

DEPUTY COMMISSIONER OF POLICY, INNOVATION AND ENGAGEMENT

Recruitment #1906-5230-001

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| List Type | Exempt |
| Requesting Department | HEALTH DEPARTMENT |
| Open Date | 6/25/2019 2:25:00 PM |
| Filing Deadline | 7/15/2019 11:59:00 PM |
| HR Analyst | Kristin Urban |

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INTRODUCTION

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The Deputy Commissioner of Policy, Innovation, and Engagement is appointed by and serves at the pleasure of the Commissioner of Health.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee brings together its unsurpassed old world charm with a breathtaking art museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

The Position

The Deputy Commissioner of Policy, Innovation, and Engagement serves as the lead for key department-wide system improvement and strategy initiatives and helps ensure that the department is future-focused. This position is responsible for overseeing the Public Health Accreditation Board (PHAB) accreditation process through development and implementation of Milwaukee's Community Health Assessment (CHA), Community Health Improvement Plan (CHIP) and Strategic Plan. The Deputy Commissioner of Policy, Innovation and Engagement develops MHD's public policy positions through extensive research, creates and coordinates MHD's comprehensive policy agenda and analyzes other existing and proposed federal, state

and local policies. The position also serves as the key linkage between MHD and Wisconsin academic institutions, including the UW-Milwaukee Zilber School of Public Health.

The Department

Since 1867, the City of Milwaukee Health Department has served the residents of the City of Milwaukee, seeking to improve and protect the health of all who live, work and play within the City. One hundred and fifty years later, the MHD remains steadfast in this mission. As the largest local health department in the state of Wisconsin, the MHD now serves nearly 600,000 citizens through direct services, evidence-based programs, partnerships, and policy development. The MHD is committed to ensuring that every Milwaukeean is able to live life to the fullest.

The MHD has an annual budget of approximately \$14 million and a multidisciplinary team of over 250 public health employees across four branches: Community Health, Environmental Health, Clinical Services, and Policy, Innovation and Engagement.

For more information about the Milwaukee Health Department, please visit <https://city.milwaukee.gov/HEALTH>.

ESSENTIAL FUNCTIONS

Public Health Policy and Health Strategy

- Represent the MHD in areas of technical expertise through interaction with department heads, mayoral staff, aldermanic offices, outside public agencies and officials, community groups, private sector businesses as well as through participation on various committees, consortia, coalitions, task forces, professional organizations and special project teams.
- Coordinate MHD's legislative agenda and serve as liaison to City of Milwaukee Inter-governmental Relations Office on public health legislative review and development.
- Identify and analyze existing and proposed federal, state, and local policies; develop MHD's public policy positions. Create policy briefs and white papers on issues that impact public health and advance health equity.
- Prepare and deliver written and oral policy-related testimony.
- Manage, coordinate, and support innovative department-wide activities that result in improvements to existing structures and systems to maximize program performance, including PHAB Accreditation and quality improvement.
- Oversee the development and implementation of department and community-wide plans, including the Community Health Improvement Plan and Strategic Plan.
- Embed health equity principles and innovative practice into the culture of the department.
- Ensure partnerships are in place to improve programmatic and operational effectiveness.

Data, Evaluation, Epidemiological Surveillance, and Performance Management

- Lead and support data activities that advance health equity by informing decision making, resource allocation, and intervention effectiveness.
- Work with staff to provide technical assistance to programs relative to data collection and analysis and management practices.
- Support the expansion of the department's data surveillance, infrastructure and capacity.
- Provide support to programs in measuring programmatic performance through the department's performance management system.
- Oversee the development of the Community Health Assessment and department annual report.

Strategic Health Communications

- Oversee the development of plans to ensure that the department is communicating efficiently and effectively, both with internal and external stakeholders.
- Work with staff to foster and recommend public information campaigns in a strategic context, consistent with the department's mission and goals.
- Work with the communications team to evaluate communications plans; manage the planning, development, implementation and promotion of public health information campaigns and materials.

Supervision and Project Management

- Manage, direct, and supervise multiple staff to ensure work products are of high quality and completed in a timely manner.
- Directly supervise Policy, Innovation, and Engagement team members, including delegating assignments, providing guidance, reviewing work products, providing feedback, and conducting performance evaluations.

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.

MINIMUM REQUIREMENTS

1. Qualified to serve as the local health officer (Level III), as established by Wis. Stat. § 251.06 (1) (c). Accordingly, qualified candidates must meet **one** of the following requirements:
 - A. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the

department, a similar field and three years of experience in a full-time administrative position in either a public health agency or public health work.

B. A bachelor's degree and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and five years of experience in a full-time administrative position in either a public health agency or public health work.

C. A license to practice medicine and surgery under ch. 448 and at least one of the following:

i. Three years of experience in a full-time administrative position in either a public health agency or public health work.

ii. Eligibility for certification by the American board of preventive medicine in public health or general preventive medicine.

iii. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field.

iv. Notwithstanding pars. (i) to (iii), relevant education, training, instruction, or other experience that an applicant obtained in connection with military service, as defined in s. 111.32 (12g), counts toward satisfying the requirements for education, training, instruction, or other experience to qualify as a public health officer if the applicant demonstrates to the satisfaction of the department that the education, training, instruction, or other experience that the applicant obtained in connection with his or her military service is substantially equivalent to the education, training, instruction, or other experience that is required to qualify as a public health officer.

2. Five years of full-time, progressively responsible experience in health program management, administration and supervision.

Equivalent combinations of education and experience may also be considered.

3. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: College transcripts are required and must be emailed as an attachment to ljhoffm@milwaukee.gov by the closing date and time. Student/unofficial copies are

acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed and the date completed.

DESIRABLE QUALIFICATIONS

1. Experience working within a public health setting.
2. Master's degree in biostatistics, epidemiology, public policy, public health or a related field from an accredited college or university.
3. Certified Public Health Professional.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of public health priority-setting, the socioecological model, and the county health rankings model. Ability to perform statistical analysis related to public health issues.
- Ability to maintain and oversee data management systems related to the evaluation of outcomes, expenditures and revenues.
- Thorough knowledge of prevention-focused public health practice and of applicable federal, state, and local regulations.
- Knowledge of the principles and practices of public health administration.
- Ability to read and understand documents such as laws, policies and technical publications.
- Ability to make decisions and recommendations to further the public health of the community that are based upon research and known mitigation strategies.
- Ability to identify and interpret emerging trends in public health and to provide information, analysis and interpretation to stakeholders and community partners.

Leadership

- Ability to articulate and promote a vision for public environmental health.

- Ability to create a sense of mission by articulating and modeling professional values and ethics.
- Ability to develop policies and processes that translate mission and vision into action.
- Ability to facilitate and encourage the application of systems thinking.
- Ability to develop and implement performance management strategies and measures and to facilitate assessment and planning.
- Ability to facilitate and promote individual staff accomplishments toward organizational objectives, including shared responsibility, teamwork and acceptance of change.
- Ability to develop and implement strategic public health policies through effective delegation, persuasion and negotiating skills.
- Ability to translate policy decisions into organizational and community programs and services.
- Honesty, integrity, the ability to maintain confidentiality and responsible stewardship of City resources.

Organizational Skills/Strategic Management

- Ability to thrive in a fast-paced, robust organization.
- Ability to effectively plan, organize and manage competing priorities and challenges under pressure.
- Skill in short and long-term strategic planning.
- Ability to assess the organizational assets, resources and opportunities and to develop new organizational structures, systems and metrics that support accountability and efficiency in the delivery of public health.

Communication

- Strong communication, public speaking and presentation skills.

- Written communications skills to craft policies and procedures, reports and correspondence.
- Ability to direct the utilization of media advocacy to communicate the public health mission to stakeholders, including the effective use of social media. Ability to effectively present information to top management, public groups, boards of directors, media and legislative bodies.

Relationship Building

- Ability to establish and maintain collaborative partnerships with private providers, community partners, and federal, state and local officials.
- Ability to establish and maintain effective working relationships with coworkers, elected officials, representatives of City departments, community organizations and other stakeholders in public health, including citizens.
- Ability to engage key stakeholders in collaborative ventures, to develop partnering strategies and to develop strategic plans that involve the input and engagement of stakeholders.
- Ability to ensure that the MHD has mechanisms for obtaining feedback and input from persons with diverse backgrounds and to ensure the consideration of the role of cultural, social and behavioral factors and in the accessibility, availability, acceptability and delivery of public health services.

CURRENT SALARY

The current salary range (1 JX) is \$80,442 - \$112,627 and the resident incentive salary range for City of Milwaukee residents is \$82,855 - \$116,006. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval. The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program

- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2019>.

SELECTION PROCESS

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.

Please email a cover letter and resume by 11:59 p.m. on July 15, 2019 to ljhoffm@milwaukee.gov. Please indicate "Deputy Commissioner Policy Innovation and Engagement" in the subject line. Questions relative to the selection process may be directed to Lori Hoffmann at 414.286.3607.

The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **July 15, 2019**. Receipt of application materials 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. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION

EEO 101

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