



Position Description

Canton City Public Health
FINAL

Position Title:	Office of Public Health Information & Innovation Director	Position #:	812
Working Title:	OPHII Director	CS Status:	Classified
Division or Unit:	Office of Public Health Information and Innovation	Reports to:	Health Commissioner
Employment Status:	Full-Time	Pay Grade:	R8
Funding Source:	Health Fund and Special Funds		
This position description was last approved by the Board of Health on:		October 28, 2019	

Position Summary: This is a member of Canton City Public Health’s senior leadership team with the responsibility of managing the Office of Public Health Information and Innovation (OPHII). The overarching goals of OPHII are: to identify and address the highest priority issues affecting the health of Canton City residents; ensure that CCPH programs are meeting their performance goals, while adhering to all statutory and accreditation requirements; plan and innovate to assure the growth and ongoing development of CCPH, while continuously driving toward becoming the leader in population health; and identify priority areas in which to advance strategic efforts and collaboration. Through a health equity lens, this role is responsible for leading department-wide functional and program activities around performance management, continuous quality improvement, Public Health Accreditation Board (PHAB) requirements and workforce development. Additionally, this position will provide oversight and direction for epidemiology, surveillance/evaluation, informatics, communications and emergency preparedness. The position reports to the Health Commissioner.

- Essential Duties and Responsibilities:** 70%
- Oversees and supports projects and initiatives in the department in the functional and program areas above, with the goal of advancing the mission of Canton City Public Health.
 - Using a data driven approach, sets goals for OPHII programming, and assists other divisions and programs in goal setting and monitoring performance.
 - Oversees, supports, and monitors the development and implementation of the agency wide performance management system, quality improvement plan, strategic plan, and workforce development plan. Also supports the planning and implementation of other plans as identified by agency leadership.
 - Collaborates with community partners and stakeholders, while taking a visible role, directs the coordination and alignment of the state health assessment (SHA), community health assessment (CHA), community health improvement plan (CHIP), CCPH’s strategic plan and its performance measures.
 - Provides direction in CCPH’s policies and procedures in the area of emergency preparedness and assures CCPH staff are trained on local response and plans.
 - Subject matter expert for epidemiology, surveillance and assessment, and community health planning.
 - Serves as PHEP epi for the department, while maintaining a minimum rank of Epidemiologist Tier II (*Council of State and Territorial Epidemiologists - Competencies for Applied Epidemiologists in Governmental Public Health Agencies*)
 - Works to build CCPH brand, visibility and recognition in the community as the “leader in advancing population health”
 - Provides direct supervision, career development reviews and technical assistance for OPHII staff who are assigned to one of the above functional or program areas.

- 15%
 - Manages day to day operations of OPHII to ensure effective division operations, which includes, but is not limited to policy development and maintenance, budget management, staff oversight, direction and development.
 - Provides guidance and technical assistance for developing/preparing reports and data appropriate for the audience, including demographic, statistical, programmatic and scientific information.
 - Establishes goals and objective for OPHII, works with OPHII staff to establish program goals and performance management measures, and monitors division performance, as it relates to CCPH's strategic plan.
 - Promotes the incorporation of CCPH's mission, vision and values into all OPHII work.

- 10%
 - Informs and interprets national, state, local and department activities to the Board of Health, the public and other professionals (data, information, program, legal implications).
 - Orients CCPH Board, CCPH leadership, CCPH staff, and other stakeholders on OPHII functions.
 - Attends CCPH leadership meetings, and facilitates regular OPHII staff meetings, for information sharing and team building.
 - Collaborates with internal and external partners on special projects as assigned, with a focus on harnessing and aligning community resources to advance the health of all community members.

- 5%
 - Other duties as assigned.

Other Duties and Responsibilities:

- Provide support functions in response to public health emergencies as directed by the Health Commissioner

Minimum Qualifications:

- Must have a minimum of a Master of Public Health from an accredited program.
- Minimum of five years relevant experience at a public health agency.
- Proficiency in PC operation and the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web- based collaboration tools.
- Ability to record, organize, analyze and present data with accuracy, thoroughness, and attention to detail.
- Ability to interpret and apply Federal & State regulations, procedures, policies and into all aspects of the work.

Preferred Qualifications:

- N/A

Minimum Credentials:

- The following credentials must be acquired and maintained prior to initial hire:
- Valid Ohio driver's license with good driving record.

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A1, 1A2, 1A10, 1A11, A12, 1A13, 1A14, 1B1, 1B2, 1B10, 1B15, 1C1, 1C2, 1C10
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A3, 2A4, 2A5, 2A7, 2A8, 2A9, 2B1, 2B3, 2C1, 2C4
- Communication Skills: 3A2, 3A3, 3A4, 3A5, 3A7, 3A8, 3B2, 3B3, 3B4, 3B5, 3B8
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4A7, 4B1, 4B2, 4B3, 4B4, 4B5, 4B6, 4B7, 4B8
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B1,
- Public Health Sciences Skills: 6A1, 6A3, 6B3
- Financial Planning and Management Skills: 7A1, 7A2, 7A3, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 713, 7A14, 7B2, 7B12, 7B13, 7B14, 7B15, 7B16, 7C15
- Leadership and Systems Thinking Skills: 8A1, 8A2, 8A3, 8A4, 8A5, 8A7, 8A9, 8B1, 8B2, 8B3, 8B4, 8B9, 8B10

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B2, 1B3, 1B4, 1B5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B5, 3B6
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4B1, 4B2, 4B3, 4B4, 4B5, 4B6, 4B7
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B1, 5B2, 5B3, 5B4
- Emergency Preparedness: 6A1, 6A2, 6A3

The following additional competencies apply to this position:

- Knowledge of the principles and methods of performance management and process improvement.
- Knowledge of Public Health Accreditation Board (PHAB) accreditation process.
- Knowledge of Computer hardware and software troubleshooting.

Work Environment: This position works primarily in a climate-controlled office. Must be able to sit for long periods of time. Be able to stand, bend, and stretch to access various physical filing systems. Able to type on keyboard with accuracy and speed. Able to communicate in English verbally and in writing. A person in this position will be expected to respond to public health emergencies and perform similar administrative duties.

Approval: This position description was approved by the Board of Health on: **10/28/19**

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.



Position Description

Canton City Public Health
FINAL

Employee Signature

Date

Printed Name