

Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Regional Liaison	Position Number/Object Abbreviation:	
Incumbent's Name (If filled position): Vacant	Agency/Division/Unit: Office of the Chief of Staff	
Address Where Position Is Located: Washington State – Locations Across WA	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Jessica Todorovich, Chief of Staff	Supervisor's Phone: 360-236-4030	
Organizational Structure		
Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).		
The Chief of staff reports to the Secretary of Health and will oversee the implementation of regional offices. Each office will have a Regional Liaison Manager that, together with the Regional Medical Officer, will provide leadership for services across the agency to bring regional support to our governmental public health role. The Regional Liaisons will report to the Chief of Staff.		
Position Objective		
Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.		
This position will be an agency leader that coordinates policy, program and equity work across the regional areas. This position will serve, along with the Regional Medical Officer, as a catalyst for innovative and engagement plans to support the governmental public health system across regions.		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see Essential Functions Guide .		
This position is responsible for leadership of coordination and activities that support the governmental health across the region, local health and tribe.		
Provide input to agency activities and decisions, bringing regional perspective and expertise to the conversation. Strengthen the knowledge and awareness of regional needs and culture.		
Share context and issues that impact the region as needed for policy development, strategic partnerships and agency operational work.		
Identify operational activities that connect to regional needs. Work with agency staff to make connections, share resources and identify opportunities.		
Facilitate communication and connections within DOH that will support regional activities.		
Partner with the assigned regional health officer to lead initiatives, facilitate meetings and plan work in support of regional work.		



Maintain and nurture relationships, facilitate cross collaboration within the region and within the agency.

Explore new opportunities, develop innovative strategies and build sustainable collaborations with regional partners. Support funding, policy and strategic activity conversations that will support our agency priorities.

Support emergency response activities.

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

Make decisions on services and support provided by DOH in specific regions based on their expertise.

Describe the scope of accountability.

Accountable to executive leadership on the coordination and implementation of services across regions.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).

These key regional relationships are fundamental to the governmental public health system. DOH is the backbone to all state services supporting public health for Washington.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

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Other financial influences/impacts.

- Influence funding decisions for state services.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

The Regional Liaison will be responsible for contributing to the development of critical public health policies. They will also implement PH policies and interventions with our public system partners.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

This position is expected to utilize both their PH knowledge and their local regional knowledge to support the right interventions and programs to increase the health of people in WA.

Explain the major decision-making responsibilities this position has full authority to make.

This position will make decisions on programming, resource allocation and policy development.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?



These decisions will be tactical in nature but impact the larger governmental public health system, so they must be aware of the bigger picture and assess risk and mitigation measures.

What are the risks or consequences of the recommendations or decisions?

Failing to provide support to our partners jeopardizes funding, grants, local government political support and tribal partnerships.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Bachelor's in public health, government, or healthcare.

3-4 years' experience working in governmental public health system.

Diverse living experience that brings knowledge of communities and environments specific to our regional areas.

Preferred/Desired Education, Experience, and Competencies.

MPH or Master's in a closely allied field such as health care or social services.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

WDL

Working Conditions

Work Setting, including hazards:	Remote work, mobile work from many locations as needed.
Schedule (i.e., hours and days):	M-F, 40 hour work week
Travel Requirements:	Ability to travel regularly, likely weekly to engage with partners and communities.
Tools and Equipment:	Laptop and cell phone.
Customer Relations:	
Other:	

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Signature (required):

As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

