

GRADE: 17
DIVISION: OFFICE OF DIRECTOR

POSITION SUMMARY:

A strong public health workforce is vital to protecting the public's health. The Workforce Director will ensure that the investment in the development of the Tulsa Health Department (THD) employee pool will elevate the potential of the agency. Although efforts to promote priorities for workforce development for specific disciplines are important, the Workforce Director will combine shared priorities with an integrated approach to career development that will amplify the impact on the public health workforce as a whole and benefit all employee's regardless of discipline. The work of the Workforce Director is directional and strategic in nature, impacting all areas of the agency and its employees. This position is responsible for understanding the potential of the organization and the well-being of THD employees, using qualitative and quantitative data. A key component of the work of the Workforce Director is to ensure employees carry forward the THD vision, mission, goals, and core values as established by the Board of Health and leadership.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Designs, leads, and facilitates strategies that help the organization outwardly demonstrate the core values of the Department.
2. Collect data to understand workforce gaps and training needs to inform decisions to sustain public health workforce development.
3. Promote essential crosscutting skills to complement public health workers' discipline-specific skills.
4. Provide tools for public health workers to define their training needs and locate high-quality trainings that address these needs.
5. Integrate workforce development into funding requirements to build workforce capacity and improve program outcomes.
6. Help Department teams (and individual members) succeed through idea development, facilitation, consultation, coaching and mentoring.
7. Work closely with HR to evolve and sustain a continuously learning help organizational culture through strategy development and implementation, consultation, coaching and mentoring.
8. Lead the development of workforce analytics to:
 - a. Support better decision-making on employee matters across the entire organization.
 - b. Ensure a model exists to maintain the Public Health Agency's workforce in a scalable, sustainable manner.
9. Develop and launch an employee experience program and ensure commitment to three principles:
 - a. Elevate employee experience with focus on equity.
 - b. Implement the outward mindset pattern (i.e., operationalizing see others, adjust efforts, and measure impact in the way we work every day) through personal customer engagement, process innovation, and customer/team satisfaction data.

10. Develop and maintain a repository of workforce development initiatives.
11. Collaborate with the Organizational Management team and the Senior Leadership Team.
12. Completes required training in support of the duties and responsibilities of this position.
13. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: Master's Degree or higher in Public Health, Organizational Development, Industrial Psychology or a closely allied Field required.

Experience: Five (5) or more years of direct organizational development leadership experience to include development and implementation of culture and workforce strategies. Experience in workforce development, preferably in public health, clinical, or educational environments. Demonstrated experience in organizational development and strategic planning to support HR management. Experience developing and using project management tools, including work plans, tracking tools, and reporting. Demonstrated training regarding cultural sensitivity, ethnic, and gender sensitivity and competency a plus.

Knowledge/Skills:

- Extensive written and oral communication skills coupled with demonstrated experience communicating complex and unusual topics or issues both verbally and in writing to diverse audiences.
- Demonstrated professional-level experience in the following subject areas:
 - Organizational Development, with particular attention to culture and workforce
 - Strategic Planning
 - Executive-level facilitation, coaching and decision-making
 - Workforce Development
 - Highly organized and structured
- Demonstrated leadership competencies in the following areas:
 - Self-awareness, self-management and continual growth and learning.
 - Decision making – ability to identify issues, develop analyses of alternative positions and impacts; makes data driven, defensible recommendations; takes calculated risks based on logical rational decision-making processes; makes timely/responsive decisions; assumes responsibility for decisions made; and involves others appropriately in decision making processes.
 - Utilize quality improvement tools and processes in accomplishing work activities and in support of the agency's mission and goals; this includes seeking opportunities to participate in process improvement activities and seeking out efficiencies in how work is accomplished.
 - Ability to analyze and determine the applicability of data, draw conclusions, and make recommendations.
 - Proficient with Microsoft Office applications, including Outlook, Excel, Word, PowerPoint and Teams.
 - Interpersonal awareness and the ability to be inclusive and collaborative.
 - Ability to integrate performance leadership into strategic development, provide coaching and mentoring for improved success, and display characteristics of interpersonal influence.
 - Ability to inspire
 - Ethics and integrity.

Licenses:**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with management and employees at all levels of the organization.
- External contact with State, City and County personnel. In addition, contact with outside agencies, private companies, coalitions, policy makers and the Board of Health.

PHYSICAL EFFORT:

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Lifts materials, boxes of records, and equipment weighing up to 20 pounds; stooping, bending, and squatting while retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for an extended period of time.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision: TBD

Indirect Supervision: None

Budget/Money/Material:

Reports To: Executive Director, Tulsa Health Department

WORKING CONDITIONS: No unusual working conditions.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA STATUS: *Exempt*