

## FUNCTIONAL JOB DESCRIPTION

### **GENERAL INFORMATION:**

<b>Civil Service Classification</b>	Public Health Strategic Advisor
<b>Working Job Title (if different)</b>	Director of Public Health Policy
<b>Division</b>	Health Commission Office-Affairs & Communications
<b>Date Job Description Created</b>	10/21/2013
<b>Revision Dates of Job Description</b>	
<b>Job Title Changes (all changes since position creation)</b>	

### **POSITION DEFINITION:**

Provide support and leadership for public health policy initiatives, which includes professional research into public health policy initiatives and policy intervention advocacy. Will work with leadership and staff to identify and characterize public health issues from a policy change perspective.

### **ESSENTIAL FUNCTIONS:**

- Works with CPH leadership and staff to identify and characterize public health issues from a policy change perspective.
- Organize and lead policy change interventions related to public health issues, write letters to the editor, opinion pieces, and other advocacy communications.
- Build relationships with local and state policy makers (department heads, political leaders, business leaders, and others).
- Create and conduct educational sessions with CPH leadership and staff on advocacy and policy, systems, and environmental change.
- Interact with and contribute to wellness policy initiatives in the community.
- Works with city and county legislative policy staff to address public health issues.
- Travels to various Local, State, and Federal Municipal Buildings as required.

**PREFERRED QUALIFICATIONS:**

Background in Public Health Policy. Relevant Master's Degree or JD.

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):****A. Public Health Tier: 3 – Senior Management Leadership****B. Organizational Competencies**

All CPH employees are expected to ensure that the Columbus community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all CPH employees are expected to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of CPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Research / Science-based: Contribute to the advancement of the scientific base of public health and use credible science as the foundation of our policies and procedures.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Continuous Quality Improvement: Establish and maintain organizational capacity and resources to support continuous quality improvement.
- Occupational Health and Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- Communication: Communicate in a respectful manner both written and orally, in person, and through electronic means, with linguistic and cultural proficiency.

**C. Manager/Supervisor/Executive Level Competencies**

- City of Columbus MCP/HACP Performance Excellence: Managing Performance (1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 16, 17, 18)
- City of Columbus MCP/HACP Performance Excellence: Managing Resources (1-8)
- Council on Linkages: Leadership and Systems Thinking Skills (8A1, 8A2, 8C3, 8B4, 8A5, 8A6, 8C8)

#### **D. Job Specific Competencies**

Descriptions of each competency can be found at:

[http://www.phf.org/programs/corecompetencies/Pages/Core\\_Public\\_Health\\_Competencies\\_Tools.aspx](http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx)

- Analytical/Assessment Skills (1A2, 1C5, 1A6, 1A7, 1A8, 1A11, 1C12, 1C13)
- Policy Development/Program Planning Skills (2C1, 2B2, 2C3, 2C4, 2A5, 2C5, 2C6, 2B8, 2C13)
- Communication Skills (3A2, 3C3, 3B4, 3B5, 3A6, 3C7)
- Cultural Competency Skills (4A1, 4C2, 4A3, 4B4, 4B5)
- Community Dimensions of Practice Skills (5A1, 5C2, 5C3, 5C4, 5A5, 5A6, 5C7, 5C8, 5C9, 5C10, 5C11)
- Public Health Sciences Skills (6A2, 6C8)
- Financial Planning and Management Skills (7C1, 7C2, 7C3, 7A7, 7A9, 7A12, 7C12, 7A13)
- Leadership and Systems Thinking Skills (8A1, 8A2, 8C3, 8B4, 8A5, 8A6, 8C8)

#### **E. Professional Competencies**

List professional competency(ies): N/A

#### **REPORTING STRUCTURE:**

<b>Title of Immediate Supervisor:</b>	Public Health Program Manager IV
<b>Titles of any others this position reports to:</b>	City Health Commissioner
<b>Titles of those who directly report to this position:</b>	

#### **PHYSICAL WORK ENVIRONMENT:**

Job Location: 240 Parsons Ave., Columbus, Oh 43215

Physical Activity: Lifting, fingering, touching, talking, hearing, repetitive motions

Physical Requirements: Sedentary Work

Visual Activity: Close to the Eyes, At or Within Arm's Reach

Extra: Employee works inside with protection from weather conditions, but not necessarily from temperature changes. Employee may come into contact with weather conditions when travelling from the Health Department to other Local, State, or Federal Municipal buildings as required. Employee must be able to see close to their eyes to see a keyboard. Employee is expected to type on a keyboard for several hours a day.