

Exempt Position Description

For assistance completing this form, contact your Human Resource office.

Position Information		
Action: Establish <input type="checkbox"/> Update <input type="checkbox"/> If update, indicate change:	Position Title: Chief of Global and One Health (PD date: 4/12/23)	Exempt Class Code (e.g., B1234):
Date Last Reviewed (If existing position):	Current Band:	Proposed Band: EMS Band 4
Position Number/Object Abbreviation:	Management Code (P/M/C):	Market Segment (e.g., HR, IT):
Exempt Citation (RCW) and Heading:	Prior Evaluation Points/JVAC:	Proposed Evaluation Points/JVAC:
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Incumbent's Name (If filled position): Vacant	Address Where Position Is Located: King County or Tumwater, WA	
Agency/Division/Unit: DOH/OGO	Supervisor's Name and Title: Umair A. Shah, MD, MPH	
Supervisor's Position Number: 70041336	Supervisor's Phone: 360-236-4030	

Organizational Structure
Summarize (one or two sentences) the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).
<p>The Washington State Department of Health (DOH) works to protect and safeguard the health and safety of the people in Washington State. This position supports the Secretary of Health in advancing the priorities of the State of Washington and the Department of Health, consistent with its core values of Equity, Innovation, and Engagement (EIE) and in line with the goals of DOH's 2022 <i>Transformational Plan: A Vision for Health in Washington State</i>.</p> <p>The newly created Executive Office of Global_One (OGO) serves as the new DOH lead office for connecting internal initiatives and teams, as well as external activities and partners related to Global and One Health (GOH). Currently, DOH's diverse GOH activities are spread throughout several programs in the agency and interface with a wide variety of local, state, federal, global, academic, and private partners.</p> <p>It will be the initial primary role of the Chief of OGO to work to coordinate across the agency in understanding and connecting these existing initiatives as well as developing new ones within the OGO. In order to create an environment that fosters greater coordination, collaboration, strategic thinking, and organizational growth in this regard, the responsibilities of the Chief will be to assure: 1) the strengthening of existing GOH activities, and the development of new GOH initiatives at DOH, to advance DOH GOH objectives and strategies; 2) building strategic pathways for identifying, developing, curating, maintaining, and leveraging a variety of existing and newer partnership opportunities in both GOH; 3) reviewing and creating opportunities for furthering the bidirectional pathway for global-domestic health, especially in how best to apply global learnings to strengthening DOH programs in enhancing their work; and, 4) the strengthening of internal One Health programming and coordination with a variety of multi-sector external partners.</p> <p>This position provides overarching leadership, direction, and guidance for the agency on external GOH relationship management, strategic planning, and consultation with a specific focus on value-add partnerships to advance global learnings and contribute to the GOH ecosystem in Washington (and beyond). The Chief serves as the strategic leader</p>

overseeing the agency's GOH partnerships including with academic partners and members of collaboratives such as the Washington Global Health Alliance (WGHA).

The Chief of OGO provides expertise and oversight of comprehensive coordination and connected as the key partnership liaison with internal programs and teams within the agency. This is of particular importance with activities related to the Secretary of Health/Chief of Staff Offices, Office of Health & Science, Office of Strategic Partnerships, Office of Innovation & Technology, and subject matter expert leadership across the agency.

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 is responsible for setting strategic direction, policy development and fostering of GOH relations in support of the mission of the agency. As a member of the Executive Leadership Team (ELT), the incumbent is expected to use their expertise to contribute to the achievement of the agency mission, vision, values, and strategic plan. This position directs policy and action to ensure that effective and efficient operations and establish strong policy outcomes.

This position is responsible for leading the agency's activities related to Global and One Health and will enact strategies and initiatives to ensure that collaboration and mission objectives are met effectively and consistently. This position is expected to work closely with the agency's Office of Strategic Partnerships (and others) to ensure connection with appropriate partnership opportunities are available with global, federal, state, local, and academic leaders, and agencies.

This position is responsible for coordination with key public health program staff within the agency and partners outside of the agency including academia, global health alliances such as WGHA, multi-national agencies, One Health partners and associations with academia, tribes, local health jurisdictions, healthcare providers, academia, private sector, foundations/philanthropy, and non-profit entities, as appropriate. This includes responsibility for fostering partnerships and collaborative work products and initiatives that advance the public health and agency mission.

This position is expected to speak on behalf of the Secretary and the agency on major partner relations-related matters with knowledge and appropriateness. This position oversees partnership activities and is also responsible for collaboration, as needed, with other agencies, stakeholders, and constituents. This position is directly involved in external activities to ensure program coordination and collaboration is accomplished. The Chief of Global and One Health may also supervise work related to other parts of the organization either singularly or in coordination with other administrative leadership.

This position makes all final budgetary and personnel decisions, serves as executive sponsor for major projects and initiatives and oversees a variety of technical and administrative staff in the performance of their duties. This pivotal leadership position plays an instrumental role in the success of ELT and the agency, both at the agency and in the larger GOH system (international, national, state, regional and local partners).

The Chief of the Office of Global_One (OGO) is responsible for:

- Coordinating a talented group of health professionals working across multiple programs to leverage existing systems and advancing the GOH mission of the agency.
- Creating an inventory of current and potential GOH work, while also identifying opportunities and gaps, both from a landscape perspective externally across Washington and internally within the agency, to ready the agency for the application of global learnings that would advance of agency work.
- Directing the resolution of emergent and high priority issues related to the agency's GOH work.
- Ensuring the effectiveness of innovation efforts by directing overarching approach for GOH initiatives and helping to develop the agency's partner-related strategic goals and priorities.
- Identifying and providing leadership or senior consultation to critical/at-risk partner-related initiatives at office, agency, and broader system levels.
- Ensuring the development and maintenance of effective and innovative partnerships, coalition building and collaborations with internal/external partners including DOH divisions and programs, the governmental public health system, state agencies, the Governor's Office, and non-governmental/private sector organizations.
- Serving as the agency's lead GOH partnership and planning advisor to agency and partner agency executives.

Primary Responsibilities

Describe the position's primary responsibilities 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](#).

The Chief is responsible for setting strategic direction and policy development goals as well as key performance indicators (KPIs) for partner relations. The position sets strategic GOH policy, goals, and objectives for the agency's work in this area.

This position is responsible for building and maintaining the DOH collaborative partner programming, strengthening its partnership relations, and creating the framework for effective GOH work across the agency and beyond. The Chief will also be responsible for working with other stakeholders both within the agency and externally to assist with understanding and readiness of public health personnel through appropriate situational awareness, tools, trainings, competencies, and other necessary support.

This leader represents the agency at local, state, regional, tribal, and national forums, committees, and workgroups for a variety of high-level public health issues. The Chief assists in the development of evidence-based public messaging and serves as a key agency spokesperson for a variety of public health issues including during GOH-related discussions.

Additionally, the Chief of OGO is expected to:

- Determine strategic engagement and planning priorities related to the agency's GOH relationships, develops/directs development of both short- and long-range plans, and oversees implementation;
- Direct OGO's overarching strategic guidance related to GOH, governmental health partnerships, academic, and other appropriate partnerships;
- Create/provide leadership on multi-disciplinary internal/external teams as needed to refine and advance the agency's GOH agenda;
- Convene and chair agency leadership groups regarding GOH engagement strategies and priorities;
- Serve on agency, enterprise, and system leadership groups;
- Represent agency on partner/statewide/national committees;
- Direct the planning, implementation, and management of complex projects at both agency and statewide levels;
- Co-direct efforts for telling the story of GOH: elevating and sharing internal/external accomplishments and highlighting best practices;
- Provide senior counsel to the Secretary, and to agency and system executive leadership on complex issues, prioritization, alignment of resources and organizational culture related to GOH;
- Establish and maintain effective and innovative partnerships and collaborative opportunities, internally and externally. Key external relationships might include those with the Washington Global Health Alliance, Gates Foundation, PATH, Amazon, Microsoft, other multi-national entities, non-profit organizations, academic partners such as University of Washington, Washington State University, etc., refugee/immigrant groups, animal/veterinary and environmental groups, consulates, binational Canadian relations, and should not be limited to those only within the state of Washington, or the United States;
- Effectively facilitate meetings and discussions on sensitive/complex issues with diverse partners; and,
- Provide matrix leadership/strategic oversight to other OGO office directors/teams and initiatives.

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 Chief of Global_One Health, and has the authority to approve, course correct and/or guide strategic/tactical partner engagement initiatives throughout the agency. The position is also responsible for development and oversight of OGO strategic GOH engagement plan, and its successful deployment throughout the agency. This position is responsible for funding work with partners across multi-sector areas.

The Chief of Global_One Health identifies issues and mitigates risks regarding public health system engagement with other sectors in animal/zoonotic, environmental, global, and the academic and private sectors with alignment of cross-agency efforts, and development of effective public/stakeholder information programs. This position engages with external partners and helps develop strategies to support the agency's mission to transform public through more innovative, visible cross sector engagement.

The position has full delegated authority from the Secretary on strategic priorities, approach, planning, and policy issues related to Global and One Health, and may represent the office, the agency and/or the state with local, state, national, or international external partners.

The Office of Global_One works closely with internal partners to help agency staff and teams work effectively with external partners and collaborate with agency divisions/offices on shared issues and partnerships, with a particularly strong focus on engaging with the Secretary of Health/Chief of Staff Offices, Office of Health & Science, Office of Strategic Partnerships, Office of Innovation & Technology, and subject matter expert leadership across the agency.

Describe the scope of accountability.

The Chief of OGO is responsible for the leadership, oversight, and implementation of strategic GOH engagement and planning initiatives for the agency. This position plays a critical role alongside the other senior directors across the agency in leading the agency's efforts on alignment of partner innovation initiatives including strategic approach, transparency, collaborations, and issues management.

Global and One Health is a new area of focus for the agency and will require decisions to be made independently and immediately on a variety of complex issues, often without precedent.

The position directs planning, implementation, and management of complex office/agency/systemwide projects, and is accountable for effective use of resources, quality, and ultimate success of projects. For example, with external partners like associations, academic partners, and major multinational and global health related entities.

The position is accountable at the executive level of the agency and is a member of the agency Executive Leadership Team (ELT).

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 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.
- Diverse, simultaneous project deadlines must be met to ensure accuracy, and trust within the agency and with partners/stakeholders.
- Understand the potential uncertainty involving articulation of both Global Health and One Health multi-sector work to domestic audiences and the benefit of showing the value-add of applying global learnings to domestic programming work.
- This position develops and oversees strategic engagement and planning for potentially sensitive and highly visible initiatives with a direct impact on the agency's effectiveness, reputation, and credibility.

Potential impacts of error:

- The state fails to deliver on projects and initiatives, undermining crucial health and wellness elements necessary for improved health outcomes and cost containment.
- The state misses critical opportunities for federal and state funding and flexibility to implement key aspects of public health and related system initiatives.
- The state's relationship with international, federal and state partners, as well as Washington cities, counties and tribes are damaged, impeding the ability to effectively engage them in health policy development.
- Inappropriate use and waste of fiscal and administrative resources.

- Loss of public and partner confidence in the agency.

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 that will support the agency’s strategic priorities through GOH partnerships.

This position impacts policy by leading innovation and process improvement efforts related to effective GOH partner engagement to enhance the overall system, which may result in new/revised policies. The position also influences policy by staying current on regional, national, and international trends related to GOH, and co-leading the overall approach to related public/partner/stakeholder education on issues managed by OGO.

This position serves as the agency’s director for GOH and related engagement issues and has the authority to approve and/or guide related strategic/tactical engagement initiatives throughout the agency. The position is also responsible for development and oversight of the agency’s overarching GOH engagement strategy and approach.

Decisions made by this position: direction on GOH engagement and strategic planning for statewide use; senior advisor on external affairs related implementation and alignment; guidance to state and local leaders in developing plans of action to sustain and improve public private partnerships; risk mitigation strategies for critical or at-risk 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.

Yes, this position is responsible for making significant recommendations for the policies and guidelines for GOH engagement and strategic planning to the OGO leadership team, division leadership teams, the Executive Leadership Team, as well as to external partners, other state agencies, and the Governor’s office as needed.

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

This senior leadership position has full authority to direct, lead, and implement strategies for GOH engagement as well as shared initiatives with partners throughout the agency, and on the agency’s behalf.

The Chief of OGO 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 Secretary of Health on strategic priorities, approach, planning, and policy issues related to GOH and related public-private partnerships.

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 related to GOH and existing as well as potential partnerships.

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

Decisions made around this work require careful consideration of potential risks to the agency, partner agencies or overall public health 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.

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.

- \$1.5 million dollars annually

Other financial influences/impacts.

- This position has leadership responsibility and decision-making authority to direct agency funding as a member of the Executive Leadership Team. This position will set direction and prioritize the spending of funds across the agency.

Supervisory Responsibilities

Supervisory Position: Yes No

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

This position oversees The Executive Office of Global_One Health. This office includes 6 FTE, the highest level of position in a WMS Band 3, Deputy Chief of Global_One Health.

Required Education, Experience, and Competencies.

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

Required Education, Experience, and Competencies.

- The position requires a bachelor's degree in a Global and/or One Health-related technical, educational, public policy or other relevant field and two years of experience working in Global health or One Health related areas.
- Other combinations of education, experience, and training that demonstrate the ability to perform the work will be considered.
- Legally operate a state or privately-owned vehicle or provide reliable alternative transportation.
- Excellent written and verbal communications skills.
- Demonstrated experience writing and editing documents intended for a variety of audiences.
- Demonstrated presentation and facilitation skills.

Key competencies:

Builds Relationships: Develops, maintains, and strengthens relationships inside and outside the organization. Cultivates an environment of engagement, respect, active listening and trust, and collaboration.

Fosters Teamwork and Collaboration: Leads, participants in, and supports teams. Creates culture in which the synergistic power of teams is realized. Builds trusting cooperative relationships and meaningful connections. Understands and builds networks and encourages collaboration.

Communicates Effectively: Effectively conveys ideas and shares information with others from a place of authenticity. Listens and communicates with the audience in mind and an understanding of different points of view. Conveys clear, timely, persuasive messages that positively influence thoughts and actions. Models and creates a culture that values listening and candid conversations.

Models and Champions Our Culture and Values: Earns the trust, respect, and confidence of co-workers and customers through consistent honesty, authenticity, transparency, and professionalism. Sets a personal example.

Follows through on promises and commitments. Leads with humility and respect. Removes fear from the organization. Is self-aware and able to self-regulate and adapt. Holds self and others accountable to model agreed-to standards. Has courage, addresses problems, and demonstrates a selfless commitment to public services. Focuses on the customer and creates a customer-focused culture. Understands customers and their needs. Builds and maintains internal and external customer satisfaction.

Preferred/Desired Education, Experience, and Competencies.

- Bachelor’s degree in public relations, marketing, communications, or related field and/or master’s degree in public health, public administration, marketing, or other closely related field, are preferred. In lieu of educational requirements, on-the-job or previous successful employment experiences may be substituted.
- Demonstrated expertise overseeing the identification and engagement of GOH actors, as well as building partnerships.
- Proven experience in creating and maintaining effective working relationships that foster collaborative successful outcomes.
- Knowledge: structure of public health in Washington State as it relates to federal, state, and local levels.

Special Requirements/Conditions of Employment

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

- Due to the unique work functions of this position to be able to respond in emergency situations, this position is expected to be available 24/7 by agency issued devices and/or otherwise except for approved vacations and sick leave.
- In the case of the latter, the Chief is expected to identify and make known appropriate response personnel to ensure there is no interruption in response coverage.

Working Conditions

Work Setting, including hazards:	The work setting for this position is in an office. Employee must be willing and able to work effectively in an open office environment. This position requires sitting and working at a computer for extended periods of time. Work is performed almost exclusively indoors in an office environment. Exposure to hazards is limited to those commonly found in government office environments. Must be willing to work in a fast-paced environment with multiple assignments and priority deadlines.
Schedule (i.e., hours and days):	Must be able to work in excess of 40 hours per week when necessary to perform the core functions of this position. Standard business hours are Monday – Friday from 8 am – 5 pm, but the incumbent may be expected to adjust the work schedule to meet business needs. Flexible schedules may be available.
Travel Requirements:	Employee must be willing and able to travel as needed, either alone or with another person or people, overnight, for several days and/or out of state. Willing and able to legally operate a state or privately owned vehicle OR provide alternative transportation while on state business.
Tools and Equipment:	This position requires frequent phone conversations while processing and/or handling information on the computer or mobile device. Duties require the use of standard office furniture and equipment (e.g., desk, filing cabinet, computer, printer, telephone, copy machine, etc).
Customer Relations:	Daily contact with office-level managers and staff. Frequent contact with division and agency leadership, and other state, federal, and national stakeholder organizations.
Other:	Must be willing to work in a smoke-free, drug-free, alcohol-free, scent neutral environment. This position may require moving objects and materials weighing as much as 25 pounds. Applicant must be capable of performing the essential functions of the position with or without accommodation.

	Must be willing to participate in emergency response activities and when the Agency Coordination Center is activated.
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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: 04/12/2023	Supervisor's Signature (required): /s/Umair A. Shah, Md, MPH
Date: 4/12/2023	Appointing Authority's Name and Title: Dr. Umair A. Shah, MPH, Secretary of Health Signature (required): /s/ Umair A. Shah, Md, MPH
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only						
Approved Class Title:	Class Code:	Salary Band:	Effective Date:			
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:			
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:			
County Code:	Business Area:	Personnel Area (FEIN):				
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>				
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature				
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:	
Date:	Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature:	