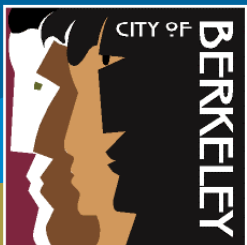


The City of Berkeley

MANAGER OF PUBLIC HEALTH SERVICES



THE CITY OF BERKELEY

The City of Berkeley, best known for its political activism and community involvement, spans approximately 10 square miles with a population of 112,000 residents. The population is highly educated and ethnically, economically, socially and politically diverse. Berkeley residents enjoy a comfortable outdoor climate, superb park system and access to ocean and mountains making it the perfect city for outdoor recreation.

Berkeley has a wealth of cultural life, and there is much to enjoy within the City's few square miles. The public marina, panoramic bay views, international shops and restaurants, arts / theater district, and the UC Berkeley campus are but a few of its attractions. Berkeley's beautiful setting, pleasant climate, and recreational and cultural activities offer a wide variety of leisure opportunities.

Berkeley is only 12 miles from the shops, restaurants and entertainment of San Francisco, and the Bay Area Rapid Transit (BART) train system and the ferry at Oakland's Jack London Square provide easy access between the two. Getting around within Berkeley is easy on foot, by taxi, or via public transportation. The City is served by three BART stations, a network of buses, and the UC Berkeley campus shuttle.

CITY GOVERNMENT

The City of Berkeley operates under its own charter with a Council/Manager form of government. The City Council consists of eight Councilmembers, elected by districts for four-year terms, and one Mayor, elected "at large" for a four-year term. The City of Berkeley provides a comprehensive set of services to the community. In addition to the traditional municipal services, the City operates its own Health, Housing & Community Services Department providing public health, mental health and environmental health services to the community. The City's FY 2018 budget is \$476 million, of which \$173 million is allocated from the General Fund. The City has a workforce of 1,320 employees.

HEALTH, HOUSING AND COMMUNITY SERVICES (HHCS) DEPARTMENT

In 2012, the City consolidated the departments of Health Services and Housing and Community Services to create the 3rd largest department within the city, charged with providing integrated services to enhance community life and support health and wellness for all. The newly formed department is committed to social justice and to promoting equity in health, housing, and economic opportunity. The department consists of the following divisions: Office of the Director and Administration; Aging Services; Environmental Health Services; Housing and Community Services; Mental Health Services; and Public Health Services. The current budget is \$53 million and consists of 214 staff.

PUBLIC HEALTH DIVISION

The City of Berkeley is one of only three cities in the state that is its own health jurisdiction. This allows the City of Berkeley to provide more individualized services tailored to the specific needs of city residents. The Berkeley Public Health Division fulfills this responsibility, and is made up of public health nurses, community outreach workers, health educators, health care providers, support staff and other public health professionals. The division consists of 51 staff who are all committed to enhancing the community's health, with a specific focus on eliminating health disparities. The division provides direct services to individuals and families, and works together with community partners to address the social, educational, economic, and environmental inequities that affect health. The Public Health Division works to ensure the health and well-being of all Berkeley residents and believes that every person in Berkeley has the right to good health. The Public Health Division provides the following baseline services:

FAMILY HEALTH & NURSING SERVICES

These services include home-based nursing and case management; communicable disease control and prevention; and childhood health programs such as the Black Infant Health program.

CLINICAL SERVICES & EPIDEMIOLOGY

These services include school based clinics at Berkeley High School, Berkeley Technical Academy, and the Ann Chandler Public Health Center; the Women, Infants and Children's nutrition program; Vital Records and Health Data collection and analysis.

HEALTH PROMOTION & PREPAREDNESS

This service includes engagement and partnership with communities to reduce chronic disease through programs such as Heart 2 Heart; nutrition education; tobacco prevention; childhood lead poisoning prevention; preparing the community for public health emergencies and "Healthy Berkeley" programs designed to reduce consumption and health impacts of sugary drinks and funded through the nation's first sugar-sweetened drink tax.

THE POSITION

The City is seeking an inspirational organizational leader and solid public health administrator with a track record of delivering strong results. The selected Manager of Public Health Services will focus on the social determinants of health and prevention to lead the division in providing, data informed, culturally competent and results driven public health programs.

The Manager of Public Health Services reports to the Director of the Health, Housing and Community Services Department and serves as the professional expert and advisor to City leadership, Department staff and the public on all public health matters. The

Manager leads and directs the City's Public Health functions, program operations and activities, as well as the work of public health professionals and support staff. S/he will partner with the City of Berkeley Health Officer in addressing the public health needs within Berkeley. They manage the division's budget of almost \$10 million. Strategically, the Manager of Public Health Services' primary responsibility is ascertaining public health needs, identifying health disparities, monitoring and controlling communicable diseases and recommending new and/or enhancing existing programs to eliminate disparities.

KEY PRIORITIES & INITIATIVES

- Assess the division's organizational structure and recommend a sustainable and fiscally responsible infrastructure that maximizes staff's skills and abilities, enhances fiscal reliability and addresses the most pressing needs in Berkeley.
- Initiate a staff engagement process to develop a division-wide plan that establishes a unified one-team vision and guiding principles for the division, that defines the focus and direction of public health's work.
- Evaluate current public health programs and services to ensure that the needs of the community are being met and health disparities/inequities are being eliminated.
- Create a collaborative, communicative and cohesive work culture with strong accountability for staff delivering results. Establish a division wide communication model that disseminates priorities, updates and initiatives as well as, city wide plans/initiatives/news, etc.

KEY RESPONSIBILITIES

- Plans directs and coordinates a variety of public health programs in conformance with local, state and federal codes and regulations.
- Oversees preparation and administration of the division's budget;
- Develops procedures for quality assurance, including programs and project monitoring, evaluation and cost effectiveness; ensures program adherence to federal laws, regulations, state statutes, city ordinances, and policies; identifies funding sources;
- Works closely with other division heads in the department and other City staff to provide comprehensive public health services to City residents and to solve a broad range of service, delivery, community and administrative problems;
- Directs the selection of division employees; plans



and organizes work; directs the development and implementation of work methods and standards; directs staff training and development; maintains effective division discipline and morale; reviews and evaluates employee performance; executes disciplinary action.

- Interprets City policies and procedures to employees;
- Evaluates results of program activities and determines, recommends and implements changes as necessary;
- Maintains knowledge of current public health issues and topics;
- Monitors developments related to public health matters and evaluates their impact on City public health programs and operations, and recommends and implements policy and procedural improvements;
- Performs related duties as assigned.

IDEAL CANDIDATE

The candidate will have:

- Experience as a public health administrator with strong business, staff management and problem-solving skills with a track record of successful organizational change leadership;
- Inclusive team builder who is willing to empower a group of committed and highly skilled employees and value professional/technical expertise; motivates staff to reach higher levels of performance and provide on-going opportunities for training and professional development;
- Forward thinking approach and proven ability to assess, develop and implement effective public health programs including creating and implementing data collection methods and procedures, and developing and evaluating program quality control,

effectiveness and improvements that ensure compliance with state, local and federal requirements and practices applicable to public health;

- Ability to create and foster a work environment in which service excellence, compassion, cultural competence, diversity and inclusion is valued, and collaboration with departments, community partners and others is encouraged and supported;
- Compassion, empathy and sensitivity to the needs of a diverse urban population, demonstrated ability to advocate on behalf vulnerable populations;
- Ability to identify the cultural patterns influencing public health practices;
- Experience using evidence based practices and data to drive programmatic changes;
- Exceptional interpersonal and communications skills (verbal and written);
- Flexible, open, approachable leadership style; sense of urgency; willingness to take risks to advance organizational objectives;
- Knowledgeable of social, political, and environmental issues influencing program administration and the funding sources impacting program and service development and delivery;
- A relationship builder who establishes and maintains cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions and City leadership and staff;
- Political astuteness/awareness;
- Ability to respond to issues quickly and make sound decisions and recommendations;
- Ability to see the big picture; visionary;
- Customer focused and results oriented;
- "Hands-on," practical approach with a willingness to be visible and interact with employees at all levels;
- Strong integrity, honesty, confidentiality and demonstrated ability to effectively manage sensitive situations.
- Holds themselves and others accountable.

MINIMUM QUALIFICATIONS

- Equivalent to graduation from a college or university with major coursework in public health administration, business or hospital administration or a related field and;
- Five (5) years of progressively responsible professional public health program management experience which includes two (2) years at the supervisory level. A master's degree in a public health, business or hospital administration or a related field is desirable and can be substituted for one year of the required experience.
- Experience working in a union environment is preferred.

COMPENSATION & BENEFITS

The current monthly salary range for the position is \$10,209 - \$12,536. The City of Berkeley offers an attractive benefits package.

SELECTION PROCESS

The Manager of Public Health Services recruitment is being conducted on a regional basis by The Hawkins Company. The Hawkins Company will review all written materials submitted, and will screen and evaluate all candidates. Only those deemed qualified will advance to the next level of the recruitment process. All questions must be addressed to The Hawkins Company.

HOW TO APPLY

Submit a letter of interest and resume by **February 16, 2018**, electronically to berkeley.phmgr@thehawkinscompany.com. Preference is for electronic submissions however, materials may be mailed to:



The Hawkins Company
8939 S. Sepulveda Blvd,
Suite 110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

For additional information or confidential inquiry, please contact a member of our consulting team (The Hawkins Company):

Brett Byers at 323-403-8279,
brett@thehawkinscompany.com

Bill Hawkins at 213-308-0945,
bill@thehawkinscompany.com

The City of Berkeley is an Equal Opportunity Employer