

Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Senior Director of Regional Health Offices	Position Number/Object Abbreviation: 71090576	
Incumbent's Name (If filled position): Vacant	Agency/Division/Unit: OSP/DOH	
Address Where Position Is Located:	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: Kris Holiday, Chief of Office of Strategic Partnerships	Supervisor's Phone: 360-789-7176	
Organizational Structure		
Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).		
<p>The mission of Department of Health (DOH) is to protect and improve the health of people in WA. Through a broad array of strategic partnerships, the Office of Strategic Partnerships (OSP), works to advance the Department's goals of using equity, innovation, and engagement to improve the health of people in Washington state. When we are successful, these efforts will directly support mission of the DOH, which is to protect and improve the health of people in Washington state.</p> <p>OSP oversees the agency's key relationships across the governmental public health system. The office creates strategies and direction on how we serve our partners and work as a larger governmental system in support of the agency mission.</p> <p>The Regional Health Office Director (Director) position will oversee the regional coordinators in each of the DOH Regional Health Offices, and be responsible for providing leadership for the agency's overall engagement with Local Health Jurisdictions. This leader will consider impacts to tribal communities as well as local community partners. This leader sets strategic direction for the regional offices, working closely with the Regional Medical Officers and the OSP Leadership Team within to ensure coordinated, innovative support is provided to our local health and other partners with a lens of equity, innovation and engagement.</p> <p>The Director will report to the Chief of Partnerships in the Office of Strategic Partnerships. This position will work with OSP leadership and OSP directors to develop strategies to connect with tribes, local health jurisdictions, and other partners.</p>		
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.		
The role of this leader is to set direction and strategy on developing our regional office footprint. This will include leading teams, working across the organization in a matrixed way, and leading critical relationships with local health partners. This position will lead our engagement strategies with our LHJ partners, and our overarching approach to the effectiveness of DOH Regional Offices.		
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 .		



- Lead and directs strategic engagement and planning priorities related to the DOH regional offices.
- Lead and directs strategic engagement and planning for local health jurisdictions partners.
- Serves on OSP, agency, enterprise, and system leadership groups.
- Effectively facilitates meetings and discussions on sensitive/complex issues with diverse partners.
- Directs the planning, implementation, and management of complex projects at both agency and statewide levels.
- Convenes and leads agency leadership groups regarding engagement strategies and priorities for local health jurisdictions and regional offices.
- Manages Regional Coordinator and LHJ liaison positions.
- Works with OSP and other agency leadership, as appropriate, to further develop Regional Office concepts and operations.
- Facilitates a team environment for Regional Office staff, including developing partnerships with Regional Medical Officers to achieve regional and systemwide goals.

Accountability – Scope of Control and Influence

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

This position serves as the agency’s director for regional offices and has the authority to set direction and policy for our regional office work. This will include influencing resource allocation and budget direction for the organization.

Describe the scope of accountability.

This position will serve as a key leader on the OSP leadership team. They will be accountable for both policy and strategy development and operational success of our regional offices and relationships with the local health jurisdictions.

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

- It is of critical importance that the agency achieves success in the development and implementation of regional offices, partner engagement initiatives and shared system improvements.
- High visibility of this position dictates extreme sensitivity to politically-charged environments where each interaction receives intense scrutiny and is subject to misinterpretation that may lead to reduced agency effectiveness and possible loss of funding.
- This position has expert knowledge in effective partner engagement, including public and partner awareness/education, partnership development, Culturally and Linguistically Appropriate Services standards, and strategic planning.
- The position represents the agency in local health engagement and Regional Health Office planning, leading this work for the agency, and making recommendations to agency executives, the Governor’s Office, and other officials on related issues.

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.

Other financial influences/impacts.

- Grant, state and federal funding resource allocation.
- This position will understand and influence regional and local public health funding allocations

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).

This position is responsible for identifying and leveraging existing policies and developing new policies and strategies to improve the infrastructure and sustainability of regional office and engagement strategy efforts and initiatives with our LHJ partners.

This position impacts policy by leading innovation and process improvement efforts related to regional office and LHJ partner engagements. This position serves as the agency's director for regional office and local public health engagement issues and has the authority to guide related strategic/tactical engagement initiatives throughout the agency. The position is also responsible for development and oversight of the agency's overarching regional and local public health partner engagement strategy and approach.

Decisions made by this position: direction on regional offices, local public health engagement and related strategic planning; senior advisor on regional office and local public health partner program-related implementation and alignment; guidance to state and local leaders in developing plans of action to accomplish organizational goals; risk mitigation strategies for critical engagement initiatives.

The work this position is engaged in impacts all agency divisions and the public health system, as well as the public, our partners, and stakeholders.

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 has expertise and knowledge of the state, regional, and local public health system and skilled in crucial conversations to build relationships and implement regional offices. This position will make significant recommendations to ELT to support the work of the regional office and local public health partners initiatives.

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

This leadership position has full authority to lead and implement strategies for regional office and local public health partner engagement as well as shared initiatives with partners throughout the agency, and on the agency's behalf within the public health system.

The Director has the authority to make staff and resource decisions to best meet office, agency and systemwide priorities, and serves as a key agency representative on these issues to partner agencies and organizations. This position leads or participates in major policy issues impacting the office/agency/broader system. The position has full delegated authority from the Chief of Strategic Partnerships on strategic priorities, approach, planning and policy issues related local public health and Regional Health Offices.

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?

Decisions are strategic in nature and may include tactical planning. As much of this work is new and constantly evolving, this position often develops the course of action in uncharted areas. This position develops long-range plans, as well as short-term objectives, and creates and implements strategies to continue to move the agency toward priorities and goals in changing environments.

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

This is a high-profile position that must maintain a transparent process throughout the implementation of all regional office and local public health engagement and planning initiatives. Decisions made around this work require careful consideration of potential risks to the agency, partner agencies or overall health and wellness system transformation efforts. Failure to assure appropriate alignment with related initiatives, accurately identify and provide recommendations regarding critical issues or at-risk initiatives, or quickly advise executive leadership or Governor's Office on key issues would have considerable adverse consequences to overall partner engagement efforts both at the agency and statewide



levels.

Qualifications – Knowledge, Skills, and Abilities

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

Option 1: Bachelor's degree or higher in communications, administration, or a related field; and a five (5) or more years of experience managing complex communications or strategic engagement programs serving diverse audiences.

Or

Option 2: Nine (9) or more years of experience managing complex communications or strategic engagement programs serving diverse audiences.

Or

Option 3: Associate's degree or higher in communications, administration or a related field; and seven (7) or more years of experience managing complex communications or strategic engagement programs serving diverse audiences.

And

Experience in the following:

Working with Washington State's Governmental Public Health System.

Program and policy development.

Effectively leading or directing groups of managers or professionals.

Developing grants or contracts

Managing deliverables, timelines, and reporting mechanisms

Managing or assisting with managing internal and high-profile external initiatives

Additional qualifications include:

Expert Communication Skills:

Ability to express complex ideas clearly; extensive public speaking experience; facilitation and training experience. Expert editing, and strategic communications planning skills. Expert skills in developing public/partner engagement strategies and programs. Expert ability to provide leadership in risk communication strategies on controversial and high interest issues. Experience effectively meeting audience needs through expert knowledge of communication channels and approaches. Proven ability to mentor staff and partners at all levels in communication and engagement strategies.

Excellent Relationship Development/Negotiation Skills:

Proven ability to negotiate and promote partnerships between diverse internal stakeholders as well as between external community, government and private sector groups and organizations.

Management Skills:

Extensive experience managing internal and high-profile external programs including: staff and resource management, strategic planning regarding complex, high profile or sensitive issues, and outreach programs for diverse internal/external audiences. Experience developing and managing long-term plans. Experience managing teams including managers, professionals, contractors, and partners. Experience in identifying at-risk efforts and providing leadership/mentoring to help projects succeed. Creative problem-solving skills.

Leadership Skills:



Mentors, inspires, and motivates individuals and teams to accomplish mission.

Embraces Inclusion:

Creates environment of learning about, valuing, encouraging, and supporting differences. Seeks different points of view and leverages diverse perspectives in group processes and decision making. Knowledge of CLAS, Title VI and health equity.

Interpersonal skills:

Flexible and open to change; adapts to and works effectively with a variety of situations and people.

Critical thinking:

Demonstrates disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and evaluating information. Ability to quickly adapt approach to meet the needs of evolving situations.

Partnership development:

Develops, maintains, and strengthens relationships. Cultivates an environment of respect, engagement, collaboration, and trust.

Grant Administration; Contract Management:

Experience developing grants/contracts, and managing deliverables, timelines, and reporting mechanisms; experience in vendor or contract management.

Knowledge of Public Health and State Public Health System:

Understanding of public health, the governmental public health system and the state's broader health and wellness system.

Preferred/Desired Education, Experience, and Competencies.

Risk communication and public participation strategy training and experience.

Crucial Conversation training

Change management methodologies.

Advanced knowledge of and experience with Washington's governmental public health system and broader health and wellness system including health care and community-based organizations.

Special Requirements/Conditions of Employment

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

n/a

Working Conditions

Work Setting, including hazards:

Work is almost exclusively in a fast-paced, high-pressure indoor open cubicle environment. Need to be able to sit for long periods of time.

Schedule (i.e., hours and days):

Standard business hours are Monday-Friday 8am to 5pm, but the incumbent may be expected to adjust the work schedule to meet business needs. A flexible schedule will be considered at the incumbent's request, subject to supervisory approval.

Travel Requirements:

Extensive statewide travel is required to meet with clients/stakeholders/contractors, conduct business, or attend or provide training. Travel may require overnight hotel stay.

Tools and Equipment:

Extensive use of computer/laptop, printers, copiers, fax, phone/headset, all Microsoft



	Office suite software and agency supported programs, and common office equipment.
Customer Relations:	Daily telephone and email consultations with people from various backgrounds: state, federal, providers, stakeholders, local health jurisdictions, partners, contractors, and public. Written and web-posted communications. In person meetings with internal and external stakeholders.
Other:	Willingness to work in excess of normally scheduled work hours to meet critical deadlines and participate in emergency response activities as appropriate. Willingness to be flexible with work strategies if change in agency strategy or change in direction from supervisor. Ability to work and meet agreed upon deadlines.
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: 11/30/2022	Supervisor's Signature (required): /s/ Kris Holiday
Date: 11/30/2022	Appointing Authority's Name and Title: Jill Edgin, Deputy Administrator Signature (required): /s/ Jill Edgin
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

