



Committee: Directly to Council
Committee Review: N/A
Staff: Christine Wellons, Senior Legislative Attorney
Purpose: Final action – vote expected
Keywords: #HHSChief

AGENDA ITEMS #3&5E
January 17, 2023
Action

SUBJECTS

- Expedited Bill 32-22; Department of Health and Human Services – Structure and Positions
Lead Sponsor: Then-Council President Albornoz at the request of the County Executive
- Resolution to Approve Executive Regulation 22-22, Position Description for Chief, Public Health Services

EXPECTED ATTENDEES

Earl Stoddard, Assistant Chief Administrative Officer

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

- Roll call vote on whether to enact Expedited Bill 32-22
- Adoption of a Resolution to Approve Executive Regulation 22-22, Position Description for Chief, Public Health Services

DESCRIPTION/ISSUE

Council Bill 32-22 would establish the Chief of Public Health Services as a non-merit position in the Department of Health and Human Services; eliminate the Chief Operating Officer as a non-merit position in the Department of Health and Human Services; and remove the requirement that the County Health Officer also serves as the Chief of the Direct Service Division for Public Services.

Executive Regulation 22-22 would adopt a position description for the new non-merit position of Chief of Public Health Services.

SUMMARY OF KEY DISCUSSION POINTS

- Expedited Bill 32-22, and Executive Regulation 22-22, are necessary to implement the County Executive's proposal to separate the position of the County Health Officer from the position of Chief of Public Health Services. Currently, the positions are one and the same under County law.
- The Council recently confirmed the appointment of Dr. Kisha Davis to the position of County Health Officer. The Executive has appointed Dr. James Bridgers to serve as the Chief of Public Health Services, assuming the Council enacts Expedited Bill 32-22.

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MEMORANDUM

January 12, 2023

TO: County Council

FROM: Christine Wellons, Senior Legislative Attorney

SUBJECTS: Expedited Bill 32-22, Department of Health and Human Services – Structure and Positions
Executive Regulation 22-22, Position Description, Chief, Public Health Services

PURPOSE: Action – roll call vote on Expedited Bill 32-22
Approval, via hand vote or consent, of Executive Regulation 22-22

Expected Attendee

Earl Stoddard, Assistant Chief Administrative Officer

Two matters are before the Council for action regarding the restructuring of the positions of the County Health Officer (state-mandated position) and the Chief of Public Health Services (within the Department of Health and Human Services). The matters are:

- Expedited Bill 32-22, Department of Health and Human Services – Structure and Positions; and
- Executive Regulation 22-22, Position Description, Chief, Public Health Services

Expedited Bill 32-22, Department of Health and Human Services – Structure and Positions, sponsored by then-Council President Albornoz at the request of the County Executive, was introduced on November 15, 2022. A public hearing was held on December 13, 2022. Final action is tentatively scheduled for January 17, 2023.

The expedited bill would establish the Chief of Public Health Services as a non-merit position within the Department of Health and Human Services; eliminate the Chief Operating Officer as a non-merit position within the Department of Health and Human Services; and remove the requirement that the County Health Officer also serves as the Chief of the Direct Service Division for Public Services.

Executive Regulation 22-22, Position Description, Chief, Public Health Services would add to County Regulations the qualifications and duties of the new non-merit Chief of Public Health Services within the Department of Health and Human Services.

BACKGROUND AND BILL SPECIFICS

The County Executive has explained Bill 32-22 as follows:

The attached Bill creates the new non-merit position of Chief of Public Health Services in the Department of Health and Human Services (DHHS), replacing the existing, unfilled DHHS Chief Operating Officer position. This Chief of Public Health Services will be responsible for directing Public Health Services program operations in the County.

The Bill also deletes the requirement that the County Health Officer serve as the Chief of the Direct Service Division for Public Health Services in the Department of Health and Human Services.

SUMMARY OF PUBLIC HEARING

One individual, a Montgomery College student Mr. Omar, testified that he is working on a school project related to Expedited Bill 32-22.

ISSUES FOR THE COUNCIL’S CONSIDERATION

1. Summary of Impact Statements

According to the Office of Management and Budget, the estimated impact of Expedited Bill 32-22 upon County expenditures is as follows.

FY23	FY24	FY25	FY26	FY27	FY28	6 Year Total
\$246,714	\$246,714	\$246,714	\$246,714	\$246,714	\$246,714	\$1,480,284

The Office of Legislative Oversight found that the bill is unlikely to have a significant impact upon Racial Equity and Social Justice outcomes, or upon economic priorities.

2. Separation of the Health Officer Position from the Chief of Public Health Services Position

The rationale to divide the responsibilities of the County Health Officer from the responsibilities of the Chief of Public Health, as articulated by the Executive Branch, is that the “complexity and scope of the critical health issues continuing to face the County requires a new

approach to the roles and responsibilities of the positions that guide policy and manage the delivery of public health services.” See Legislative Request Report at ©3.

Under the expedited bill, the Health Officer would be able to focus solely upon the duties articulated under Maryland law, including the development and enforcement of health care policy and Board of Health Regulations. The state law assigns to the Health Officer the following duties, among others:

- Enforcing throughout the County state health laws and policies;
- Enforcing throughout the County Board of Health regulations; and
- Conducting investigations and producing reports required by the State Secretary of Health or by the Board of Health.

See Md. Code Ann., Health-Gen. § 3-306.

The Chief of Public Health, on the other hand, would focus upon the delivery of public health services to residents of the County. Under Executive Regulation 22-22, illustrative duties of the Chief of Public Health Services would include:

- Plans, leads, and supervises staff activities in implementing the core Public Health Service functions of assessment, policy development, education, and quality assurance.
- Promotes and fosters partnerships with public and private agencies to assure a coordinated system of Public Health Services.
- Assures the effectiveness of Public Health Service programs and policies by conducting evaluations and assessing customer feedback.

3. Qualifications and Duties of the Chief of Public Services under Proposed Executive Regulation 22-22

Executive staff have informed Council staff of the Executive’s intent that the new Chief of Public Health Services will also serve as the Deputy Health Officer. To ensure that the Chief has the qualifications necessary to serve as the Deputy, the following amendments to Executive Regulation 22-22 are recommended.

Add the following minimum qualification.

At least 5 years of work in the field of Public Health or a master’s degree in Public Health and at least 2 years of work in the field of Public Health.

Note: There will be no substitutions for this section.

Add the following recommended qualifications.

Education: Possession of a valid license to practice medicine issued by the Maryland State Board of Medical Examiners at the time of appointment.

Experience: A Master's degree in Public Health with at least 5 years of work in the field of Public Health or at least 7 years of work in the field of Public Health.

The Executive has resubmitted to the Council Executive Regulation 22-22 with the above-mentioned amendments. The revised regulation also makes explicit that the Chief of Public Health Services also serves as the Deputy Health Officer.

4. Potential Amendment to Bill 32-22 - Deputy Health Officer Position

To reflect that the Chief of Public Health will also serve as the Deputy Health Officer, Council staff recommends the following amendment to Expedited Bill 32-22. Executive staff have indicated their agreement with this amendment.

After line 11, insert the following.

The Chief of Public Health Services also serves as the Deputy Health Officer.

Decision point: whether to adopt the amendment described above regarding the Deputy Health Officer.

NEXT STEPS: Roll call vote on whether to enact Expedited Bill 32-22, including any amendments.

Approval, via consent or hand vote, of Executive Regulation 22-22, as revised.

This packet contains:	<u>Circle #</u>
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Expedited Bill No. 32-22
Concerning: Department of Health and Human Services – Structure and Positions
Revised: 11/10/2022 Draft No. 1
Introduced: November 15, 2022
Expires: May 15, 2024
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsors: Council President at the request of the County Executive

AN EXPEDITED ACT to:

- (1) add the Chief of Public Health Services as a non-merit position in the Department of Health and Human Services;
- (2) eliminate the Chief Operating Officer as a non-merit position in the Department of Health and Human Services; and
- (3) delete the requirement that the County Health Officer also serve as the Chief of the Direct Service Division for Public Health Services in the Department of Health and Human Services.

By amending

Montgomery County Code
Chapter 2, Administration
Section 2-42A

The County Council for Montgomery County, Maryland approves the following Act:

Boldface	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

LEGISLATIVE REQUEST REPORT

BILL: XX-22, Chief of Public Health Services Establishment

DESCRIPTION: This Bill amends Section 2-42A of the Montgomery County Code to add the Chief of Public Health Services and eliminate Chief Operating Officer as a non-merit position in the Department of Health and Human Services. It also deletes the requirement that the County Health Officer also serve as the Chief of the Direct Services Division for Public Health Services in the Department of Health and Human Services.

PROBLEM: The complexity and scope of the critical health issues continuing to face the County requires a new approach to the roles and responsibilities of the positions that guide policy and manage the delivery of public health services.

GOALS AND OBJECTIVES: To eliminate Chief Operating Officer position and add the Chief of Public Health Services as a non-merit position in the Department of Health and Human Services.

COORDINATION: The Office of the County Executive

FISCAL IMPACT: Office of Management and Budget

ECONOMIC IMPACT: Office of Legislative Oversight

EVALUATION: N.A

EXPERIENCE ELSEWHERE: N.A

SOURCE OF INFORMATION: Darryl Gorman, Acting Director, Office of Human Resources
Darryl.gorman@montgomerycountymd.gov

Ken Hartman Espada, Director of Strategic Partnerships, Office of County Executive
Ken.hartman@montgomerycountymd.gov

APPLICATION WITHIN MUNICIPALITIES: N.A

PENALTIES: N.A



OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich
County Executive

MEMORANDUM

October 19, 2022

TO: Gabe Albornoz, Council President
Montgomery County Council

FROM: Marc Elrich, County Executive *Marc Elrich*

SUBJECT: Bill XX-22, Chief of Public Health Services - Establishment

I am transmitting the proposed Bill XX-22, which amends Section 2-42A of the Montgomery County Code. I appreciate Council's support as we have worked diligently to recruit an outstanding candidate for the role of County Health Officer. As we have previously discussed, the complexity and scope of the critical health issues continuing to face the County requires a new approach to the roles and responsibilities of the positions that guide policy and manage the delivery of public health services.

The attached Bill creates the new non-merit position of Chief of Public Health Services in the Department of Health and Human Services (DHHS), replacing the existing, unfilled DHHS Chief Operating Officer position. This Chief of Public Health Services will be responsible for directing Public Health Services program operations in the County.

The Bill also deletes the requirement that the County Health Officer serve as the Chief of the Direct Service Division for Public Health Services in the Department of Health and Human Services.

Executive Regulation No. 22-22: Position Description for the Chief of Public Health Services (enclosed) is being advertised in the November 2022 Montgomery County Register. The finalized Executive Regulation will be transmitted for Council approval in early December.

Additionally, separate from this bill, the County Health Officer position description (enclosed)

Bill XX-22, Chief of Public Health Services Establishment

October 19, 2022

Page 2 of 2

has been modified to re-focus that position on enforcing and developing public health laws and regulations, providing public health and medical expertise, and developing policy guidance.

I look forward to working with the Council to implement these important changes.

Enclosures

Bill No. XX-22
Concerning: _____
Revised: _____ Draft No. _____
Introduced: _____
Expires: _____
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: _____
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Council President at the Request of the County Executive

AN ACT to:

- (1) add the Chief of Public Health Services as a non-merit position in the Department of Health and Human Services;
- (2) eliminate the Chief Operating Officer as a non-merit position in the Department of Health and Human Services; and
- (3) delete the requirement that the County Health Officer also serve as the Chief of the Direct Service Division for Public Health Services in the Department of Health and Human Services.

By amending

Montgomery County Code
Chapter 2, Administration
Section 2-42A

Boldface	<i>Heading or a defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland, approves the following act:

1 **Sec 1. Section 2-42A is amended as follows:**

2 **2-42A. Functions, powers, and duties.**

3 * * *

4 (b) Non-merit positions. The Department has 5 senior level management
5 positions that are non-merit positions. These positions consist of a chief
6 [operating officer] of Public Health Services; a chief of Services to End and
7 Prevent Homelessness; a chief of Aging and Disability Services; a chief of
8 Behavioral Health and Crisis Services; and a chief of Children, Youth, and
9 Family Services. [In addition, the Health Officer referred to in Section 2-42
10 serves as the chief of the Direct Service Division for Public Health Services.]

11 * * *

12 **Sec. 2. Expedited Effective Date.**

13 The Council declares that this legislation is necessary for the immediate
14 protection of the public interest. This Act takes effect on the date on which it
15 becomes law.

Approved:

Gabriel Albornoz, President, County Council

Date

Approved:

Marc Elrich, County Executive

Date

This is a correct copy of Council action.

Judy Rupp, Clerk of the Council

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY: Ed Hutton

DATE: 10/18/22

Fiscal Impact Statement
Bill XX-XX
Chief, Public Health Services and Other HHS positions

1. Bill Summary

This Bill adds the Chief of Public Health Services as a non-merit position in the Department of Health and Human Services (HHS); and eliminates the requirement that the County Health Officer also serve as the Chief of the Direct Service Division for Public Health Services in HHS.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

This Bill is expected to impact County expenditures by adding a Chief of Public Health Services position in HHS. The annualized cost of the position is up to \$246,714, based on the FY23 Executive Salary Schedule. Salary offers below the maximum rate will result in a lower cost. The FY23 cost will be a prorated amount based on when the position is filled.

This Bill is not expected to impact County revenues.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

The estimated cost over the next 6 fiscal years for adding a Chief of Public Health Services position in HHS is up to:

FY23	FY24	FY25	FY26	FY27	FY28	6 Year Total
\$246,714	\$246,714	\$246,714	\$246,714	\$246,714	\$246,714	\$1,480,284

This Bill is not expected to impact County revenues over the next 6 fiscal years.

4. An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.

The Bill is not expected to impact retiree pension or group insurance costs.

5. An estimate of expenditures related to the County's information technology (IT) systems, including Enterprise Planning (ERP) systems.

The Bill is not expected to impact the County's IT or ERP systems.

6. Later actions that may affect future revenue and expenditures if the bill authorizes future spending.

This Bill does not authorize future spending.

7. An estimate of the staff time needed to implement the bill.

It is estimated that staff time to implement this Bill will be minimal.

8. An explanation of how the addition of new staff responsibilities would affect other duties.

This Bill will not increase staff responsibilities.

9. An estimate of costs when an additional appropriation is needed.

No additional appropriation for FY23 is needed to implement this Bill because HHS should be able to absorb the costs within the Department's existing appropriation due to departmental turnover savings. Depending on future departmental turnover savings, an appropriation might be needed for future years to cover the cost of this position.

10. A description of any variable that could affect revenue and cost estimates.

Not applicable.

11. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

12. If a bill is likely to have no fiscal impact, why that is the case.

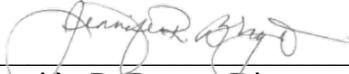
Not applicable.

13. Other fiscal impacts or comments.

Not applicable.

14. The following contributed to and concurred with this analysis (enter name and dept.)

Darryl Gorman, Office of Human Resources
Shantée Jackson, Office of Management and Budget



Jennifer R. Bryant, Director
Office of Management and Budget

10/19/22

Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Montgomery County Regulation on:

POSITION DESCRIPTION FOR CHIEF PUBLIC HEALTH SERVICES

Issued by: County Executive
Regulation No. 22-22

Supersedes: COMCOR 01a.104.15 (Regulation 12-03)

Authority: Montgomery County Code, Section 1A-104(b)(2)
Council Method (1) Under Code Section 2A-15

Register Volume 39, Issue 11

Comment Deadline: November 30, 2022

Effective Date:

Sunset Date:

SUMMARY:

This regulation amends establishes the position description for Chief, Public Health Services, a non-merit position. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-42A(b) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

ADDRESS:

Director, Office of Human Resources
Executive Office Building
101 Monroe Street, 7th Floor
Rockville, MD 20850

STAFF CONTACT:

Additional information and copies of the regulation are available from:
Samuel Frushour, Special Assistant to the Director, 240-777-5012.

[COMCOR 01A.104.15 Chief Operating Officer, Department of Health and Human Services

01A.104.15.01 Definition of Class:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

This is executive level work directing the delivery of health and human services. Under the supervision of the Director, Department of Health and Human Services, the position is responsible for ensuring that the mission of the Department is carried out in accordance with strategic plan objectives throughout the Service Areas. The position has full line management responsibility for planning, developing, and implementing work programs, communicating expectations, and evaluating the achievement of established objectives, and for effectively managing human, financial, and capital resources. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. In the capacity of an executive manager in the Department of Health and Human Services, the position will work closely with a broad range of individuals including elected and appointed officials, State and Federal Government officials, executives of public and private organizations, as well as management personnel in Montgomery County Government and representatives of civic organizations or other similar public entities to articulate and promulgate the delivery of health and human services.

01A.104.15.02 Example of Duties: (Illustrative Only)

- (a) Determines, in consultation with the Director, the overall organizational structure, department wide work programs, methods, processes, and allocation of major departmental resources.
- (b) Directs and actively participates in the development and presentation of the Department's Operating Budget request and manages the Department's approved Operating Budget. Provides recommendations concerning the Department's Capital Improvement Program Budget Request.
- (c) Directs all Department procurement, contracts administration, personnel management, and information technology activities.
- (d) In the absence of the Director, serves as the spokesperson for the Department by responding to inquiries from the media, the County Council, and other local and State Government officials and citizens.
- (e) Develops and oversees administration of Department-wide policies and procedures.
- (f) Coordinates among Service Areas and with internal and external agencies to facilitate effective and efficient service delivery to the Department's clients and customers.
- (g) Serves as the Department Director in the Director's absence.
- (h) Performs related duties as required.

01A.104.15.03 Recommended Qualifications:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

(a) Experience: Seven years of progressively responsible experience in organizational management or health and human services, four years of which were in a supervisory or executive capacity.

(b) Education: Possession of a Master's Degree from an accredited college or university in Public Administration, Public Health Administration, or in an equivalent field, or an organizational discipline preferably related to health and human services.

(c) Equivalency: An equivalent combination of education and experience may be substituted.

(d) Knowledge, Skills, and Abilities:

(1) Knowledge of the principles and practices of public administration with particular reference to management concepts and techniques, resource allocation, and budgeting.

(2) Knowledge of procurement, contract management, and human resource management.

(3) Knowledge of applicable Federal, State and County laws, regulations, and policies affecting health and human services related issues.

(4) Knowledge of principles and techniques of analysis, evaluation, and high level interagency coordination, negotiations, and conflict resolution.

(5) Skill in identifying, analyzing, and evaluating information concerning highly complex and often politically sensitive health and human services related issues.

(6) Skill and ability to manage Department programs, set priorities, communicate expectations, anticipate problems, develop contingency plans and monitor achievement of broad programmatic goals, objectives, and quality standards.

(7) Skill in interpersonal relations and ability to work tactfully and effectively with elected/appointed officials, union representatives, employees, supervisors and managers, and community and business organization leaders.

(8) Ability to lead, inspire, motivate, evaluate and counsel subordinate supervisory staff and to delegate responsibility to them, as appropriate.

(9) Ability to communicate effectively, orally and in writing, in a clear and concise manner.

(10) Ability to attend meetings and perform work assignments at locations outside the office.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

01A.104.15.04 License:

None.

01A.104.15.05 Medical Protocol:

Medical History Review.]

COMCOR 01A.104.15 Chief, Public Health Services

01A.104.15.01 Definition of Class.

This is supervisory and administrative work directing Public Health and Services operations within the Department of Health and Human Services. **The employee in this position will be appointed by the County Executive and confirmed by the County Council. This is a non-merit position within the Montgomery County Government. The incumbent of this position reports directly to the Director of the Department of Health and Human Services.** Key responsibilities of the position include providing oversight and leadership of Public Health Services program operations consistent with the County’s Health and Human Services Policy; membership on the Department's management team, which oversees and ensures a fully integrated public health and human services system which is customer friendly and fiscally and programmatically effective. The Chief of Public Health Services promotes collaboration with and among public and private agencies to address crisis and public health related needs.

01A.104.15.02 Examples of Duties. (Illustrative Only)

Plans, leads, and supervises staff activities in implementing the core Public Health Service functions of assessment, policy development, education, and quality assurance.

Promotes and fosters partnerships with public and private agencies to assure a coordinated system of Public Health Services.

Assures the effectiveness of Public Health Service programs and policies by conducting evaluations and assessing customer feedback.

Assures effective fiscal and management controls.

Ensures the provision of adequate and relevant staff training.

Assists the Director in the development and implementation of an integrated health and human services system.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Maintains communications and represents Public Health Services to clients, the general public, and to federal, State, and local agencies and officials.

Ensures that employees at all levels are encouraged to participate in program and policy development.

Performs other related duties as required.

01A.104.15.03 Recommended Qualifications.

Experience: Seven years of progressively responsible professional experience in organizational management or public health service programs, four years of which were in a supervisory or executive capacity.

Education: Graduation from an accredited college or university with a Master's Degree in public health, human services, or public administration field.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

Extensive knowledge of public health principles and issues, and developments in the public health regulatory fields.

Thorough knowledge of and commitment to customer service and client-focused service delivery.

Ability to lead, plan, implement, and evaluate public health programs and services.

Ability to establish collaborative and cooperative approaches to achieving goals.

Ability to establish and maintain effective and cooperative working relationships with management staff, interdisciplinary team members, representatives of public/private and community groups, elected officials, and the general public.

Ability to attend meetings or perform other assignments at locations outside the office.

01A.104.15.04 License.

None.

01A.104.15.05 Medical Protocol.

Medical History Review.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Approved:

Marc Elrich, County Executive

Date

Approved as to form and legality:

Office of the County Attorney

Date

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

Code No. 007802

COUNTY HEALTH OFFICER

DEFINITION OF CLASS:

This is executive level medical work with major administrative responsibilities enforcing and developing public health laws and regulations, providing public health and medical expertise, and developing policy guidance across the Department of Health & Human Services (DHHS) and Montgomery County Government (MCG). The incumbent in this class also holds appointment as Deputy State Health Officer. Contacts are with senior legislative and executive officials within County and State Governments, officials of equivalent rank in other governmental jurisdictions, and private sector and community organizations or groups. The purposes of the contacts include presenting, justifying, and defending controversial positions where conflicting and opposing viewpoints, goals and objectives are strongly advocated and must be reconciled to develop suitable alternatives or arrive at acceptable compromises.

The employee in this class formulates, implements, administers, and evaluates County public health policies by establishing priorities and providing analysis, guidance, and oversight on incorporation of public health and medical best practices into policy decisions and execution across both DHHS and County government. The work of this employee is performed under broadly defined missions and functions and general administrative direction with little technical guidance. The employee exercises full and final accountability for all matters associated with completing work assignments including determining the work to be performed and the methods used. Results of the work are considered technically authoritative and evaluated in terms of the Department's ability to protect the public health and provide essential services to various segments of the population. Guidelines consist of broad policy directives and basic legislation and require the employee to use considerable judgment in interpreting the intent of the guidelines and generating specific policies and guidance for use by managers in incorporating health in all policies. The complexity of the work is reflected in the need to assist and provide substantial guidance in the planning, directing, and integrating a broad range of public health functions, programs, and services. The work requires consideration of public health, societal, economic, and community issues and impacts, and assisting (add the title of division chief) in development of solutions which accommodate conflicting objectives from a variety of organizations, groups, and individuals. The work is primarily sedentary, performed in a typical office setting, and subject to common everyday risks.

EXAMPLES OF DUTIES: (Illustrative Only)

- Formulates general health policies in cooperation with the County Council meeting as the County Board of Health and provides routine briefings to stakeholders on the execution of those policies to a variety of stakeholders.
- Visits and meets with the various agencies of County government, confers with, and advises the heads of such units regarding specific activities and operations, and confers with staff members on

policy and procedural matters related to incorporation of public health and medical best practices across all policies.

- Enforces State and County laws, ordinances and regulations pertaining to public health.
- Seeks community input and involves community members and other stakeholders in identifying priorities and developing strategies to address public health concerns.
- Provides substantial guidance in the design and execution of Federal and State supported public health projects which are under the jurisdiction of the County Government.
- Attends public health and medical conferences; consults and cooperates with other County officials and State, Federal, and private health agencies, the Maryland Public Health Association, the County Medical Society and the County Health and Welfare Council in all areas of public health and healthcare which includes conferring with Maryland State Health Department as a Deputy State Health Officer.
- Provides guidance and advice to the preparation and maintenance of DHHS budget as well as public health-related aspects of the overall MCG budget.
- Provides guidance and advice on the incorporation of health equity principles and practices across all policy areas of MCG, including analysis of service accessibility, effective health communication, and assessment of the quality and quantity of culturally-relevant and linguistically-appropriate community health resources.
- Provides guidance and advice on the potential adverse health effects and inequities of County non-health policies.
- Utilizes appropriate communication methods for interacting effectively with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Consults with the County Executive, County Council, Chief Administrative Officer, and Director of the Department of Health & Human Services to ensure that public health best practices are being effectively implemented upon provision of that direction across all policy areas.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the principles and practices of medicine, with special emphasis on preventive medicine.
- Extensive knowledge of public health core principles and practice including the organization and operation of preventive health programs applicable to child, adult, and mental health services, communicable disease control, environmental health, public health nursing, and health education interventions.
- Extensive knowledge of County and State laws, ordinances and regulations governing public health.
- Skill in gaining effective cooperation with community groups and planning organizations concerned with public health and establishing and maintaining good relations with professional and lay groups.
- Skill in enforcing all laws, ordinances and regulations relating to public health.
- Skill in guiding public health policy, research, and statistical studies.
- Skill in applying health equity assessments and health-in-all policy assessments.
- Skill in negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations.
- Skill in oral and written communication sufficient to develop defenses of, and justifications for, decisions reached.

- Expertise in guiding or providing subject matter expertise to diverse stakeholder groups in development of plans, policies, budgets, laws, communications, and other work products.

MINIMUM QUALIFICATIONS:

- At least 5 years of work in the field of Public Health or a master's degree in Public Health and at least 2 years of work in the field of Public Health.

Note: There will be no substitutions for this section.

RECOMMENDED QUALIFICATIONS:

Education: Possession of a valid license to practice medicine issued by the Maryland State Board of Medical Examiners at the time of appointment.

Experience: A Master's degree in Public Health with at least 5 years of work in the field of Public Health or at least 7 years of work in the field of Public Health.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job related duties.

MEDICAL EXAM PROTOCOL: Core III Exam.

Class Established: Unknown

Revised: July, 1987

Revised: February, 2012

August, 2013

June, 2022

September, 2022

Racial Equity and Social Justice (RESJ) Impact Statement

Office of Legislative Oversight

EXPEDITED DEPARTMENT OF HEALTH AND HUMAN SERVICES – BILL 32-22: STRUCTURE AND POSITIONS

SUMMARY

The Office of Legislative Oversight (OLO) anticipates Expedited Bill 32-22 will have a minimal impact on racial equity and social justice (RESJ) in the County. Oversight from a dedicated chief with more focused responsibilities could affect service delivery within the Public Health Services division, which could disproportionately impact Black, Native American, and Latinx residents. However, given the lack of RESJ focus in the job description for the new Chief of Public Health Services position and absent additional funding for direct services, OLO anticipates the leadership change is unlikely to affect racial and ethnic disparities in health and health care.

PURPOSE OF RESJ IMPACT STATEMENTS

The purpose of RESJ impact statements (RESJIS) is to evaluate the anticipated impact of legislation on racial equity and social justice in the County. Racial equity and social justice refer to a **process** that focuses on centering the needs, leadership, and power of communities of color and low-income communities with a **goal** of eliminating racial and social inequities.¹ Achieving racial equity and social justice usually requires seeing, thinking, and working differently to address the racial and social harms that have caused racial and social inequities.²

PURPOSE OF EXPEDITED BILL 32-22

The purpose of Expedited Bill 32-22 is to restructure leadership positions within the Department of Health and Human Services (DHHS). Under current law, the County Health Officer is required to also serve as the chief of the Public Health Services division in DHHS. This Bill would effectively separate this combined position into two positions: Chief Health Officer and Chief of Public Health Services (new non-merit position). The Bill would also reclassify the Chief Operating Officer position as a merit position, keeping the number of non-merit positions in DHHS consistent.³

In requesting the Bill, the County Executive explained that “the complexity and scope of the critical health issues continuing to face the County requires a new approach to the roles and responsibilities of the positions that guide policy and manage the delivery of public health services.”

At the request of the County Executive, Expedited Bill 32-22 was introduced to the Council on November 15, 2022.

In December 2021, OLO published a RESJ impact statement (RESJIS) for Expedited Bill 43-21, Health – Advisory Board for Montgomery Cares Program – Amendments, which also considers health and health care disparities.⁴ OLO builds on Bill 43-21’s analysis for this RESJIS.

RESJ Impact Statement

Expedited Bill 32-22

HEALTH, HEALTH CARE AND RACIAL EQUITY

There is a long history of systemic racism in the U.S. that drives present-day health disparities among Black, Indigenous, and Other People of Color (BIPOC). European colonists exposed Indigenous people to smallpox and other diseases, devastating entire native populations.⁵ Enslaved Black people experienced poor nutrition and inhumane living conditions, making them more susceptible to disease and death. Further, overutilization of Black patients for medical demonstration, dissection, and risky surgical and experimental procedures – a practice that began during slavery and continued into the 20th century – fostered distrust in the medical system that lives today.⁶

Post slavery, Black people only had sporadic access to deteriorated public hospitals that were typically reserved for the poorest residents. By the 1920s, while there was a limited number of segregated clinics operated by Black physicians, hospital and health facilities continued to be rare in the South, where most Black people resided. It was not until after the passage of Medicare and Medicaid in the 1960s – which forced the desegregation of hospitals through the 1964 Civil Rights Act – that BIPOC were able to receive access to a wider range of health care services and facilities.^{7,8}

Locally, present-day racial disparities in health and health care driven by the history of systemic racism include:

- Black infants have the highest mortality rate (6.2 per 1,000 births), followed by White infants (3.8 per 1,000 births) and Latinx infants (3.4 per 1,000 births).⁹
- Black residents in the County experience the highest rates of mortality for various health conditions, including diabetes, colon cancer, and breast cancer.¹⁰
- Locally, Black, Native American, and Latinx residents have the highest rates of uninsurance, with rates nearly three to eight times greater than White residents.¹¹
- Foreign-born residents in the County who are not U.S. citizens face among the highest rates of uninsurance at 24.3 percent.¹² Of note, 32.9 percent of the County's residents are foreign-born, 43.5 percent of whom are not U.S. citizens.¹³

ANTICIPATED RESJ IMPACTS

To consider the anticipated impact of Expedited Bill 32-22 on RESJ in the County, OLO recommends the consideration of two related questions:

- Who are the primary beneficiaries of this bill?
- What racial and social inequities could passage of this bill weaken or strengthen?

For the first question, OLO considered the race and ethnicity of clients served by DHHS Public Health Services division. Through oversight from a dedicated chief with more focused responsibilities, clients participating in Public Health Services programs could benefit from improved service delivery if the Bill works as intended.

Table 1 below estimates the demographics of Public Health Services clients, based on data from select programs provided by division staff.¹⁴ Table 1 suggests that Black and Latinx residents may be overrepresented among Public Health Services clients. Native American residents may also be overrepresented, though to a smaller degree. White residents may be proportionately represented among Public Health Services clients, while Asian residents may be underrepresented.

RESJ Impact Statement

Expedited Bill 32-22

Table 1: Percent of County Residents and Public Health Services Clients by Race and Ethnicity¹⁵

Race and ethnicity	County	Public Health Services Clients (Estimated)
Asian	15.4	3.2
Black	18.6	25.2
Native American	0.7	1.7
White	43.1	43.0
Latinx	20.5	67.9

Source: 2020 Decennial Census, Census Bureau. Unpublished data from DHHS Public Health Services division staff.

For the second question, OLO considered how the Bill could affect racial and ethnic disparities in health and health care. If the Bill works as intended, Black, Native American, and Latinx residents could disproportionately benefit from improved service delivery within the Public Health Services division. However, the position description for the Chief of Public Health Services does not explicitly state any responsibilities related to advancing RESJ.¹⁶ Further, absent additional funding for direct services, the additional staff time for division oversight added through this Bill is unlikely to change public health services in a way that would materially affect racial and ethnic disparities.

Taken together, OLO anticipates Bill 32-22 will have a minimal impact on RESJ in the County. Oversight from a dedicated chief with more focused responsibilities could affect service delivery within the Public Health Services division, which could disproportionately impact Black, Native American, and Latinx residents. However, given the lack of RESJ focus in the job description for the new Chief of Public Health Services position and absent additional funding for direct services, OLO anticipates the leadership change is unlikely to affect racial and ethnic disparities in health and health care.

RECOMMENDED AMENDMENTS

The Racial Equity and Social Justice Act requires OLO to consider whether recommended amendments to bills aimed at narrowing racial and social inequities are warranted in developing RESJ impact statements.¹⁷ OLO finds Bill 32-22 will have a minimal impact on RESJ in the County. As such, OLO does not offer recommended amendments.

CAVEATS

Two caveats to this racial equity and social justice impact statement should be noted. First, predicting the impact of legislation on racial equity and social justice is a challenging analytical endeavor due to data limitations, uncertainty, and other factors. Second, this RESJ impact statement is intended to inform the legislative process rather than determine whether the Council should enact legislation. Thus, any conclusion made in this statement does not represent OLO's endorsement of, or objection to, the bill under consideration.

CONTRIBUTIONS

OLO staffer Janmarie Peña, Performance Management and Data Analyst, drafted this RESJ impact statement.

RESJ Impact Statement

Expedited Bill 32-22

¹ Definition of racial equity and social justice adopted from “Applying a Racial Equity Lens into Federal Nutrition Programs” by Marlysa Gamblin, et.al. Bread for the World, and from Racial Equity Tools. <https://www.racialequitytools.org/glossary>

² Ibid

³ Expedited Bill 32-22, Department of Health and Human Services – Structure and Positions, Montgomery County Council, Introduced November 15, 2022.

https://www.montgomerycountymd.gov/council/Resources/Files/agenda/col/2022/20221115/20221115_3A.pdf

⁴ RESJ Impact Statement for Expedited Bill 43-21, Office of Legislative Oversight, Montgomery County Council, December 6, 2021.

<https://montgomerycountymd.gov/OLO/Resources/Files/resjis/2021/Bill43-21RESJ.pdf>

⁵ Kristine B. Patterson and Thomas Runge, “Smallpox and the Native American,” The American Journal of the Medical Sciences, April 1, 2002. <https://pubmed.ncbi.nlm.nih.gov/12003378/>

⁶ W. Michael Byrd and Linda A. Clayton, “Race, Medicine, and Health Care in the United States: A Historical Survey,” Journal of the National Medical Association, March 2001. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2593958/>

⁷ Ibid

⁸ Steve Sternberg, “Desegregation: The Hidden Legacy of Medicare,” U.S. News & World Report, July 29, 2015.

<https://www.usnews.com/news/articles/2015/07/30/desegregation-the-hidden-legacy-of-medicare>

⁹ “Health in Montgomery County 2010-2019: A Surveillance Report on Population Health, Montgomery County Department of Health and Human Services, April 2022.

<https://www.montgomerycountymd.gov/healthymontgomery/Resources/Files/Reports/Health-in-Montgomery-County-2010-19%20Final.pdf>

¹⁰ Ibid

¹¹ Table S2701: Selected Characteristics of Health Insurance Coverage in the United States, 2021 American Community Survey 1-Year Estimates, U.S. Census Bureau. <https://data.census.gov/table?t=Health+Insurance&g=0500000US24031>

¹² Ibid

¹³ Montgomery County, Maryland Profile, U.S. Census Bureau.

https://data.census.gov/cedsci/profile/Montgomery_County,_Maryland?g=0500000US24031

¹⁴ Estimates include race and ethnicity data from the Maternal Partnership (MPP), HIV, STI, School Health, and Montgomery Cares programs.

¹⁵ Latinx is an ethnicity rather than a race. Therefore, Latinx people are included in multiple racial groups within this table.

¹⁶ Executive Regulation 22-22: Position Description for the Chief of Public Health Services, Expedited Bill 32-22, Department of Health and Human Services – Structure and Positions

¹⁷ Bill 27-19, Administration – Human Rights – Office of Racial Equity and Social Justice – Racial Equity and Social Justice Advisory Committee – Established, Montgomery County Council

Economic Impact Statement

Office of Legislative Oversight

**Expedited
32-22**

**Department of Health and Human
Services – Structure and Positions**

SUMMARY

The Office of Legislative Oversight (OLO) anticipates that Expedited Bill 32-22 would have an insignificant impact on economic conditions in the County in terms of the Council’s priority indicators.

BACKGROUND

Bill 32-22 would make the following changes to County law:

- (1) add the Chief of Public Health Services as a non-merit position in the Department of Health and Human Services;
- (2) eliminate the Chief Operating Officer as a non-merit position in the Department of Health and Human Services;
and
- (3) delete the requirement that the County Health Officer also serve as the Chief of the Direct Service Division for Public Health Services in the Department of Health and Human Services.¹

INFORMATION SOURCES, METHODOLOGIES, AND ASSUMPTIONS

Per Section 2-81B of the Montgomery County Code, the purpose of this Economic Impact Statement is to assess the impacts of Bill 32-22 on County-based private organizations and residents in terms of the Council’s priority economic indicators and whether the bill would likely result in a net positive or negative impact on overall economic conditions in the County.² Because the bill would create only one more County position, it would have an insignificant impacts on private organizations, residents, and overall economic conditions in the County in terms of the Council’s priority indicators.

VARIABLES

Not applicable

¹ [Bill 32-22](#).

² Montgomery County Code, [Sec. 2-81B](#).

Economic Impact Statement

Office of Legislative Oversight

IMPACTS

WORKFORCE ▪ TAXATION POLICY ▪ PROPERTY VALUES ▪ INCOMES ▪ OPERATING COSTS ▪ PRIVATE SECTOR CAPITAL INVESTMENT ▪ ECONOMIC DEVELOPMENT ▪ COMPETITIVENESS

Not applicable

DISCUSSION ITEMS

Not applicable

WORKS CITED

Montgomery County Code. [Sec. 2-81B, Economic Impact Statements.](#)

Montgomery County Council. [Expedited Bill 32-22, Department of Health and Human Services – Structure and Positions.](#)

Introduced on November 15, 2022.

CAVEATS

Two caveats to the economic analysis performed here should be noted. First, predicting the economic impacts of legislation is a challenging analytical endeavor due to data limitations, the multitude of causes of economic outcomes, economic shocks, uncertainty, and other factors. Second, the analysis performed here is intended to *inform* the legislative process, not determine whether the Council should enact legislation. Thus, any conclusion made in this statement does not represent OLO's endorsement of, or objection to, the Bill under consideration.

CONTRIBUTIONS

Stephen Roblin (OLO) prepared this report.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Montgomery County Regulation on:

POSITION DESCRIPTION FOR CHIEF PUBLIC HEALTH SERVICES

Issued by: County Executive
Regulation No. 22-22

Supersedes: COMCOR 01A.104.15 (Regulation 12-03)
Authority: Montgomery County Code, Section 1A-104(b)(2)
Council Method (1) Under Code Section 2A-15
Register Volume 39, Issue 11
Comment Deadline: November 30, 2022
Effective Date:
Sunset Date:

SUMMARY: This regulation amends establishes the position description for Chief, Public Health Services, a non-merit position. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-42A(b) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

ADDRESS: Director, Office of Human Resources
Executive Office Building
101 Monroe Street, 7th Floor
Rockville, MD 20850

STAFF CONTACT: Additional information and copies of the regulation are available from:
Samuel Frushour, Special Assistant to the Director, 240-777-5012.

[COMCOR 01A.104.15 Chief Operating Officer, Department of Health and Human Services

01A.104.15.01 Definition of Class:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

This is executive level work directing the delivery of health and human services. Under the supervision of the Director, Department of Health and Human Services, the position is responsible for ensuring that the mission of the Department is carried out in accordance with strategic plan objectives throughout the Service Areas. The position has full line management responsibility for planning, developing, and implementing work programs, communicating expectations and evaluating the achievement of established objectives, and for effectively managing human, financial, and capital resources. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. In the capacity of an executive manager in the Department of Health and Human Services, the position will work closely with a broad range of individuals including elected and appointed officials, State and Federal Government officials, executives of public and private organizations, as well as management personnel in Montgomery County Government and representatives of civic organizations or other similar public entities to articulate and promulgate the delivery of health and human services.

01A.104.15.02 Example of Duties: (Illustrative Only)

- (a) Determines, in consultation with the Director, the overall organizational structure, department wide work programs, methods, processes, and allocation of major departmental resources.
- (b) Directs and actively participates in the development and presentation of the Department's Operating Budget request and manages the Department's approved Operating Budget. Provides recommendations concerning the Department's Capital Improvement Program Budget Request.
- (c) Directs all Department procurement, contracts administration, personnel management, and information technology activities.
- (d) In the absence of the Director, serves as the spokesperson for the Department by responding to inquiries from the media, the County Council, and other local and State Government officials and citizens.
- (e) Develops and oversees administration of Department-wide policies and procedures.
- (f) Coordinates among Service Areas and with internal and external agencies to facilitate effective and efficient service delivery to the Department's clients and customers.
- (g) Serves as the Department Director in the Director's absence.
- (h) Performs related duties as required.

01A.104.15.03 Recommended Qualifications:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

(a) Experience: Seven years of progressively responsible experience in organizational management or health and human services, four years of which were in a supervisory or executive capacity.

(b) Education: Possession of a Master's Degree from an accredited college or university in Public Administration, Public Health Administration, or in an equivalent field, or an organizational discipline preferably related to health and human services.

(c) Equivalency: An equivalent combination of education and experience may be substituted.

(d) Knowledge, Skills, and Abilities:

(1) Knowledge of the principles and practices of public administration with particular reference to management concepts and techniques, resource allocation, and budgeting.

(2) Knowledge of procurement, contract management, and human resource management.

(3) Knowledge of applicable Federal, State and County laws, regulations, and policies affecting health and human services related issues.

(4) Knowledge of principles and techniques of analysis, evaluation, and high level interagency coordination, negotiations, and conflict resolution.

(5) Skill in identifying, analyzing, and evaluating information concerning highly complex and often politically sensitive health and human services related issues.

(6) Skill and ability to manage Department programs, set priorities, communicate expectations, anticipate problems, develop contingency plans and monitor achievement of broad programmatic goals, objectives, and quality standards.

(7) Skill in interpersonal relations and ability to work tactfully and effectively with elected/appointed officials, union representatives, employees, supervisors and managers, and community and business organization leaders.

(8) Ability to lead, inspire, motivate, evaluate and counsel subordinate supervisory staff and to delegate responsibility to them, as appropriate.

(9) Ability to communicate effectively, orally and in writing, in a clear and concise manner.

(10) Ability to attend meetings and perform work assignments at locations outside the office.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

01A.104.15.04 License:

None.

01A.104.15.05 Medical Protocol:

Medical History Review.]

COMCOR 01A.104.15 Chief, Public Health Services

01A.104.15.01 Definition of Class.

This is supervisory and administrative work directing Public Health and Services operations within the Department of Health and Human Services. The employee in this position will be appointed by the County Executive and confirmed by the County Council. This is a non-merit position within the Montgomery County Government. The incumbent of this position reports directly to the Director of the Department of Health and Human Services. Key responsibilities of the position include serving as the Deputy Health Officer; providing oversight and leadership of Public Health Services program operations consistent with the County's Health and Human Services Policy; and membership on the Department's management team, which oversees and ensures a fully integrated public health and human services system which is customer friendly and fiscally and programmatically effective. The Chief of Public Health Services promotes collaboration with and among public and private agencies to address crisis and public health related needs.

01A.104.15.02 Examples of Duties. (Illustrative Only)

Plans, leads, and supervises staff activities in implementing the core Public Health Service functions of assessment, policy development, education, and quality assurance.

Promotes and fosters partnerships with public and private agencies to assure a coordinated system of Public Health Services.

Assures the effectiveness of Public Health Service programs and policies by conducting evaluations and assessing customer feedback.

Assures effective fiscal and management controls.

Ensures the provision of adequate and relevant staff training.

Assists the Director in the development and implementation of an integrated health and human services system.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Maintains communications and represents Public Health Services to clients, the general public, and to federal, State, and local agencies and officials.

Ensures that employees at all levels are encouraged to participate in program and policy development.

Performs other related duties as required.

01A.104.15.03 MINIMUM QUALIFICATIONS:

At least 5 years of work in the field of Public Health or a Master’s degree in Public Health and at least 2 years of work in the field of Public Health.

Note: There will be no substitutions for this section.

[[01A.104.15.03]] 01A.104.15.04 Recommended Qualifications.

[[Experience: Seven years of progressively responsible professional experience in organizational management or public health service programs, four years of which were in a supervisory or executive capacity.

Education: Graduation from an accredited college or university with a Master's Degree in public health, human services, or public administration field.

Equivalency: An equivalent combination of education and experience may be substituted.]]

Education: Possession of a valid license to practice medicine issued by the Maryland State Board of Medical Examiners at the time of appointment.

Experience: A Master’s degree in Public Health with at least 5 years of work in the field of Public Health or at least 7 years of work in the field of Public Health.

Knowledge, Skills, and Abilities:

Extensive knowledge of public health principles and issues, and developments in the public health regulatory fields.

Thorough knowledge of and commitment to customer service and client-focused service delivery.

Ability to lead, plan, implement, and evaluate public health programs and services.

Ability to establish collaborative and cooperative approaches to achieving goals.

Ability to establish and maintain effective and cooperative working relationships with management staff, interdisciplinary team members, representatives of public/private and community groups, elected officials, and the general public.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject: Position Description for Chief, Public Health Services

Number: 22-22

Originating Department:
Office of Human Resources

Effective Date:

Ability to attend meetings or perform other assignments at locations outside the office.

[[01A.104.15.04]] 01A.104.15.05 License.

None.

[[01A.104.15.05]] 01A.104.15.06 Medical Protocol.

Medical History Review.

Approved:

Marc Elrich, County Executive

Date

Approved as to form and legality:

Office of the County Attorney

Date

Resolution No. _____
Introduced: _____
Adopted _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Executive Regulation 22-22, Position Description for Chief, Public Health Services

Background

1. Executive Regulation 22-22 would delete from County regulations the position description of the non-merit position Chief Operating Officer, Department of Health and Human Services.
2. The Regulation would add to County regulations a position description for the non-merit position Chief, Public Health Services, Department of Health and Human Services.
3. The Regulation was published in the November 1, 2022 edition of the Montgomery County Register. No public comments were received in response to the publication.
4. The Regulation has been promulgated under Method (1) and requires County Council approval to take effect.

Action

The County Council for Montgomery County, Maryland, approves the following resolution:

The attached Executive Regulation 22-22, Position Description for Chief, Public Health Services, is approved.

This is a correct copy of Council action.

Judy Rupp, Clerk of the Council