

FUNCTIONAL JOB DESCRIPTION

GENERAL INFORMATION:

Civil Service Classification	Management Analyst II
Working Job Title (if different)	Workforce Development Manager
Division	Administration/Human Resources
Date Job Description Created	10/3/2013
Revision Dates of Job Description	
Job Title Changes (all changes since position creation)	

POSITION DEFINITION:

This position is responsible for managing the overall public health workforce development strategies of Columbus Public Health, including writing, implementing, and managing CPH's workforce development plan, training curriculum plan, and succession plan. In addition, this position is responsible for planning and coordinating leadership and managerial workforce development activities. These activities must align with and meet all Public Health Accreditation Board (PHAB) standards. This position is shared with the Office of Emergency Preparedness to assist with administrative functions of the Public Health Emergency Preparedness grant, to manage training and exercise portions of the PHEP grant, oversee National Incident Management System activities, and assist during a public health response.

ESSENTIAL FUNCTIONS:

- Responsible for writing and implementing the Training and Exercise portions of the Public Health Emergency Preparedness (PHEP) grant, including ensuring that required reports are timely filed, and training and educational requirements (NIMS, ICS, etc.) are met and tracked for all CPH staff.

- Responsible for development, implementation, and ongoing management and evaluation of workforce/succession planning including the determination of the general and public health competencies required by critical positions, coordination of a workforce/leadership development plan based on the needed competencies, identification and partnership with resources to provide necessary training, and coordination of the training of identified internal candidates to build a leadership bench.
- Participates, conducts, or provides peripheral activities associated with emergency preparedness including training and education, presentations, exercise design and participates on an incident management team to respond to public health emergencies.
- Prepares reports, creates and maintains databases, represents CPH on internal and external committees, and completes other miscellaneous activities related to the responsibilities.

PREFERRED QUALIFICATIONS:

Background in and understanding of public health, in addition to curriculum development, educational design and evaluation.

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):

A. Public Health Tier: 2 – Mid-level employee

B. Organizational Competencies

All CPH employees are expected to ensure that the Columbus community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all CPH employees are expected to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of CPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Research / Science-based: Contribute to the advancement of the scientific base of public health and use credible science as the foundation of our policies and procedures.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Continuous Quality Improvement: Establish and maintain organizational capacity and resources to support continuous quality improvement.

- **Occupational Health and Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner both written and orally, in person, and through electronic means, with linguistic and cultural proficiency.

C. Manager/Supervisor/Executive Level Competencies

- City of Columbus MCP/HACP Performance Excellence: Managing Performance (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19)
- City of Columbus MCP/HACP Performance Excellence: Managing Resources (1, 2, 3, 4, 5, 6, 7, 8)
- Council on Linkages: Leadership and Systems Thinking Skills (8B1, 8B2, 8B3, 8B4, 8B5, 8C6, 8B7, 8B8)

D. Job Specific Competencies

Descriptions of each competency can be found at:

http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Analytical/Assessment Skills (1C4, 1B5, 1C6, 1B7, 1B8, 1C9, 1B11)
- Policy Development/Program Planning Skills (2B1, 2C2, 2C3, 2B4, 2B5, 2B8, 2C8, 2B9, 2B10, 2B11)
- Communication Skills (3B2, 3B3, 3B5, 3B6)
- Cultural Competency Skills (4B2, 4C5)
- Community Dimensions of Practice Skills (5B2, 5B3, 5C4, 5B5, 5B6, 5B8, 5B9, 5B10)
- Public Health Sciences Skills (6B3, 6B4, 6B6, 6B7, 6B9, 6C10)
- Financial Planning and Management Skills (7B3, 7B4, 7B6, 7B7, 7B8, 7B9, 7B10, 7B11, 7B13, 7C16)
- Leadership and Systems Thinking Skills (8B1, 8B2, 8B3, 8B4, 8B5, 8C6, 8B7, 8B8)

Additional Job Specific Competencies:

- **Association of Schools of Public Health Preparedness & Response Core Competency Models (from Dec. 2010).**
 - 1.1: Solve problems under emergency conditions
 - 1.2: Manage behaviors associated with emotional responses in self and others.

- 1.3: Facilitate collaboration with internal and external emergency response partners.
- 1.4: Maintain situational awareness.
- 1.5: Demonstrate respect for all persons and cultures.
- 1.6: Act within the scope of one's legal authority.
- 2.1: Manage information related to an emergency.
- 2.2: Use principles of crisis and risk communication.
- 2.3: Report information potentially relevant to the identification and control of an emergency through the chain of command,
- 2.4: Collect data according to protocol.
- 2.5: Manage the recording and/or transcription of data according to protocol.
- 3.2: Contribute expertise to the development of emergency plans.
- 3.3: Participates in improving the organization's capacities (including, but not limited to programs, plans, policies, laws, and workforce training).
- 3.4: Refer matters outside of one's scope of legal authority through the chain of command.
- 4.1: Maintain personal/family emergency preparedness plans.
- 4.2: Employ protective behaviors according to changing conditions, personal limitations, and threats.
- 4.3: Report unresolved threats to physical and mental health through the chain of command.

E. Professional Competencies – N/A

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Department Human Resources Officer
Titles of any others this position reports to:	Emergency Preparedness Chief
Titles of those who directly report to this position:	

PHYSICAL WORK ENVIRONMENT:

Job Location: 240 Parsons Ave., Columbus, Oh 43215

Physical Activity: Lifting, fingering, touching, talking, hearing, repetitive motions

Physical Requirements: Sedentary work

Visual Activity: Close to the eyes, at or within arm's reach

Extra: Employee will work inside with protection from weather conditions. Employee is expected to be able to see and read close to their eyes for tasks such as data analysis and keyboarding. Lifting up to 15 pounds is required occasionally and/or a very minimum amount of force frequently or constantly to lift, carry, push or pull or otherwise move objects.