

The following is position information that will be used to fill the Public Health Director/Principal Executive Manager I vacancy. Also attached is an [Organizational Chart for the Public Health Division](#).

If you need additional information, please contact Jean Fauth at jean.fauth@state.or.us or by telephone at 503-945-6851.

POSITION INFORMATION					
a. Classification Title:	Principal Exec. Manager I		b. Classification No:	Z 7016	
c. Effective Date:			d. Position No:	0000001	
e. Working Title:	Public Health Director		f. Agency No:	10000	
g. Section Title:	Public Health Division		h. Budget Authorization No:		
i. Employee Name:			j. Representation Code:	U	
k. Work Location (City-County):	Portland - Multnomah				
l. Supervisor Name (optional):	Dr. Bruce Goldberg				
m. Position:	Permanent	Seasonal	Limited duration	Academic Year	
	Full Time	Part Time	Intermittent	Job Share	
n. FLSA:	Exempt	If Exempt:	Executive	o. Eligible for Overtime:	No

PROGRAM AND POSITION INFORMATION
<p>The legislature created the Department of Human Services (DHS) in 1971 by bringing together the state's principal human services agencies. The department, with more than 10,000 positions and a 2007-2009 budget of more than \$10 billion, administers more than 250 programs. The DHS mission is "Assisting people to become independent, healthy and safe." The department's work is organized around four broad goals: People are healthy, people are safe, people are living as independently as possible, and people are able to support themselves and their families. Each goal is supported by specific measurable outcomes. This approach – stating goals, measuring results, and reporting progress to the public – reflects the department's commitment to better outcomes for clients and communities. Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family, this approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.</p>
<p>b. The incumbent in this position provides leadership, oversight, and guidance for all of the Public Health offices, and has broad statewide responsibility to take actions needed to protect, preserve, and promote the public's health.</p>

The Public Health Director provides leadership, oversight, guidance through supervision of Public Health executive staff. Ensures programs and services are delivered through a variety of culturally competent service systems.

The Public Health Director promotes public health issues, policies, and priorities to the general public and to public and private organizations at the state, regional, and national level. At the request of the DHS Director, this person also represents and speaks for Public Health to the Governor, Legislature, and stakeholders, and serves on committees, commissions, and task forces to provide public health expertise as needed. As appropriate, the Public Health Director represents the interests of the State of Oregon in discussion with federal agencies and national private and public health organizations.

The Public Health Director develops, implements long-range plans for Oregon's public health system in partnership with the Public Health Office Administrators, Public Health Advisory Board, the Conference of Local Health Officials, and local health departments by assessing health status, trends, and policy setting to focus resources on high priority areas that are culturally sensitive to Oregon's diverse population.

The Public Health Director oversees the delivery of legally mandated basic public health services to Oregonians, that systems are in place to evaluate these statewide services, and that the health problems and needs of populations at special risk are identified and addressed.

The Public Health Director collaborates with other DHS program executives to coordinate and integrate public health activities with those of other programmatic areas of DHS and with other state agencies.

Perform other duties as assigned to support the mission of the Department of Human Services.

WORKING CONDITIONS

Meetings outside of regular working hours approximately weekly.
Travel within or outside of the State requiring overnight stays at least biweekly.

GUIDELINES

Established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes relating to health.
Oregon Administrative Rules relating to health and administration.
DHS, and other state administrative policies.
Federal laws and regulations relating to health in general, specific health programs, & Administration.

The statutes provide guidance for public health program operations including the development and adoption of Administrative Rules to implement the statutes.

WORK CONTACTS			
Who contacted	How	Purpose	How Often
Governor & staff	Person/phone/e-mail	Consultation on health &/or programs	Weekly
DHS Director	Person/phone/e-mail	Consultation on health &/or programs	Weekly
DHS Asst Director and staff	Person/mtgs/phone / e-mail	Direction, consultation	Weekly
Other state agencies	Person/phone/e-mail	Consultation on health programs	Weekly
Elected officials	Person/phone/e-mail	Consultation on health program / represent program	As needed
DHS-HS staff	Person/phone/e-mail	Consultation on health programs	Weekly
DHS Local health departments	Person/phone/e-mail	Consultation on health programs	Weekly
Health-related staff and organizations	Person/phone/e-mail	Consultation on health programs	Weekly

POSITION RELATED DECISION MAKING

The Public Health Director makes decisions as defined in public health statutes; decisions have significant implications for the health of whole communities or groups of people. Also makes decisions about allocation of resources and expenditure of funds within State and Federal requirements.

REVIEW OF WORK

DHS Director. Reviews are held monthly, or as needed.

OVERSIGHT FUNCTIONS

a.	How many employees are directly supervised by this position?	9 FTE
	How many employees are supervised through a subordinate supervisor?	655
b.	Which of the following activities does this position do?	
	Plan work	Coordinates schedules
	Assigns work	Hires and discharges
	Approves work	Recommends hiring
	Responds to grievances	Gives input for performance evaluations
	Disciplines and rewards	Prepares & signs performance evaluations

ADDITIONAL POSITION-RELATED INFORMATION

Oregon Driver' s License or alternate form of transportation.

BUDGET AUTHORITY:

The Public Health Director is responsible for a Total Fund biennial budget in excess of \$495 million.