



## CLASS SPECIFICATION

**Class Title:** Bureau Manager, Health Strategy  
**Department:** Health Admin  
**FLSA:** Exempt  
**Merit:** Non-exempt

**Class Code:** 5576  
**Grade:** 25  
**Eff. Date:** 7/09/2021

### GENERAL PURPOSE

Under general guidance and supervision of the Deputy Director of Health performs administrative and supervisory duties in planning, coordinating, directing, managing and evaluating health strategy initiatives.

### EXAMPLE OF DUTIES

Hires, trains, and supervises employees; assigns work and determines staffing needs; develops performance plans and evaluates performance in accordance with all county policies and procedures and practices; promotes professional development and delivers ongoing professional training to division staff.

Manages collaborative efforts to strategically align with community entities to improve health outcomes, partnerships, and resources. Directs and evaluates community engagement efforts to address health equity, conducts community health assessments, and develops community health improvement plans.

Serves as a community health strategist. Provides administrative support for the creation of community-wide health improvement strategies.

Facilitates cross-sectoral partnerships to identify strategic issues and collectively makes systems and policy changes to improve social determinants of health, improve access to services, and prevent inequities. Works with city and county government officials, as needed.

Provides leadership, training, technical assistance, guidance, and support to staff and community partners regarding best practices to improve population health. Recommends opportunities for professional development and training for individual staff and community health improvement partners.

Identifies data gaps in the public health system. Directs, designs, and carries out community health assessments that identify and describe all aspects of public health in Davis County.

Provides ongoing monitoring and evaluation of the Community Health Improvement Plan. Prepares reports, plans of action, timelines, public presentations, and other written and oral communications regarding health improvement progress and activities. Documents health improvement processes and outcomes.

Participates in and leads applicable community coalitions and DCHD teams. Represents the department on a variety of state and local advisory boards, steering committees, panels and workgroups.

Responsible for developing and coordinating external partnerships with agencies across the entire public health system. Directs strategic planning among health, human service, and health equity partners.

Prepares budgets, grant applications, policy statements, and interagency agreements for administrative approval. Contributes to Public Health Accreditation documentation.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in public health, health education, public policy, or a closely related field, plus five (5) years of full-time experience in a closely related field, OR four (4) years of full-time experience in a closely related field plus one (1) year of supervisory experience. A Master's Degree from an accredited college or university in a directly related field may be substituted for two (2) year of experience.

***Preference for:***

- Master's degree in a related field.
- Experience working for an accredited public health agency.
- Supervisory/management experience.

#### 2. **Special Qualifications:**

Must pass a criminal history background investigation as required by the position.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

#### 3. **Necessary Knowledge, Skills and Abilities:**

***Knowledge of:*** Community health improvement frameworks and principles; practices of governmental and public health agency structures and resources; and public health epidemiology. Has an overall comprehension of the ten Essential Services of Public Health.

***Skill in:*** Building trusted relationships; assessment concepts and techniques; written and oral communication; program management; group facilitation; strategic planning and operating computer hardware and software programs/applications.



## CLASS SPECIFICATION

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** Work with multidisciplinary, multicultural, and multisectoral partnerships; build consensus among diverse individuals/organizations; interact and communicate effectively and respectfully with persons of all ages, abilities, socioeconomic status, education, race, ethnicity, sexual orientation, and lifestyles; contribute to a professional work environment where continuous quality improvement is practiced; work in and communicate effectively with department teams; follow written and verbal instructions; exercise sound independent judgment; work with minimal supervision; prepare clear, concise and accurate reports. Communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

### WORKING CONDITIONS

Work is performed in a general office setting and also with the public in community locations and may require travel from one work site to another.

Regular walking, standing, bending, twisting, sitting, driving a motor vehicle; maintaining concentrated attention to detail, communicating via email and cellular phone is required, as well as occasional lifting and/or otherwise moving objects weighing up to 50 pounds; use of tools or equipment requiring a high degree of dexterity.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information

Date:	7/09/2021
Department Approval:	David Spence
HR Generalist Approval:	Hollie Holley
Classification Approval:	Marina Brito