

Department: Health Department **Program Contact:** Ebony Clarke
Program Offer Type: Innovative/New Program **Program Offer Stage:** As Proposed
Related Programs:
Program Characteristics:

Executive Summary

In the last decade Health Department Operations have become significantly more complex and requires more capacity to meet the demands of both staff and the broader community served.larger and more complex. The executive workload must be shared in order to sustain the Director and support the department as a whole as we manage more and more complex issues, a larger number of employees and manage the next phase of the pandemic.

Program Summary

The Health Department's Director's Office provides executive leadership and strategic direction in service to the department's mission, vision and values. As the Health Department has grown in portfolio, complexity and staffing, more capacity in executive leadership has become apparent in order to beet the needs of our workforce and the broader community. The Director's Office works with elected leaders, stakeholders, health system partners, community members and staff to ensure that department services advance health equity and promote health and wellness for everyone in Multnomah County.

The Director's Office is responsible for ensuring that the Department meets its strategic objectives while fostering a culture that supports a diverse and qualified workforce. The Office is a primary liaison to Federal, State, County and local elected officials. This second Deputy Director will support these functions of the Director's Office and have purview over the following strategic and operational areas across the Department: Quality Management, Policies and Procedures, IT/Analytics/Reporting, Human Resources, Communications, Continuity of Operations, Program Operations, and HIPAA/Privacy.

This second Deputy Director will improve the workload across executive leadership in the Department and help enable a sustainable leadership structure to support the demands in our COVID-19 response and recovery efforts.

Performance Measures

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Development of formal back-up planning procedure for executive leadership	N/A	N/A	N/A	1
Outcome	% exempt staff reporting increased understanding of Continuity of Operations (COOP)	N/A	N/A	N/A	50%

Performance Measures Descriptions

Performance Measure 1: Deliverable is procedure/format to assist with planning for executive leadership to be able to take time off with adequate back up plans.

Performance Measure 2: As measured by retrospective survey to exempt staff around internal COOP planning knowledge and utilization, which is a body of work this position will provide oversight for.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
	2022	2022	2023	2023
Program Expenses				
Personnel	\$0	\$0	\$264,469	\$0
Total GF/non-GF	\$0	\$0	\$264,469	\$0
Program Total:	\$0		\$264,469	
Program FTE	0.00	0.00	1.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last Year this program was:

40000C is supporting 1.00 FTE. In FY23, this program is adding a deputy director