



## **Assistant Secretary, Disease Control & Health Statistics**

### *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/program, 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.

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 campus is located in Tumwater, with Public Health Laboratories located in Shoreline,

and satellite offices in Richland, Kent and Spokane. The DOH employs over 1,600 people and, with a combined operating and capital budget of nearly \$1.2 billion, is divided into five functional divisions:

- Administrative Operations
- Disease Control & Health Statistics
- Environmental Public Health
- Health Systems Quality Assurance
- Prevention & Community Health

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 DIVISION AND POSITION

The Assistant Secretary leads the Division of Disease Control & Health Statistics (DCHS). DCHS serves as a community health partner by using innovative methods to provide quality information, vital records, and assessment services. The division systematically collects and analyzes data to identify the health status of populations. It works with state and local partners in taking public health actions, developing public health policy, and conducting assessment activities to improve the health of people in Washington.

The Assistant Secretary is responsible for approximately 250 FTEs (7 direct reports) and the division's \$202.8 million budget:

**State General Fund:** \$42M

**Local Funds (fees):** \$47M

**Federal Funds:** \$113M

**Dedicated Funds:** \$0.8M

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

- In 2014, Governor Jay Inslee issued a proclamation saying that we were going to end AIDS in Washington. *End AIDS Washington* is a collaboration of community-based organizations, government agencies and educational and research institutions working together to reduce new infections in Washington by 50 percent by 2020. Getting insured, tested, PrEP, and treatment are great ways to help stop the spread of HIV.
- Multi-million dollar projects to modernize our information technology capacity in vital records and disease surveillance, and reporting.
- *Healthier Washington* initiative through our infectious disease work and providing essential data to measure the success of the initiative.
- Leading implementation of whole genome sequencing for foodborne illness investigations at the public health laboratories.



## 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 Division of Disease Control and Health Statistics. It has division-wide accountability for finance and operations, performance management, policy and legislative affairs, communications, and high-level initiatives.

### Epidemiology

The *Communicable Disease Epidemiology Office* works to protect the public from communicable diseases including zoonotic diseases, foodborne diseases, vaccine preventable diseases, and respiratory illness. It works to improve both rural and urban disease surveillance efforts in hospitals, clinics and other medical facilities to enhance response to disease outbreaks and other public health emergencies. Its *Healthcare Associated Infections Program* reports infection rates for hospitals in Washington, works with hospitals to improve infection control, and reduce infections. Its *Refugee Health Program* works to improve health in refugee populations by identifying, controlling and preventing disease, and providing reliable public health information.

### Infectious Disease

*Infectious Disease* provides leadership in the prevention and control of sexually transmitted diseases, HIV/AIDS, tuberculosis, and adult viral hepatitis. The office works closely with the health care delivery system and community partners to provide services. It is responsible for the *HIV Client Services Early Intervention Program* which pays for drugs and limited medical care for low-income, eligible HIV-positive individuals. It also tracks and assesses disease and health conditions by collecting, analyzing and evaluating data. Data are shared with public health partners and stakeholders and are used to target resources to areas with highest disease burden.

### Center for Health Statistics

*The Center* collects and distributes essential health information on pregnancy, birth, death, hospitalization, and health risk behaviors, such as smoking. These data are used by policy makers, health professionals, community-based organizations, and researchers to understand trends, identify high-risk populations, set priorities, make targeted prevention investments, and evaluate results. *The Center* collects Washington's vital records (e.g., birth and death certificates) and produces certified copies for the public. *The Center* also monitors charity care provided by Washington hospitals and produces an annual report on use of Washington's *Death with Dignity Act*.

### Public Health Laboratories

The *Public Health Laboratories (PHL)* provide a wide range of diagnostic and analytical services for the assessment and surveillance of infectious, communicable, genetic, and chronic diseases, and environmental health concerns. *PHL* assists health care providers and public health programs at local, state, and national levels by identifying organisms during routine disease monitoring as well as during disease outbreaks. It is the only lab in the state that analyzes clinical samples in statewide outbreaks of human illness, analyzes biotoxins and bacteria for shellfish contamination, and identifies agents suspected in terrorist events. The *Newborn Screening Program* conducts screening and follow-up management for genetic disorders for infants born in Washington.

## CANDIDATE PROFILE

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

**Decision quality** - Makes complex, high quality and timely decisions that keep the organization moving forward.

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

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

**Collaborates** - Builds partnerships and works collaboratively with others to meet shared objectives.

**Builds effective teams** - Builds strong-identity teams that apply their diverse skills and perspectives to achieve common goals.

**Values differences** - Recognizes the value that different perspectives and cultures bring to an organization.

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

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

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

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

**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.

**Being resilient** - Rebounds from setbacks and adversity when facing difficult situations .



## DESIRABLE QUALIFICATIONS

The preferred candidate is a public health professional who can provide strategic leadership and innovation in translating science into public health practice. Preference may be given to candidates with the following education and experience requirements:

- **A Master's degree or higher with public health experience. Applicants with a Bachelor's degree and with strong experience in public health practice will also be considered.**
- **Demonstrated experience in the following (including, but not limited to):**
  - Field operations
  - Working with complex public health response events
  - Working with budget and grant development and maintenance
  - Working with statistical analysis and reporting
  - Working with public health information issues, including technical and policy considerations and how they apply to a larger public health picture
  - Working with public health surveillance programs
- Managing public health programs, and program service delivery to customers including knowledge of quality improvement tools and techniques
- Working with public health systems and building relationships between state, local, federal, and tribal health agencies
- Building and maintaining non-governmental relationships in program areas
- Successfully implementing innovation and efficiencies as a leader
- Proven ability to lead teams through change
- Proven critical thinking skills and the ability to assess and synthesize scientific information from a variety of sources for integration into decision-making
- Strong experience creating an environment of equity applying knowledge of determinants of health that reduces health inequities

## COMPENSATION

Reporting to the Deputy Secretary for *Public Health Operations*, the annual range of compensation is between **\$95,000 and \$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 materials **ASAP** to [Linda.Riggle@doh.wa.gov](mailto:Linda.Riggle@doh.wa.gov). Initial interviews are anticipated to take place March 28, 2016.

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.

