



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Montgomery County Regulation on:

POSITION DESCRIPTION FOR CHIEF PUBLIC HEALTH SERVICES

Issued by: County Executive
Regulation No. 22-22

Supersedes: COMCOR 01A.104.15 (Regulation 12-03)
Authority: Montgomery County Code, Section 1A-104(b)(2)
Council Method (1) Under Code Section 2A-15
Register Volume 39, Issue 11
Comment Deadline: November 30, 2022

Effective Date:
Sunset Date:

SUMMARY: This regulation amends establishes the position description for Chief, Public Health Services, a non-merit position. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-42A(b) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

ADDRESS: Director, Office of Human Resources
Executive Office Building
101 Monroe Street, 7th Floor
Rockville, MD 20850

STAFF CONTACT: Additional information and copies of the regulation are available from:
Samuel Frushour, Special Assistant to the Director, 240-777-5012.

[COMCOR 01A.104.15 Chief Operating Officer, Department of Health and Human Services

01A.104.15.01 Definition of Class:



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This is executive level work directing the delivery of health and human services. Under the supervision of the Director, Department of Health and Human Services, the position is responsible for ensuring that the mission of the Department is carried out in accordance with strategic plan objectives throughout the Service Areas. The position has full line management responsibility for planning, developing, and implementing work programs, communicating expectations and evaluating the achievement of established objectives, and for effectively managing human, financial, and capital resources. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. In the capacity of an executive manager in the Department of Health and Human Services, the position will work closely with a broad range of individuals including elected and appointed officials, State and Federal Government officials, executives of public and private organizations, as well as management personnel in Montgomery County Government and representatives of civic organizations or other similar public entities to articulate and promulgate the delivery of health and human services.

01A.104.15.02 Example of Duties: (Illustrative Only)

- (a) Determines, in consultation with the Director, the overall organizational structure, department wide work programs, methods, processes, and allocation of major departmental resources.
- (b) Directs and actively participates in the development and presentation of the Department's Operating Budget request and manages the Department's approved Operating Budget. Provides recommendations concerning the Department's Capital Improvement Program Budget Request.
- (c) Directs all Department procurement, contracts administration, personnel management, and information technology activities.
- (d) In the absence of the Director, serves as the spokesperson for the Department by responding to inquiries from the media, the County Council, and other local and State Government officials and citizens.
- (e) Develops and oversees administration of Department-wide policies and procedures.
- (f) Coordinates among Service Areas and with internal and external agencies to facilitate effective and efficient service delivery to the Department's clients and customers.
- (g) Serves as the Department Director in the Director's absence.
- (h) Performs related duties as required.

01A.104.15.03 Recommended Qualifications:



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(a) Experience: Seven years of progressively responsible experience in organizational management or health and human services, four years of which were in a supervisory or executive capacity.

(b) Education: Possession of a Master's Degree from an accredited college or university in Public Administration, Public Health Administration, or in an equivalent field, or an organizational discipline preferably related to health and human services.

(c) Equivalency: An equivalent combination of education and experience may be substituted.

(d) Knowledge, Skills, and Abilities:

(1) Knowledge of the principles and practices of public administration with particular reference to management concepts and techniques, resource allocation, and budgeting.

(2) Knowledge of procurement, contract management, and human resource management.

(3) Knowledge of applicable Federal, State and County laws, regulations, and policies affecting health and human services related issues.

(4) Knowledge of principles and techniques of analysis, evaluation, and high level interagency coordination, negotiations, and conflict resolution.

(5) Skill in identifying, analyzing, and evaluating information concerning highly complex and often politically sensitive health and human services related issues.

(6) Skill and ability to manage Department programs, set priorities, communicate expectations, anticipate problems, develop contingency plans and monitor achievement of broad programmatic goals, objectives, and quality standards.

(7) Skill in interpersonal relations and ability to work tactfully and effectively with elected/appointed officials, union representatives, employees, supervisors and managers, and community and business organization leaders.

(8) Ability to lead, inspire, motivate, evaluate and counsel subordinate supervisory staff and to delegate responsibility to them, as appropriate.

(9) Ability to communicate effectively, orally and in writing, in a clear and concise manner.

(10) Ability to attend meetings and perform work assignments at locations outside the office.



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01A.104.15.04 License:

None.

01A.104.15.05 Medical Protocol:

Medical History Review.]

COMCOR 01A.104.15 Chief, Public Health Services

01A.104.15.01 Definition of Class.

This is supervisory and administrative work directing Public Health and Services operations within the Department of Health and Human Services. **The employee in this position will be appointed by the County Executive and confirmed by the County Council. This is a non-merit position within the Montgomery County Government. The incumbent of this position reports directly to the Director of the Department of Health and Human Services.** Key responsibilities of the position include providing oversight and leadership of Public Health Services program operations consistent with the County's Health and Human Services Policy; membership on the Department's management team, which oversees and ensures a fully integrated public health and human services system which is customer friendly and fiscally and programmatically effective. The Chief of Public Health Services promotes collaboration with and among public and private agencies to address crisis and public health related needs.

01A.104.15.02 Examples of Duties. (Illustrative Only)

Plans, leads, and supervises staff activities in implementing the core Public Health Service functions of assessment, policy development, education, and quality assurance.

Promotes and fosters partnerships with public and private agencies to assure a coordinated system of Public Health Services.

Assures the effectiveness of Public Health Service programs and policies by conducting evaluations and assessing customer feedback.

Assures effective fiscal and management controls.

Ensures the provision of adequate and relevant staff training.

Assists the Director in the development and implementation of an integrated health and human services system.



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Maintains communications and represents Public Health Services to clients, the general public, and to federal, State, and local agencies and officials.

Ensures that employees at all levels are encouraged to participate in program and policy development.

Performs other related duties as required.

01A.104.15.03 Recommended Qualifications.

Experience: Seven years of progressively responsible professional experience in organizational management or public health service programs, four years of which were in a supervisory or executive capacity.

Education: Graduation from an accredited college or university with a Master's Degree in public health, human services, or public administration field.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

Extensive knowledge of public health principles and issues, and developments in the public health regulatory fields.

Thorough knowledge of and commitment to customer service and client-focused service delivery.

Ability to lead, plan, implement, and evaluate public health programs and services.

Ability to establish collaborative and cooperative approaches to achieving goals.

Ability to establish and maintain effective and cooperative working relationships with management staff, interdisciplinary team members, representatives of public/private and community groups, elected officials, and the general public.

Ability to attend meetings or perform other assignments at locations outside the office.

01A.104.15.04 License.

None.

01A.104.15.05 Medical Protocol.

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Approved:

Marc Elrich, County Executive

Date

Approved as to form and legality:

Edward B. Trotter

Office of the County Attorney

10/20/22

Date