

JOB POSTING

**NYC Department of Health and Mental Hygiene
Bureau of Maternal, Infant and Reproductive Health**

**Position: Director of Policy
Civil Service Title: Health Services Manager
Salary Range: \$ 49,492.00 - \$136,198.00 (Annual)**

Job Description

The Division of Health Promotion and Disease Prevention (HPDP) promotes health, prevents disease and advances health equity among the people of New York City. Directing its most intensive efforts to communities with the greatest needs, the Division and its community partners seek innovative strategies that incorporate policy change, program implementation and dissemination of health information. The division oversees a wide range of programs, including health services in the schools, community-based programs in neighborhoods, and maternal, infant and reproductive health. Within HPDP, the Bureau of Maternal, Infant and Reproductive Health (BMIRH) works to improve health outcomes for mothers, children, families and women of reproductive age, targeting initiatives in communities with high rates of unintended pregnancy, maternal morbidity and infant morbidity and mortality.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

- Coordinate with Assistant Commissioners, Directors, Intergovernmental Affairs, policy staff and others as appropriate to ensure new and ongoing policy ideas and/or strategies are aligned with agency priorities and approaches.
- Develop policy briefs, monitor public health trends and initiatives to inform policy development, structure and conduct analyses to support the generation of new policy initiatives.
- Collaborate with Bureau Directors and other programs across the agency, as well as external stakeholders to identify opportunities to introduce new policy initiatives and to garner support for policy initiatives.
- Work with Communications, Intergovernmental Affairs, Office of the General Counsel and other relevant agency units to advocate for enactment of policies by the Board of Health, City Council, state legislature, or other legislative bodies.
- Develop a strategy that assures community engagement in policy development and implementation, and partner with the agency District Public Health Offices (DPHO) to assure alignment of efforts with DPHO work.
- The Policy Director will report to the Assistant Commissioner for the Bureau of Maternal, Infant and Reproductive Health and work closely with and report to the Assistant Commissioner of the Office of School Health on specific OSH initiatives.
- He/she will collaborate with other HPDP Policy Directors to assure a coordinated and collaborative effort that maximizes policy expertise and skills across the division.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and five years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which must have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work
2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60

semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above.

Preferred Skills

The ideal candidate will have a policy or legal background with a track record of developing and implementing successful policy initiatives, structuring research and analysis, collaborating across numerous programs and disciplines, and effectively communicating policies and proposals to diverse audiences including potential supporters, policymakers, and the press; experience in public health or public policy development, including supervisory experience; excellent oral and written communication.

Additional Information

Position # 465053 (CTL)

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number #148545.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Work Location

42-09 28th Street, Queens, NY, 11101

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.