



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0935

Phone: (701) 328-3290

**CHIEF OPERATING OFFICER –
DEPARTMENT OF HEALTH (DoH)**

Grade R

SCOPE OF WORK:

Work involves directing the operational functions of the ND Department of Health (NDDoH). This position serves as the co-deputy, is a member of the leadership team and reports directly to the State Health Officer.

DUTIES PERFORMED:

- Manage the operations of NDDoH; evaluate, direct, and implement improvements to ensure adherence, consistency, compliance, and alignment with applicable rules, laws, policies, grants and agency's strategic goals.
- Provide leadership and direction to NDDoH staff to ensure fulfillment of agency goals and objectives.
- Serve as co-deputy for the NDDoH.
- In the absence of the State Health Office, assist with ongoing operation and management of the agency, manage the senior management staff (i.e. section or division heads) to include directing, coordinating, monitoring and evaluating staff and activities; approve policy related documents
- Collaborate, coordinate, and communicate with State Health Officer, Chief Financial Officer, agency staff, vendors, and stakeholders to identify opportunities, resources, business efficiencies, quality issues, and customer satisfaction.
- Lead the development, planning and implementation of agency related legislation, administrative rules and policies.
- Represent NDDoH at legislative and committee hearings and provide testimony regarding the operations of NDDoH.
- Provide input to the NDDoH strategic plans; assist with the decision-making and prioritization of objectives, review achievements and discuss changes in goals and objectives with State Health Officer.
- Represent NDDoH to executive agencies, public and private organizations, political subdivisions, members, and member-constituency groups concerning agency operations.
- Oversee staff to include directing, coordinating, monitoring and evaluating staff and activities.
- Provide oversight in the development and reporting of performance measures.
- Develop strategies for strengthening and enhancing services and monitor implementation of the service goals and objectives for NDDoH

- Ensure appropriate staffing levels; manage assigned staff; develop and implement work standards and performance management measures; provide training for staff; provide project planning; assign work duties as appropriate.
- Provide guidance to NDDoH managers on complex management and employee relations issues, organizational problems, and strategic issues

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, public administration, accounting, or financial management, and eight years of professional work experience, including four years of management and supervisory experience. Master's degree is preferred and may substitute for one year of the experience requirement.

Eff. Date: 01/18

Rev: 02/18 – Factor evaluation and paygrade