



## Assistant Secretary, Environmental Public Health

### Recruitment Announcement

## ABOUT THE DEPARTMENT

Washington State is a progressive place to live and work where differences are celebrated.

Washington State Department of Health (DOH) employees are encouraged to bring their whole selves to work. The Department has just implemented an *Infants at Work* policy and is currently working on the *Worksite of the Future*. These two policies are examples of how the agency is working to be an employer of choice in Washington State.

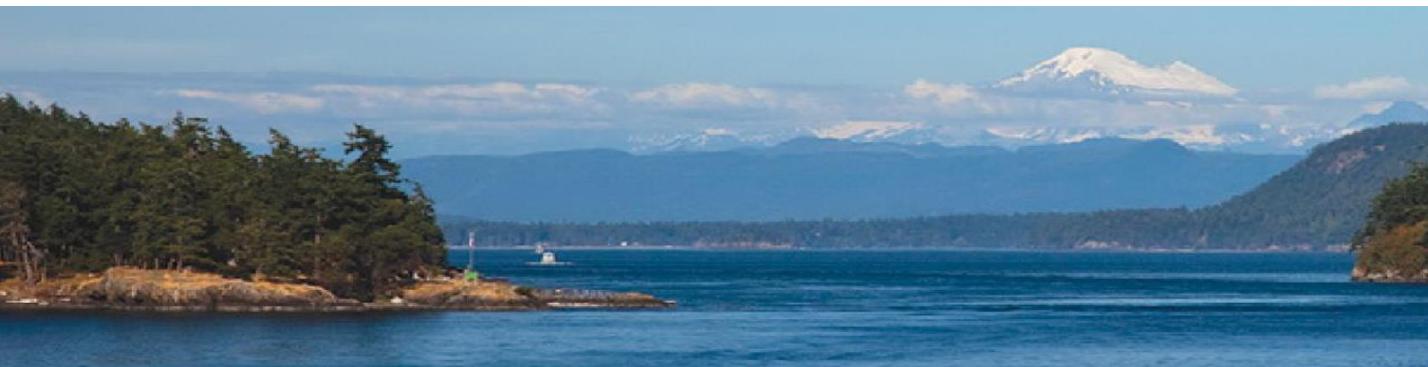
The DOH partners with federal, state, tribal, local governments, and non-governmental organizations to protect and improve the health of people in Washington, promote healthy behaviors and maintain high standards for quality health care delivery.

The main DOH office is located in Tumwater. DOH laboratories are located in Shoreline, and satellite offices are located in Richland, Kent and Spokane.

The DOH employs more than 1,600 people and, with a combined operating and capital budget of nearly \$1.2 billion, is divided into five functional divisions:

- Central Administration
- Disease Control & Health Statistics
- Environmental Public Health
- Health Systems Quality Assurance
- Prevention and Community Health

The DOH works with the state's 35 local health jurisdictions and 29 federally recognized tribes to deliver public health services to the people of Washington State. Together these entities make up the decentralized public health system. This system is characterized by strong relationships and shared leadership.



## ABOUT THE POSITION

The Environmental Public Health Division (EPH) works to improve the health of people in Washington State by preventing and reducing exposures to health hazards in the environment and by supporting healthy places where people live, work, play and worship.

The Assistant Secretary for EPH is responsible for the vision and leadership of the Division, which includes five offices, 300 staff members, a diverse set of partners and a wide range of programs and projects. The Division works to improve the health of individuals, families, and communities in Washington.

The Division has approximately 300 FTEs and a \$119.7 million budget. 2015-17 biennium funding breaks down as follows:

**Federal Funds:** \$27.3

**State General Fund:** \$14.6

**Dedicated Funds:** \$27.7

**Capital Funds:** \$29.7

**Local Fee:** \$17.4

**Interagency agreements:** \$3.0

Division staff ensures sound financial systems are in place, all funds comply with state and federal policies and regulations, resources are appropriately and accurately tracked. Staff also ensures division leadership has the information they need to make informed choices in resource management.

### Here are a few examples of the innovative work the division is currently engaged in:

- Helping communities to successfully adapt to the effects of climate change, keeping people and communities healthy in the face of increasing risks of air pollution, floods, heat, and drought.
- Collaborating with industry, tribes, academia, regulators, federal and local health partners, and many more to design the country's first proactive, risk based vibrio bacteria control plan. Reducing the opportunity for illness by stopping the harvest when conditions are right for bacteria to thrive.
- Expanding and increasing efficiency in our funding programs for drinking water projects to include emergency, preconstruction, and consolidation loans and grants.
- Partnering with academia to meet the rapidly evolving x-ray technology to identify best practices to reduce patients medical x-ray exposure.
- Developing and increasing access to health equity indicators so that communities can make informed decisions to improve health outcomes.



## DIVISION OFFICES

### Office of the Assistant Secretary

The Office of the Assistant Secretary provides leadership and support to all programs and services that are part of the Environmental Public Health Division. The office has division wide accountability for finance and operations, performance management, policy and legislative affairs, communications, and high-level initiatives.

### Office of Drinking Water

The mission of the Office of Drinking Water is to protect the health of the people of Washington State by ensuring safe and reliable drinking water. The office regulates public water systems under state law, and has a formal agreement with the United States Environmental Protection Agency to carry out the federal Safe Drinking Water Act, which establishes minimum standards for drinking water quality.

### Office of Environmental Public Health Sciences

The Office of Environmental Public Health Sciences works closely with local, state, federal, and tribal agencies and stakeholders to identify, evaluate and prevent exposure and adverse human health impacts associated with environmental hazards. Sections include: Pesticide Surveillance and Zoonotic Diseases, Environmental Toxicology and Site Assessment, and Environmental Epidemiology.

### Office of Radiation Protection

The Office of Radiation Protection protects the health of people in Washington State by working to decrease exposure to radiation. Sections include: X-Ray, Radiological Emergency Preparedness, Radioactive Materials, Waste Management, and Environmental Sciences.

### Office of Environmental Health and Safety

The mission of the Office of Environmental Health and Safety is to improve the health of

people in Washington State by reducing and preventing human exposures to a variety of environmental hazards and disease pathogens. These hazards and pathogens are associated with the treatment and disposal of wastewater, the food we eat, the schools our children attend, and the places we recreate and overnight. Sections include: Shellfish Licensing and Certification (Biotoxin Monitoring, Illness Investigations, and Licensing, Certification and Inspection), Shellfish Growing Area (Growing Area Classification, Recreational Shellfish, Restoration, and BEACH Program), Local Health Support (Food Safety, Water Recreation, School Health and Safety and Indoor Air Quality, Transient Accommodations), and Wastewater Management (On-site Sewage Systems – septic systems, Large On-Site Sewage Systems, and Water Reclamation and Reuse).

### The division's core work includes:

EPH's core work is to protect the health of individuals and communities through establishing, applying and ensuring reliable compliance with regulatory and health based standards, providing scientific assessment, and making information and data available to stakeholders, the public and others. We provide technical assistance and support to our key partners at the 35 local health jurisdictions.

EPH works closely with federal and other state agencies such as Washington state Departments of Ecology, Fish and Wildlife, and Agriculture and U.S. agencies (Environmental Protection Agency, Food and Drug Administration, and the Nuclear Regulatory Commission). Our work emphasizes continuous process improvement, technical assistance, scientific assessment, and ongoing monitoring and risk communication to protect the health of all people in Washington.

## CANDIDATE PROFILE

The ideal candidate will have demonstrated experience and skills in the following leadership competencies:

**Business insight** - Applies knowledge of Environmental Public Health and government systems to advance organization goals.

**Collaborates** - Builds partnerships and works collaboratively with others to meet objectives by anticipating and balancing the needs of multiple stakeholders.

**Communicates effectively** - Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.

**Courage** - Steps up to address difficult issues, saying what needs to be said.

**Decision quality** - Makes good and timely decisions that keep the organization moving forward.

**Demonstrates self-awareness** - Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

**Drives vision and purpose** - Paints a compelling picture of the vision and strategy that motivates others to action.

**Ensures accountability** - Holds self and others accountable to meet commitments.

**Global perspective** - Takes a broad view when approaching issues, using a global lens.

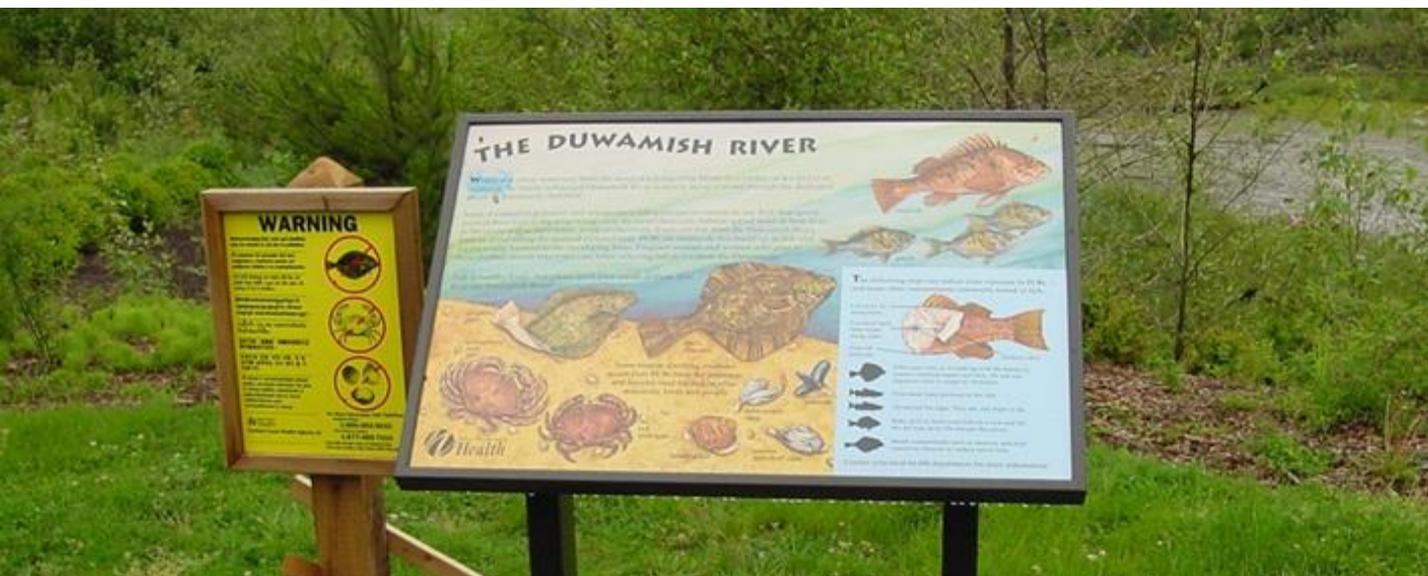
**Instills trust** - Gains the confidence and trust of others through honesty, integrity, and authenticity.

**Manages ambiguity** - Operates effectively, even when things are not certain or the way forward is not clear.

**Manages complexity** - Makes sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

**Organizational savvy** - Maneuvers comfortably through complex policy, process, and people-related organizational dynamics.

**Strategic mindset** - Sees ahead to future possibilities and translates them into breakthrough strategies.



## DESIRABLE QUALIFICATIONS

The preferred candidate is a public health professional who is able to translate science into community-based practice. Preference may be given to candidates with the following education and experience:

- **A Bachelor's or a Master's degree in Environmental Public Health, Environmental Sciences, or similar field; AND six (6) or more years of successful management experience** including development of environmental health program rules and policies, strategic planning, program evaluation, and budget development. An advanced degree is preferred.
- **Increasingly responsible leadership portfolio** with demonstrated effective problem solving and decision making on program, policy, and population health outcomes.
- **Demonstrated success in the following:**
  - Working at an agency level providing leadership on strategic planning, legislative and budget agendas, and representing the agency, in a variety of settings.
  - Understanding of environmental public health sciences and translating complex technical issues to the public, legislators and others to inform policy and funding decisions.
  - Working with environmental public health information issues, including technical and policy considerations and how they apply to a larger public health picture.
  - Leading a diverse set of environmental public health regulatory and science programs.
  - Collaborating with governmental agencies, tribes, regulated industry, community based agencies, and other partners.
  - Working with public health systems and understanding the roles of and relationships between state, local and federal health agencies.

## COMPENSATION

Reporting to the Deputy Secretary for Public Health Operations, the maximum annual salary for this position is **\$118,500**, depending on qualifications.

Washington State offers a full benefits package including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; and state retirement plans.

To learn more about the employee benefits, visit

[www.dop.wa.gov/compclass/jobclassessalaries/pages/benefits.aspx](http://www.dop.wa.gov/compclass/jobclassessalaries/pages/benefits.aspx)

## APPLICATION PROCESS

If you have questions regarding this position, please contact Linda Riggle at (360) 236-4226 or [linda.riggle@doh.wa.gov](mailto:linda.riggle@doh.wa.gov).

This position will remain **OPEN UNTIL FILLED**. In order to be considered for the first round of interviews, please submit your material by **December 6, 2015**, to [linda.riggle@doh.wa.gov](mailto:linda.riggle@doh.wa.gov). Initial interviews are anticipated to take place December 21, 2015.

Application materials requested:

- A current, chronological, resume or CV
- A detailed *Letter of Interest* that specifically addresses the elements in the job announcement
- Salary history
- Five (5) or more professional references. Please include at least one supervisor, peer, and subordinate

*The Washington State Department of Health is an equal opportunity employer. The Department strives to create a working environment that is inclusive and respectful. It is our policy to prohibit discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of our workforce. Applicants wishing assistance or alternative formats in the process should contact Cher Williams at (360) 236-4545, [cher.williams@doh.wa.gov](mailto:cher.williams@doh.wa.gov), or TDD Relay at 1-800-833-6384 or 7-1-1.*

## LIVE AND WORK IN A GREAT STATE

Washington State offers a total work/life package of pay, benefits, flexibility and workplace opportunities to help you get the most out of your career and out of life. Washington State is a great place to work, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high-energy urban center of Seattle, one of the nation's top-ranked cities, to the more relaxed pace of our rural communities, Washington's distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature.

The position is located in Tumwater, located just outside of the city of Olympia, which is the capital city of Washington State. Olympia and Tumwater are vibrant cities with a small-town feel conveniently situated between Seattle and Portland, Oregon. Mount Rainier and the rugged Cascade Mountains provide majestic scenery to the east while Washington's Pacific Coast is just an hour's drive to the west. Olympia and the surrounding area enjoy the benefits of an engaged and educated community and a well-supported school system, augmented by two universities and community college system.

