

**DANE COUNTY  
POSITION DESCRIPTION**

- Vacancy/New Hire
- Audit Request
- PD Update

Date: 7/15/2016

Position No. 2684

Dept. No. 520

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1. **NAME OF EMPLOYEE:** Vacant
2. **DEPARTMENT/DIVISION:** Board of Health/Administration
3. **WORK ADDRESS:** 210 Martin Luther King Jr. Blvd., Room 507, Madison, WI 53703
4. **CLASSIFICATION OF POSITION:** Public Health Planner Technical Assistance
5. **NAME AND CLASS OF FORMER INCUMBENT:** none
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:**  
Policy, Planning and Evaluation Division Supervisor
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**  
N/A
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
 Yes  No
9. **SUPERVISION RECEIVED:** Receives general supervision Policy, Planning, and Evaluation Division Supervisor
10. **SUPERVISORY RESPONSIBILITIES:** None
11. \_\_\_\_\_  
**Employee Signature** **Date**
12. \_\_\_\_\_  
**Supervisor Signature** **Date**
13. \_\_\_\_\_  
**ERD Staff Signature** **Date**

**POSITION SUMMARY:** The mission of the Policy, Planning and Evaluation Division is to support the work of Public Health Madison & Dane County with timely, accurate, user-friendly information for public health surveillance, policy development, program guidance, and community development. This unit performs activities including epidemiology, economic analysis, social and health policy analysis, program evaluation, and community capacity building. Community Health Assessment and Community Health Improvement Planning are also supported by this division.

This position works collaboratively with the community to promote the public's health, including the health & well-being of disenfranchised, underserved populations and the entire community. This position fosters the rights and responsibilities of the community in identifying its health-related assets, needs, opportunities and priorities. This position also collaborates in the identification, development and sustainment of appropriate community partnerships and other resources to achieve desired outcomes.

#### **FUNCTIONS :**

##### **FUNCTION A –35%: Assessment and Analysis**

A1: Assemble and analyze local data, existing programs, services, systems and policies related to Public Health

A2: Investigate best/promising public health practices being used in other communities, agencies and jurisdictions to address social determinants of health that are relevant to PHMDC needs and conditions and disseminate information through policy briefs and presentations

A3: Provide technical expertise for developing and executing innovative approaches to utilize health impact assessment methodology.

A4: Provide overall and project level coordination of community partners regarding health assessment and implementation of health-related programs or initiatives including school districts, city/county departments, and non-profit organizations

A5: Assemble and lead HIA teams and processes with internal and external stakeholders, work with city and county partners, as well as social and private sector organizations, to assess health impacts of specific investment or programmatic options

A6: Provide technical support for HIAs, support Health Impact Assessment efforts, working closely with other PHMDC and city/county staff and partners

A7: Boost resident understanding of how to participate in civic processes

##### **Function B – 25%: Community Engagement and Collaboration**

B1: Plan, manage and execute a collaborative community health improvement implementation (CHIP) plan designed to maximize civic participation and improve population health

B2: Manage and evaluate pieces of CHIP implementation plan

B3: Engage in and provide recommendations to support development, strategic partnerships and coalition-building efforts to enhance current and future initiatives

B4: Serve as liaison to targeted partners in order to provide leadership, counseling, facilitation, and technical assistance to as appropriate

**Function C – 20%: Public-Private Partnership Development**

- C1: Develop capacity to access additional public and private public health resources
- C2: Engage stakeholders (including employers) and residents to review possible strategies to improve quality of life and health to shape and influence policy, systems and community environments
- C3: Work with policy analyst to engage elected officials and employers in opportunities for health-related systems change, helping to identify opportunities to leverage public-private partnerships
- C4: Represent PHMDC at key planning forums with internal and external groups and partners
- C5: Grant research and opportunity filtering
- C6: Grant writing as needed and appropriate
- C7: Make connections with and leverage resources when appropriate

**FUNCTION D – 10%: Track and Implement projects**

- D1: Assist with the day to day operations of a diverse array of analytic and communications initiatives related to health impact assessment within PHMDC and with external partners using a strategic and cooperative approach
- D2: Coordinate with staff inside and outside PHMDC (as needed) to ensure tasks and resources remain within the original scope and budget
- D3: Alert management to any issues or opportunities that could hinder or accelerate the work
- D4: May initiate and manage contract(s) for services with targeted organizations and/or vendors
- D5: May manage specific programs or budgets, but will not have line management responsibilities

**FUNCTION E - 10%: Evaluation, Health Equity**

- E1: Utilize project data, evaluation and outcome results to develop strategic recommendations for improvements to public health, including policy and systems-level changes and to provide technical assistance internally and with external collaborators.
- E2: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.

**POSITION REQUIREMENTS:**

Education and experience:

Bachelor’s Degree required. Master’s Degree in public policy, population health, public administration, public health, economics, or a relevant discipline strongly preferred. Three or more years of progressively responsible work experience. Statistical methods training and application required. Ideal candidates will have experience analyzing and communicating about economic, housing, community development and/or urban/regional planning data.

**Certifications: none**

Licenses: Current valid WI Drivers License; current valid professional licensure appropriate to specific discipline, if applicable

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Creative, strategic thinker.
- Demonstrated initiative; evidence of being a self-starter
- A willingness to share ideas
- A team player, with the ability to take initiative
- Ability to direct work processes and assign tasks
- Patience with ambiguity and an ability to shape direction
- Group facilitation skills
- Ability to critically review and utilize research findings
- Experience developing partnerships with local governments and community-based organizations
- Coalition building
- Effective communication
- Interpersonal and problem solving skills
- Use of outcome data for program improvement and accountability

**PHYSICAL DEMANDS:** Work may involve prolonged periods of sitting, standing and computer use. Good vision and hearing with/without corrective devices are essential. Ability to drive and/or provide reliable transportation is required. Travel within the county is common and outside of county is possible.

**WORK ENVIRONMENT:**

Work occurs at the City County Building and at a variety of public health offices and community-based settings. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different levels of learning and with different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Working conditions may vary in relation to heat, cold, fatigue, etc. Conferences or seminars may require travel outside of Dane County.