

Division: Operations

Program Characteristics:

Program Description

Operations supports the Health Department's effectiveness by helping to set a unified departmental strategy and developing leaders who foster a culture of safety, trust, and belonging. Services include strategic planning, executive coaching, leadership and team development, onboarding, mentorship, succession planning, equity and inclusion coaching and training, communications and marketing, and culture change with the support of a project manager facilitating and tracking these efforts.

The Deputy Director of Operations serves as the coordinator and executive champion of Health Department Response and Recovery functions in the event of an emergency, severe weather, or other crises/situations that affect normal department operations. In support of this role is a Response & Recovery Project Manager, Safety and Security Specialist, and a Continuity of Operations (CoOP) coordinator. These positions are essential to the Health Department's mission to safeguard public health, particularly in the event of loss of staff, systems, and facilities. By ensuring continuity, regulatory compliance, and community trust, this singular role provides significant value and critical contributions with measurable impact.

The Deputy Director of Operations sponsors Health Department involvement in overdose prevention response efforts. In support of this role is a Senior Program specialist, a position essential to create a single point of contact to receive, triage, track, distribute, and train on those naloxone and support requests.

The Data Governance and Quality team leads reports to the Deputy Director and supervises Program Offer 40044.

Equity Statement

Through coordinated emergency response, continuity planning, and overdose prevention efforts, Deputy Director of Operations centers the needs of those most impacted by system disruptions and structural inequities. By maintaining continuity of services, supporting frontline responders, and ensuring equitable access to life-saving supports, Operations advances health equity by sustaining conditions necessary for effective, community-centered public health action.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$1,251,203	\$0	\$1,862,001	\$0
Total GF/non-GF	\$1,251,203	\$0	\$1,862,001	\$0
Total Expenses:	\$1,251,203		\$1,862,001	
Program FTE	6.00	0.00	9.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
# of Health Department programs with an active CoOP Outcome	24	27	28
Percentage of plans meeting CoOP program guidelines	30%	45%	65%