.
- Works with the Commissioner, Division Directors, and others in development, implementation, and review of departmental strategic plans, assuring that such plans are consistent with overall departmental priorities and are used to inform the department's budget.
- Seeks, researches, reviews, and recommends funding opportunities at the federal, state, local, and private foundation level to promote existing and new public health programs.
- Writes grant proposals for aforementioned opportunities in close collaboration with managers of affected MHD units and external partners.
- Creates and sustains linkages between MHD and Wisconsin academic institutions, including the UW-Milwaukee School of Public Health, and leads MHD's continuing development as a premier Academic Health Department.
- Develops opportunities for synergy between academics and MHD's management and staff.
- Coordinates research projects, teaching collaborations, and learner experiences at MHD.
- Provides oversight and support for research conducted at MHD, including following Protection of Human Subjects regulations and obtaining Institutional Review Board (IRB) approval as needed.
- Develops and maintains strategic community partnerships in support of the above-listed functions.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

The Public Health Planning and Policy Director must be willing and able to work beyond standard business hours at times; travel occasionally; and carry a mobile device.

### **MINIMUM REQUIREMENTS**

1. Master's degree in public health or a closely related field from an accredited college or university.
2. Five years of progressively responsible, broad-based public health practice experience.
- 3.
4. Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- In-depth knowledge of a full spectrum of public health policy and planning issues.
- Deep understanding of the breadth of local governmental public health programs, practices, and responsibilities.
- Ability to read and interpret complex documents, such as regulations, laws, policies, and procedures pertaining to area of assigned responsibility.
- Knowledge of research methods and a thorough understanding of the principles of the Protection of Human Subjects and other requirements of research.

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- Knowledge of strategic planning concepts and processes.
- Knowledge of mathematics and the ability to make accurate calculations.
- Effective oral communication skills.
- Ability to make effective presentations to a wide range of groups as well as provide testimony.
- Excellent written communication skills, including the ability to craft correspondence, reports, grant proposals, speeches, and articles.
- Ability to use word processing, spreadsheet, database, and project management software.
- Critical thinking skills: analytical and problem-solving skills as well as sound judgment.
- Ability to plan, organize, and prioritize work to meet deadlines.
- Ability to build and maintain effective working relationships with multi-cultural/multi-disciplinary staff, management, elected officials, educators and students, the media, health practitioners, community partners, and the public.
- Ability to understand relationships and synergies between public health practice and academic public health and academic medical environments.
- Expertise in working with learners in practicum and other situations.
- Ability to translate scientific research data into information usable by organizations and individuals working to improve community health status, especially within communities with high poverty and particularly poor health outcomes.
- Ability to provide services in a culturally sensitive manner and respond effectively to sensitive inquiries or complaints.
- Ability to maintain confidentiality and serve the public with honesty and integrity.

### **CURRENT SALARY**

**The current starting salary (PR 1JX)** for City of Milwaukee residents is **\$80,442** annually, and the non-resident starting salary is **\$78,469**. *Appointment above the minimum is possible.*

### **SELECTION PROCESS**

**The selection process:** Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments. The City of Milwaukee reserves the right to consider only the most qualified candidates for this position. Additional information about the selection process will be shared with individuals invited to participate.

**INITIAL FILING DATE:** The selection process will be held as soon as practical after **May 31, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

### **APPLICATION PROCEDURE:**

- **A resume should be attached to your application.**
- **Applications and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).**
- Applications should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*

**CONCLUSION**

**ABOUT MILWAUKEE:**

*Located on the western shore of Lake Michigan, Milwaukee — “City of Festivals” — has old world charm and a rich cultural life. Home to 600,000, Milwaukee has a diversified economy built on industrial, financial, high-tech, and service sector jobs. Milwaukee is the major medical, financial, and educational center for the State of Wisconsin and offers an array of arts, entertainment, sports, and recreational opportunities to meet every taste.*