



MUNICIPALITY OF ANCHORAGE

POSITION DESCRIPTION (PD)

Approved Position Details:

| | | |
|---|-----------------------------|-----------------------------|
| Effective Date: | | |
| 09/24/2019 | | |
| Position Number(s): | | |
| 30001556 | | |
| Job/Class Title: | Job/Class Code: | Job/Class Grade: |
| DIRECTOR HEALTH & HUMAN SERVICES | 20000230 | 24 |
| Working Position Title: | | |
| AHD DIRECTOR | | |
| Personnel Area (Department): | | Personnel Sub Area (Union): |
| ANCHORAGE HEALTH DEPARTMENT | | EXECUTIVES |
| Org Unit Number: | Org Unit Name: | |
| 10000057 | ANCHORAGE HEALTH DEPARTMENT | |
| Employee Group: | | |
| <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal (Re-Occurring) <input type="checkbox"/> Temporary | | |
| Hours Per Week: | Manager Position Title: | Manager Position Number: |
| 40 | MUNICIPAL MANAGER | 30001115 |
| Physical Work Area: | | |
| ANCHORAGE HEALTH DEPARTMENT 825 L STREET ANCHORAGE, AK 99501 | | |

Note: Position description number items 1-16 is the requested information. This page is the approved final classification. The Position description information on the following pages begin with number 17 and continues through number 32.

17. In a brief **summary** provide a description of the overall objective of this position. Include functions and responsibilities, services provided, types of problems this position solves and the position's major duties and other important aspects of the position.

The Employment Office will use this text in the position vacancy announcement.

The purpose of this position is the management of the overall day-to-day operations and personnel of the Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Director promotes and supports population health in the Municipality of Anchorage by providing senior management, leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. The Director provides mentoring, supervision and technical assistance to all staff. The work is performed under the direction of the City Manager.

18. **List the functions and responsibilities of the position.** Begin with the **most important function** and list in **decreasing order** of importance. Describe each function in detail and include the percentage (%) of time of each. Use additional sheets as necessary.

The supervisor must define each function as essential (E) or marginal (M).

A position's function is considered *essential* when at least one of the following is true:

1. The reason the position exists is to perform this duty.
2. Removing this function would fundamentally change this position.

Other duties, which may be beneficial to the employer but not truly essential for the position, are considered *marginal* functions.

If the function requires working with a SAP module, note 'yes' and which module is to be used.

See example in the Position Description Instructions.

| E/M | %T | FUNCTIONS | SAP? | MODULE |
|-----|-----|---|------|------------|
| E | 10% | Public Health Sciences: Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health. Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, other health agencies, businesses, trade associations, other staff and the public. Oversees in development, implementation and evaluation of programs and activities for individuals, families and population groups that promote health and prevent disease. Responsible for communicable disease follow-up: Assures that assigned staff makes appropriate recommendations to clients and other professionals regarding control of specific diseases and follows up on health hazard complaints as described in the MOA code and state statutes. | YES | ESS MSS |
| E | 15% | Organizes, leads, and manages staff and response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water- and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities. Informs and interprets state, regional, and department activities to the Health Care Commission, the Anchorage Assembly, and the public and other professionals through the use of statistical data, cost figures, and program information. Ensures Department compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations. | | |
| E | 5% | Community Dimensions of Practice: Provides leadership and develops collaboration to the community health needs assessment prioritization and action planning processes, contributing expertise in public health assessment. Acts as liaison for Health Department with other departments, agencies, committees and individuals; promotes community partnerships to identify and solve health problems. Evaluates the effectiveness of adopted community engagement strategies. Advocates for public health in the community. | | |
| E | 10% | Serves on inter-jurisdictional or multi-agency committees involved in public health policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services. | | |

18. Cont... Functions and Responsibilities of the position(s).

| E/M %T | FUNCTIONS | SAP? | MODULE |
|--------|---|------|--------|
| E 10% | <p>Analysis and Assessment: Assists in the implementation of community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health. Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences. Adheres to ethical principles and Health Department policy in the collection, maintenance, use, and dissemination of data and information.</p> | | |
| E 15% | <p>Policy Development and Program Planning: Provides leadership to drive the development of the Community Health Improvement Plan Process and policies that address local needs, but are consistent with statewide activities. Approves the department's planning, training, and exercising activities to prepare for public health emergencies. Serves as the incident commander and or departmental representative to the Department Operations Center during public health emergencies. Serves as the on-call public health staff for after hours. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the State of Alaska, Division of Public Health and the Centers for Disease Control and Prevention. Collaborates in the development, implementation, tracking, and evaluation of long and short range policies, procedures, plans and programs for public health in the Municipality of Anchorage, including the Department's strategic plan.</p> | | |
| E 10% | <p>Communication and Cultural Competency: Represents department in collaborative efforts by serving on and/or leading committees, task forces, and/or partner agency boards. Cooperates with the Alaska Department of Health and Social Services, Division of Public Health as needed through meetings and surveys. Participants in regional and statewide organizations, such as the Alaska Public Health Association, and other committees that pertain to Public Health, for the purpose of keeping abreast of current public health needs on the local, regional and statewide level. Collaborates in the development and implementation of the Municipality of Anchorage Communications/Marketing/Branding plans to promote evidenced based public health communication strategies across the Department and in the community. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code. Utilizes appropriate community methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Educates local and state policy makers and community stakeholders on public health issues. Educates the public about current and emerging health issues using multiple methodologies, including websites, the media and social networking tools.</p> | | |
| E 10% | <p>Financial Planning and Management: Prioritizes, provides, oversees, reviews and monitors Health Department budget; monitors and oversees time studies, budget activity; approves purchase requests and expenditures. Approves the purchase, arrangement and repair of all department equipment. Monitors and approves proposals for funding from external sources.</p> | | |
| E 15% | <p>Leadership and Systems Thinking: Oversees and assures that the department meets appropriated professional standards, including the minimum requirements for accreditation standards as outlines by the Public Health Accreditation Board. Directs the Health Department operations and staff in the provision of public health programs and services; plans, implements and maintains public health programs and determines future needs for department and changing county health needs; develops department policies, procedures, strategic plan, continuous quality improvement, goals and objectives and identifies available resources.</p> | | |

The Supervisor, Division Manager, Director or designee must complete the following sections. Supervisory responses must be consistent with the information provided in Sections 17, 18, and 26, and the Organization Chart.

19. Does this position require a Driver's License (Non-CDL)? YES NO (This is for essential roles only (e.g. not for less than occasional position functions/tasks). If YES, in the space below list why the license is required to perform the job.

Example: Assistant Warehouseman: Drives to deliver materials.

Family Service Counselor: Drives between different WIC locations to perform position functions.

Drives to various locations to attend community meetings/events, meet with community partners and participate in outreach activities.

20. Does this position require a CDL License? YES NO If YES, check the Class, Endorsement(s), Restriction(s), and list the type of CDL required equipment operated that apply to the position.

Class - Generally the size of the vehicle (or trailer) you will drive determines the class of license required.

| CDL Class | Name | Description |
|--------------------------|----------------------------------|--|
| <input type="checkbox"/> | A Combination Vehicles | May operate a combination vehicle when the GCWR* is 26,001 pounds or more and the GVWR* of the towed unit is 10,001 pounds or more. (Example: Trucks and Trailers) |
| <input type="checkbox"/> | B Heavy Straight Vehicles | May operate any vehicle with a GVWR* of 26,001 pounds or more. A trailer may be towed if the GVWR* of the trailer is 10,000 or less. (Example: Motor coaches, box trucks, dump trucks, large buses.) |
| <input type="checkbox"/> | C Small Vehicles | May operate any single motor vehicle with a GVWR of 26,000 pounds or less, or a vehicle designed to transport 16 or more passengers, including the driver, or is placarded for hazardous material. |

* GVWR is the Gross Vehicle Weight Rating * GCWR is the Gross Combination Weight Rating

Endorsements - An endorsement allows a commercial driver to operate specific types of motor vehicles.

| Name | Description |
|--|--|
| <input type="checkbox"/> Hazardous Materials (H) | Vehicles transporting hazardous materials |
| <input type="checkbox"/> Tank vehicles (N) | Required for drivers of vehicles designed to transport liquids or gaseous materials within a tank |
| <input type="checkbox"/> Passenger (P) | Required for drivers of vehicles designed to carry 16 or more passengers including the driver |
| <input type="checkbox"/> School Bus (S) | Required for drivers of vehicles transporting preprimary, primary or secondary school students from home to school, from school to home, or to and from school- sponsored events |
| <input type="checkbox"/> Double/Triple (T) | Required for drivers of vehicles pulling two or three trailers. (A dolly or load divider, sometimes referred to as a "jeep," is considered to be one trailer.) |
| <input type="checkbox"/> Combination Tank & Hazardous Material (X) | Required for drivers of vehicles transporting tank vehicle used to transport hazardous materials |

Restrictions - A restriction limits a commercial driver from operating certain types of vehicles.

Permit Restrictions

Some restriction will apply to learner's permits while a driver is learning to drive safely.

For example, the passenger restriction (P) that prevent a permit holder from driving with passengers.

License Restrictions

Several endorsement require road skills tests with specific vehicles. If the vehicle you use for your road test does not have that capability, to remove the restriction you will need to test with such a vehicle.

| Name | Description |
|--|--|
| <input type="checkbox"/> Air Brakes (L) | You may not drive vehicles with air brakes |
| <input type="checkbox"/> Automatic Transmission (E) | You may not drive Class A or B vehicles with manual transmission |
| <input type="checkbox"/> Empty Tank (X) | You may only drive with an empty tank (for N endorsement) |
| <input type="checkbox"/> Intrastate Commerce (K) | You may only drive for intrastate commerce |
| <input type="checkbox"/> Medical Waiver (V) | You have Federal medical waiver or Skills Performance Evaluation (SPE) |
| <input type="checkbox"/> Off-Highway (7) | You may only drive in rural communities where road tests are not administered. |
| <input type="checkbox"/> Passenger (M) | You may not drive a Class A bus |
| <input type="checkbox"/> Passenger (N) | You may not drive a Class A or B bus |
| <input type="checkbox"/> Passenger or School Bus (P) | You may not drive with passengers in your bus |
| <input type="checkbox"/> Tractor/Trailer (O) | You may not drive a tractor-trailer combination. |

List CDL required equipment type operated:

None.

21. List any preferred licenses, permits, certification, physical or other standards.
 This section should be used for any licenses, etc. that are not essential in order to perform the position's functions and responsibilities. These certs/licenses would be beneficial.
 Master's degree in public health, public administration, health administration or, as defined in rules promulgated by the Department, similar field and three years of experience in a full-time administrative position in either a public health agency or public health work, including responsibility for a communicable disease prevention and control program, preferably in a supervisory position.

22. List any license, permits, certification, physical or other standards that is required to perform the essential duties and functions of this position and describe why it is required to perform the job. (for driver's license see #19 & #20)
 None.

23. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Please be specific.
 MOA codes, Policies and Procedures, State Statutes, and Federal laws; be able to work closely with the Municipal Manager.

24. List the types of decisions/actions the employee independently makes on a regular basis. These are decisions/actions that do not require prior supervisory approval and the employee is held accountable.
 Proficiency in the identification of population health status and determinants of health and in the use of methods and instruments for collecting valid qualitative and quantitative data. Proficiency in quality improvement principles and application of the public health standards. Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity across the Department and among community partners. Proficiency in applying public health principles; applying knowledge of public health interventions, laws, regulations and policy processes; and implementing best practices.

25. List the types of problems the employee independently solves on a regular basis. These are problems/solutions that do not require prior supervisory approval.
 Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles. Requires the ability to utilize a variety of reference, descriptive, and advisory data, and information, such as professional literature, fiscal reports, advisories, contracts, policy manuals, personnel and payroll records, statutes, procedures, guidelines and non-routine correspondence.

26. Note any other position specifications or additions that are not identified elsewhere:
 Ability to assign, supervise and review the work of others. Ability to make recommendations regarding the selection, discipline and discharge of employees. Proficiency in recruitment, orientation, training, operational, evaluation, management, and supervision principles, methodologies, tools, and techniques. Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills. Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development. Must be able to meet required deadlines, which may be stressful. Must have ability to interact positively with other staff, county and State department personnel and the general public.

27. SUPERVISORY RESPONSIBILITIES (Must be reflected as an Essential function in Section 18)
 NO, the position does not directly supervise
 YES, the position directly supervises others on a regular basis.
 If YES, then list all position numbers supervised by this position.
 AMC 3.30.005 - Supervisor means an individual having responsibility on behalf of the municipality regularly to participate in the performance of some or all of the following functions with respect to other employees: to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, direct, adjust grievances or effectively to recommend such action, if, in connection with such functions, the exercise of such responsibility is not of a merely routine or clerical nature but requires the exercise of independent judgment.

| Position Numbers of Positions Supervised | | | | | | |
|--|--|--|--|--|--|--|
| 1564 | | | | | | |
| 4500 | | | | | | |
| 2195 | | | | | | |
| 6098 | | | | | | |
| 1580 | | | | | | |
| 1558 | | | | | | |
| 6698 | | | | | | |

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

28. The following identifies the physical demands and mental requirements and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood Borne Pathogens Standards. Responses should reflect physical demands or exposure to hazards that can be a reasonably anticipated **and an expectation of the job**. If you are unsure and have questions in this area please contact Employee Relations, ADA Coordinator.

Mark the box with the rating that best matches the requirement of this position according to the following scale:

- NA** Not applicable, not required of this position
- NE** Requirement is present, but is **not** essential to the position. (For example, a receptionist encounters aggressive/angry people, but this is not an essential assignment.)
- O** Occasional up to 33 percent of the time **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; or a police officer must deal with aggressive/angry people.)
- F** Frequent over 33 percent of the time.

Physical and mental requirements and potential hazards checked below must be consistent with Duties/functions/tasks listed in Section 18.

| Physical/Mental Requirement | Definition and Examples | NA | NE | O | F |
|--|---|----|----|---|---|
| Speaking | Communicate Verbally, In-Person and/or Via Telephone | | | | X |
| Hearing | Discern and Exchange Information, In-Person and/or Via Telephone | | | | X |
| Interacting with others | In-Person, Via Telephone, and/or Electronically | | | | X |
| Seeing in limited light | Detect and identify in dim areas | | | X | |
| Seeing objects at a distance | Detect and identify faraway items | | | X | |
| Seeing objects peripherally | Detect and identify items | | X | | |
| Seeing close work (e.g., typed print) | Read and identify letters and items close-by | | | | X |
| Distinguishing colors | Identify and separate colors | | | X | |
| Reading | Understand written information | | | | X |
| Writing | Communicate and provide information via hand or electronic writing | | | | X |
| Calculating | Use mathematical formulas and theories | | | | X |
| Editing | Review and correct others' work | | | | X |
| Evaluating | Understand and judge validity of documents and projects | | | | X |
| Interpreting | Understand and explain information contained within documents or policies and procedures | | | | X |
| Organizing | Arrange or catalog physical and/or digital documents and/or data | | | | X |
| Sitting | Hold a stationary position for potentially long periods of time | | | | X |
| Walking | Move or traverse over distances | | | | X |
| Walking on uneven surface | Move or traverse over rough, open, carpet, and change in level surface. | | | | X |
| Running | Move or traverse over distances quickly | X | | | |
| Pushing/Pulling | Move or transport items without lifting | | X | | |
| Bending, Twisting, Kneeling | Movement involving knees, back, and hips; potentially to reach or get closer to items or the ground | | X | | |
| Climbing (includes into/out of cramped spaces) | Descend and ascend various equipment (i.e. ladders) | X | | | |

| Physical/Mental Requirement | Definition and Examples | NA | NE | O | F |
|---|---|----|----|---|---|
| Crawling (includes into/out of cramped spaces) | Move or traverse distances on hands and knees | X | | | |
| Swimming (Indoors) | Move about within indoor bodies of water | X | | | |
| Swimming (Outdoors) | Move about within outdoor bodies of water | X | | | |
| Repetitive motion of hands/fingers | Operate, activate, or use office/work equipment or tools with hands or fingers | | | | X |
| Grasping with hand, gripping | Close and/or hold fingers and hand in a stable position | | | | X |
| Lifting/carrying 10-25 pounds | Move or position items in that weight class | | | X | |
| Lifting/carrying 26-50 pounds | Move or position items in that weight class | X | | | |
| Lifting/carrying more than 50 pounds | Move or position items in that weight class | X | | | |
| Driving (regular class D license – list under # 19) | Legally operate a motor vehicle in business operations | | | | X |
| Driving (CDL Class A, B, or C – list class and endorsement under # 20) | Legally operate a commercial motor vehicle or machine in business operations | X | | | |
| Work in/exposure to inclement weather | Work occurs outside buildings and/or shelters | X | | | |
| Work at heights (e.g., towers, poles) | Work occurs in places above the ground | X | | | |
| Exposure to dust, chemicals, fumes, or exhaust | Work occurs in areas with potentially contaminated air | X | | | |
| Exposure to loud noises | Work occurs in areas with potentially loud machinery or events | X | | | |
| Exposure to infection, germs, or contagious diseases | Work occurs in potentially contaminated areas (e.g. Health & Human Services) | | | | X |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids | Work occurs in potentially contaminated areas (e.g. Health & Human Services; Police; Fire) | X | | | |
| Exposure to needles or sharp implements | Work occurs in potentially contaminated areas (e.g. Health & Human Services; Police) | X | | | |
| Exposure to electrical current (not outlets) | Work occurs around power lines, plants, and/or other utilities involving electricity (e.g. Municipal Light & Power) | X | | | |
| Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives) | Work involves using or being near equipment, machinery, and/or tools that may cause bodily harm if used incorrectly or in unsafe conditions | X | | | |
| Exposure to smoke, excessive heat, and fire (Police and Fire) | Work occurs in environments requiring nonflammable protective gear | X | | | |
| Exposure to aggressive/angry people (Police and Fire) | Work specifically involves interacting with potentially dangerous individuals | X | | | |
| Exposure to aggressive/angry people | Work may involve interacting with potentially loud, rude, and/or aggressive individuals (e.g. front desk positions) | X | | | |
| Restraining/grappling with people (Police and Fire) | Work involves subduing or otherwise physically interacting with individuals | X | | | |
| Firing Weapons (Police) | Work involves legally operating firearms of various types and models | X | | | |
| <p>29. Are there any other physical or mental requirements and/or potential hazards of the position that have not been addressed above?</p> <p>Ability to work under pressure of deadlines in an environment of changing priorities. Use of sound judgment and decision making, critical thinking, creative problem solving and effective verbal and written communications skills.</p> | | | | | |

THIS SECTION MUST BE HAND WRITTEN

30. **Employee Certification** – I certify that the above statements are accurate and complete to the best of my knowledge.

Signed _____ Date _____

Note: **Employee signature is not required.**

31. **Supervisor Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed _____ Date _____

32. **Division Manager (or designee) Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed _____ Date _____

33. **Department Head Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed William D. Fay Date 4/18/19