

## **OFFICE OF PUBLIC HEALTH**

### **Assistant Secretary**

#### **ROLE OVERVIEW:**

An appointed public official who serves as the Public Health Officer for the State of Louisiana within the Louisiana Department of Health and Hospitals (DHH). The Assistant Secretary reports to the Deputy Secretary of DHH. The Governor prescribes the terms and conditions of appointment in accordance with Louisiana statute. The Assistant Secretary leads Louisiana's chief agency charged with protecting and promoting the health of all Louisiana residents and visitors. With a budget of over \$340 million and approximated 1,600 employees, the agency has the responsibility for leading, directing and managing programs and policy in community health and chronic disease prevention, preventive health services, infectious disease surveillance, restaurant and food safety, emergency medical services and preparedness, safe drinking water, vital records and population health informatics.

#### **ESSENTIAL FUNCTIONS:**

- Provides public health expertise and leadership to the department.
- Assures that the delivery of public health services are evidence- based and/or best practices.
- Practices and supports visionary leadership – works with staff and other stakeholders to develop and articulate a vision for public health and the department and encourages others to share the vision
- Creates sense of mission – articulates and models professional values and ethics; facilitates organizational mission development and reassessment; develops policies and processes that translate mission and vision into action
- Serves as effective change agent – facilitates application of systems thinking; develops and implements performance measurement and evaluation strategies; facilitates strategic and tactical assessment and planning; facilitates empowerment of staff and community partners to take action; generates fresh ideas and approaches to solving public health problems
- Political competencies – identifies and analyzes public health policy issues and alternatives; utilizes principles of media advocacy to communicate the public health mission to stakeholders; works with community coalitions and advocacy groups; guides the community and organization in seeking policy change and action on public health issues; translates policy decisions into organizational and community programs and services
- Oversees staff operations, business planning and budget development
- Ensure services are in compliance with professional standards, state and federal regulatory requirements

## **TASKS ASSOCIATED WITH FUNCTIONS, COMPETENCIES AND SKILLS**

- Assures that the agency participates in or leads ongoing community health assessment and planning in partnership with other community stakeholders, e.g., hospitals and other health departments
- Identifies and pursues funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments
- Educates state and federal legislators and policymakers about funding and policy changes needed to address current and emerging public health problems
- Serves as primary media spokesperson for the organization on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic
- Coaches and supports managers and staff to help them achieve organizational and personal improvement goals and identify measures of success; creates and promotes leadership development and succession planning opportunities for managers and staff

### **COMPETENCIES AND SKILLS:**

The Assistant Secretary possesses skill levels in these priority core competencies for Public Health Professionals appropriate for the senior management level.

#### **Analytical/Assessment Skills**

- Reviews health status assessments of populations and their related determinants of health
- Expands access to public health data and information for the department and the public
- Ensures the consistency of policy integration into organizational plans, procedures, structures, and programs
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Ensures the collaboration and partnerships of key stakeholders through the development of formal and informal agreements
- Maintains partnerships with key stakeholders, especially elected officials from the townships and municipalities
- Ensures that programs are managed within current and forecasted budget constraints
- Critiques strategies for determining budget priorities
- Recommends budgetary priorities for the organization
- Advocates for individual, team and organizational learning opportunities within the agency
- Ensures the measuring, reporting and continuous improvement of agency's performance
- Ensures the effective management of organizational change