



ALAMEDA COUNTY HEALTH
Public Health Department

OFFICE OF THE DIRECTOR

Quality Improvement and Accreditation (QIA) Division

WORKFORCE DEVELOPMENT DIRECTOR

Job Title

Staff Development Supervisor (#6797 P)

Classification

\$48.69-\$59.15 Hourly / \$3,895.20-\$4,732.00 BiWeekly /
\$8,439.60-\$10,252.67 Monthly / \$101,275.20-\$123,032.00 Yearly

DEFINITION:

Under the direction of the Quality Improvement and Accreditation (QIA) Division Director or their designee, the **Workforce Development Director** (WDD) contributes to ACPHD's organizational culture and delivery of high-quality services, programs, and policy efforts by designing and facilitating strategies that ensure high-quality skills and professional development programs. The WDD is the Department's leading workforce strategist and coordinates closely with internal and external stakeholders to design, implement, facilitate, and evaluate ACPHD's workforce development programs. The position is responsible for developing and implementing policies and procedures to ensure the department operates according to national standards for delivering essential public health services and foundational capabilities. All workforce development programs are driven by data and reliant upon practices that reinforce health and race equity.

DISTINGUISHING FEATURES:

This classification is located in the Social Service Agency (SSA) and Alameda County Health (ACH) and reports directly to the Staff Development Manager, Social Services Agency, or senior management designee in ACH. The classification is distinguished from Staff Development Specialist in that the Staff Development Supervisor is responsible for supervising professional, para-professional, and clerical staff in developing and implementing State-mandated training, operational training, and other departmental training. Staff Development Manager is distinguished from the Staff Development Supervisor in that the Manager has overall agency-wide responsibility for managing, planning, and directing the Agency Training Department.

EXAMPLE OF DUTIES

Note: The following statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

1. Plan, direct, review, and evaluate QIA staff assigned to workforce development programs; oversee staff efforts to develop, implement, and evaluate training and professional development activities. Recommends the selection of staff; recommends and implements discipline as required.
2. Develop, modify, and implement the department's multi-year workforce development plan; continuously identify and respond to program, service, and policy efforts that require staff skill development and capacity building; communicate and socialize Public Health's Essential Service 8 as the foundation of development activities; research and make regular recommendations to the Leadership Team based on the plan's progression; assist staff in the integration of recommendations and time-sensitive course corrections, produce an annual report of the plan's performance.

3. Serve on the QIA Division's management team; contribute to fund development efforts; inform Division-level program performance management, quality improvement, and community engagement strategy and implementation.
4. Design, coordinate, and evaluate the effectiveness of departmental workforce development programming, including but not limited to onboarding, orientation, and introductory Public Health sessions for all staff; implement or update programs, policies, and systems to help ensure the delivery of workforce and professional skills development informed by public health's essential services and foundational capabilities, toward the advancement of health and race equity.
5. Partner with the Lead Evaluator to conduct regular assessments of staff skills, capacity-building needs, and workplace climate; lead the development of workforce analytics to make the workplace culture visible; enhance the development and application of culturally humble practices; foster transparency in department-wide decision-making processes; reinforce adherence to public health Essential Service 8. Lead ACPHD's participation in regional and statewide assessments, workforce development convenings, and joint efforts.
6. Establish and support internal and external teams that advance and sustain public health career pipelines into ACPHD and other entities with living-wage public health careers; establish and maintain affiliation agreements and Memoranda of Understanding with universities, community colleges, trade schools, and high schools; coordinate, implement and evaluate internal and external placement opportunities.
7. Establish, monitor, and direct the department's Workforce Development Advisory Council; convene regular meetings, set agendas, and design and implement the necessary processes and systems; develop messages and implement plans for communicating workforce development performance and quality improvement information to internal and external stakeholders.
8. Support efforts to sustain Public Health Accreditation; monitor and report workforce development-related quality improvements within department-level plans (Strategic, Community Health Improvement, Emergency Operations, and Workforce Development Plans) to assure compliance and alignment with equity principles; maintain documentation in accordance with national standards and quality improvement policies and procedures.
9. Develop, interpret, and revise relevant departmental policies and procedures; analyze policies and procedures to ensure compliance with departmental, Federal, and State requirements; partner with the Privacy Officer to support compliance efforts. Review departmental policies and procedures; catalog findings and recommend improvements to administrative and operational procedures; collaborate with the Leadership Team to increase administrative and personnel efficiencies for programs, services, and policy work.
10. Pursue knowledge and remain current with emerging technologies, theories, and other proven best practices to ensure a continuously improving set of workforce development and capacity-building activities.
11. Coordinate with vendors (i.e. videographers, graphic artists, web designers) to support workforce development and skill development campaigns. Partner with the Program Financial Specialist to negotiate contracts with vendors, ensure timely renewal; prepare, distribute, and follow up on vendor agreements.
12. Represent the department in local, state, and national quality improvement networks; interact with other County departments and agencies.
13. Performs other related work as assigned.