

Position Specification

Health Commissioner

Cuyahoga County Board of Health

The Company

Cuyahoga County Board of Health (CCBH), governed by five members appointed by the District Advisory Council, is the local governmental public health authority for 58 communities serving a population of over 883,000 suburban Greater Cleveland residents. CCBH's jurisdiction does not include the City of Cleveland. Led by the Health Commissioner, who also serves as the Board Secretary, CCBH works in partnership with the community to protect and improve the health and well-being of everyone in Cuyahoga County. The Board of Health's vision is to create the conditions in which all people who live, learn, work, and play in Cuyahoga County have the opportunity to be healthy. CCBH's core values are health equity, integrity, partnership, and innovation.

CCBH, with an annual budget of approximately \$25 Million comprised of general revenue, grant, and contract funds, employs a staff of approximately 165 full time staff 10-20 seasonal employees. The Cuyahoga County Board of Health received national accreditation by the Public Health Accreditation Board (PHAB) in 2019 and operates four service areas:

Administration

This area provides many essential services in support of the entire agency including communications, fiscal, legal, and organizational development (HR and performance management).

Environmental Public Health

This area is focused on how natural and manmade surroundings affect health and the ways in which people impact the environment. They monitor and regulate county beaches and pools, food safety, institutions and schools, lead poisoning prevention, sewage treatment systems, solid waste, vector control, water quality and more. Collaborating with local, county, regional, state, and national officials this area works daily to prevent environmental health hazards and to protect and promote public health.

Epidemiology, Surveillance, and Informatics (ESI)

ESI leads the Cuyahoga County Board of Health's efforts to collect and monitor the amount of infectious and chronic diseases in the community. ESI also leads the agency's emergency preparedness planning efforts as well as providing technical support for agency programs such as data analysis and public health informatics. ESI has coordinated the disease prevention and control responsibilities throughout the COVID-19 pandemic.

Prevention & Wellness

This area provides population and community-based services in Cuyahoga County and Northeastern Ohio. Nurses, social workers, dietitians, community health educators, case managers and administrative support professionals provide programs and services aimed at improving the overall health status of the community and work tirelessly to eliminate differences in health outcomes. These include programs and services related to school health, maternal and child health, chronic disease prevention and control, HIV prevention and care as well as a range of clinic public health services.

Additional information along with a comprehensive list of CCBH programs and services is available on the website at www.ccbh.net.

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The Position

Location

The Health Commissioner is based in the CCBH main office located at 5550 Venture Drive, Parma, OH 44130.

Reporting Relationships

Reporting to the five member CCBH Board, the Health Commissioner manages a total staff of 160 through ten direct reports including General Counsel, Director of Organizational Development, Director of Epidemiology, Surveillance & Informatics, Co-Directors of Prevention and Wellness (2), - Director of Environmental Public Health, Communications Officer, the Chief Fiscal Officer, Medical Director, and an Executive Assistant.

Other important relationships include local, regional, state, and federal government and elected officials; professional associations; vendors and suppliers; civic leaders; non-profit institutions, educational and healthcare institutions; the business community; other external stakeholders, and the public at large.

Position Charter

As the chief executive officer of the agency, the Health Commissioner develops and executes program, operations, and fiscal strategies that advance the agency in alignment with accreditation, regulatory, and internal policies. Oversees the operation of all agency service areas. Provides guidance in the formulation and execution of a sound financial strategy for CCBH. Serves as secretary to the Board and represents the Board to internal and external stakeholders. Carries out all orders of the Board and the Ohio Department of Health in the enforcement of all communicable disease control, sanitation & wellness laws, and regulations on behalf of the agency. Keeps public informed on all matters that impact public health.

Furthermore, the Health Commissioner will continue to focus on and improve health equity in Cuyahoga County in accordance with the CDC to ensure every person has the opportunity to “attain his or her full health potential” and no one is “disadvantaged from achieving this potential because of social position other socially determined circumstances.”

Major Duties and Responsibilities

Organizational Management

- Leads the CCBH Senior Leadership Team. Assesses job performance of senior leaders and identifies opportunities for individual and agency performance improvement.
- Creates, executes, and benchmarks the agency's vision, mission, and strategic plan. Promotes the agency to internal and external stakeholders.
- Enforces public health policies and regulations including communicable disease control and sanitary laws and regulations. Oversees all agency service areas for compliance with state and federal policies and regulations. Convenes administrative hearings with individuals and business entities subject to enforcement action to resolve complaints and assess the need for additional enforcement action, i.e., Board of Health orders or court action in coordination with the General Counsel, as appropriate
- Oversees the direction and administration of all agency service areas. Develops and delivers recommendations to the Board and external stakeholders regarding a variety of strategic agency-related issues and current public health concerns.
- Directs, reviews, and participates in the analysis of current and prospective problems relative to agency operations. Oversees the development and implementation of internal policies, procedures, and planning. Monitors the accountability and efficiency of service delivery.

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- Extracts information from databases and develops reports for delivery to internal and external customers. Review the gathering and organizing of documents to satisfy public records requests or other reporting obligations in coordination with the General Counsel.
- Prepares and submits regular and ad hoc reports to stakeholders.
- Leads agency efforts to achieve and maintain health department accreditation.
- Provides leadership and direction in public health emergency activities.
- Evolve crisis standards of care by implementing a proactive and accountable systems framework to prepare and manage catastrophic disasters and client changes from lessons learned.
- Supports the development and advancement of internal and external Equity, Diversity, and Inclusion initiatives.
- Promotes the agency Code of Ethics by encouraging Board members, senior leaders, and staff to present ethical questions for timely discussion and recommendation.

Financial Management

- Identifies and pursues funding from public and private sources to address public health priorities identified through strategic planning, community health assessments, public health emergencies, or related needs.
- Educates state and federal legislators and policymakers about funding and policy changes needed to address current and emerging public health problems.
- Works with the leadership team to establish and maintain budgets.

Media/Public Relations/Presentation

- Serves as primary media spokesperson for the organization and County government on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic in coordination with the Communications Officer.
- Communicates regularly and frequently with Board members, senior leaders, staff, elected officials and other external stakeholders, and the public through in-person meetings, community forums, email, newsletters and written reports about public health concerns, laws, trends, and events of importance to the agency and the public. Coordinates the development of agendas and meeting materials for Board meetings and meetings of its committees. Provides written and/or oral comments of legislative matters of public health importance and the local, state, and federal level.
- Responds to public health inquiries from the print, radio, and television media. Writes letters to the editors of news outlets and publishes web comments on public health issues.

Community Involvement

- Participates in peer professional organizations including; National Association of County and City Health Officials, Association of Ohio Health Commissioners, Ohio Public Health Association, and American Public Health Association.
- Serves on boards and committees of other community organizations to assure that the agency is fully integrated into the local public health system.
- Represents the agency as a member of community coalitions or other community groups that require public health input. Provide leadership for the organization of such groups when appropriate.
- Develops new community collaborations, coalitions, and initiatives to address emerging public health issues. Develops and maintains academic linkages on public health issues.
- Collaborates with and external partners on strategic projects when assigned by the Board.

Advocacy

- Advocates and mobilizes support among the public and policymakers for policy changes that improve public health.

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- Establishes and maintains relationships with federal, state, and local agencies regarding the interpretation of public health policy and regulations. Connects with local, state, and federal partnerships that promote the health of the public.
- Positions agency to participate in research activities with academic and healthcare partners to facilitate public health research and best practices. Delivers presentations at conferences and publishes public health articles in peer-reviewed journals.

The Health Commissioner will also perform other duties as assigned.

Compensation

The Health Commissioner is expected to earn an attractive compensation package; appropriate benefits and some relocation assistance will be provided.

The Candidate

Education

As prescribed in ORC 3709.11: The person appointed as commissioner shall be a licensed physician, licensed dentist, licensed veterinarian, licensed podiatrist, licensed chiropractor, or the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health.

Professional Qualifications

- At least 10 years of experience in a full-time senior leadership position with a public health agency, including responsibility for disease prevention and control programs, preferably in a supervisory or other administrative position with at least five years of experience in the management of personnel.
- Valid public health license/certification(s) (i.e., Registered Sanitarian, MD, etc.).
- Valid State of Ohio driver's license and insurance at time of appointment.
- Expert knowledge of public health laws, practices, and policies. Strong working knowledge of Ohio Revised Code, and collective bargaining units, where applicable or the ability to learn it.
- Strong proficiency with use of PC hardware & software (including Microsoft office and Excel).
- Expert customer service, verbal and written communication skills, and presentation skills.
- Expert interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with internal databases, online data management systems, and data collection methodology.
- Expert leadership ability.
- Demonstrated knowledge of applicable regulatory standards and policies.
- Mathematical aptitude necessary to develop budgets and monitor expenditures.

Desired Skills, Experiences and Personal Traits

- **Leadership** (leads by example, can manage, motivate, challenge and delegate to others).
- **Executive presence** (polished yet down to earth; self-confident).
- **Strategic thinker/visionary** (can see beyond daily operations toward broader strategic goals).
- **Ethical** (honest with good character and integrity; adheres to the highest ethical and moral standards).
- **Board relationships** (significant involvement with governance and Board of Director interactions).
- **Human relations skills** (relates well to all people; builds constructive and effective relationships).
- **Inclusive** (demonstrated history of personal and professional commitment to diversity, equity, and inclusion).
- **Collaborative** (demonstrates a willingness and ability to work with and through other

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- individuals and organizations; diplomatic).
- **Communication skills** (excellent listener; outstanding written and oral communication abilities; strong presentation skills).
 - **Meets deadlines** (pro-active; a self-starter; strong personal work ethic that provides timely results).
 - **Fiscal management** (demonstrated ability to manage financial affairs of an organization, i.e., develop revenue sources and control expenditures to preserve financial stability).
 - **Problem solver** (creative; effectively and efficiently synthesizes information and knowledge to identify a solution).
 - **Decision making process** (demonstrates good judgment and firmness in decision-making; carefully assesses facts of a situation and weighs alternatives but is decisive).
 - **Teamwork** (recognizes that many parties are necessary to accomplish big things; speaks of “we” first, not “I”; relishes in sharing credit with others).
 - **Project management** (effectively manages multiple tasks, projects, and priorities; good with details).
 - **Community/public relations** (effectively interacts with the public, partner organizations, community groups, business leaders, elected officials, and the media and can articulate CCBH’s mission, goals, objectives, and policy positions).
 - **Organized** (results oriented; sets clear priorities and meets established goals and objectives).
 - **Calm under pressure** (adaptable, flexible, and able to adjust quickly to fluid and complex situations).
 - **Confidence/credibility** (can earn and command the respect of Board, staff, government, and other regional leaders).
 - **Regional sensibility** (has or can develop an appreciation for Northeastern Ohio’s regional culture).

The qualifications listed above are intended to represent the education, experience, skill, and ability levels typically needed to successfully perform the essential duties contained in this job description. Cuyahoga County Board of Health (CCBH) is an equal opportunity employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its programs, activities, and employment policies. CCBH fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individuals are able to perform the essential duties of the position with or without reasonable accommodation.

About the Area

Cuyahoga County is located in the northeastern part of Ohio on the southern shore of Lake Erie. As of the 2020 United States Census, its population was 1,264,817, making it the second-most-populous county in the state. The county seat and largest city is Cleveland.

The County has a robust arts and cultural scene with several world-class museums, playhouses, and musical venues, including Severance Hall which is the home the Cleveland Orchestra. For those who prefer outdoor activities, the County is bordered to the north by Lake Erie which offers beaches, islands, and a multitude of water-based activities. The Cleveland Metroparks system serves Cuyahoga County, and its 16 reservations provide more than 21,000 acres of green space and recreational amenities. The County is also home to part of Cuyahoga Valley National Park, Many nationally ranked school districts are found in Cuyahoga County as are a number of outstanding colleges and universities. The Cleveland Clinic, University Hospital and MetroHealth all based in Cuyahoga County. For more information on Cuyahoga County visit:

www.cuyahogacounty.us
www.thisiscleveland.com

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Contacts

WAVERLY PARTNERS firmly support the principle and philosophy of equal opportunity for all individuals, regardless of race, religion, sex, age, national origin, or disability.

Interested candidates should send a resume to Waverly Partners at the address shown below.

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