

# ALAMEDA COUNTY PUBLIC HEALTH DEPARTMENT



## Our Mission

The mission of the Alameda County Public Health Department is to work in partnership with the community to ensure the optimal health and well being of all people through a dynamic and responsive process respecting the diversity of the community and challenging us to provide for present and future generations.

## Equity Coordinator– Provisional\* (Program Services Coordinator)

This position sits within the **Health Equity, Policy and Planning (HEPP) Unit** of the Public Health Department and is responsible for coordinating the development and implementation of the Department's initiative to monitor outcomes and institutionalize practices that address disproportionate impacts across departmental programming and decision-making. It will also represent the Department and work in partnership with staff from across county agencies as a member of the Alameda County Governing for Racial Equity team. It will provide technical assistance, training, and leadership to county- and department-wide programs on integrating equity tools and practices into their work and identifying county-wide opportunities to collaborate to advance equitable outcomes across programs. The position reports to the Health Equity, Policy, and Planning Director.

### Minimum Qualifications (MQ):

**Experience:** The equivalent of six years of experience in a human services field, including one year of experience performing duties involving community liaison or outreach functions or multi-program coordination function. Three years of the experience must be in evaluating, analyzing and leading or coordinating organizational, policy, or systems change efforts related to equity and social justice.

### Substitution:

A bachelor's degree in sociology or a closely related field may be substituted for the equivalent of four years of the required general experience. A master's degree in Social Welfare or a closely related field may be substituted for an additional year of experience.

**Pay Rate:** \$39.35 - \$47.84/hour; \$81,848.00 - \$99,507.20/year

## The Ideal Candidate:

In addition to meeting the minimum qualifications, the ideal candidate will possess the following critical attributes:

- Experience working to advance equitable organizational, policy, or systems change – including policy development and advocacy, building cross-sector partnerships, and/or community organizing on issues related to equity and social justice;
- An understanding of systemic and institutional racial bias and the ability to assist others in understanding structural and institutional barriers to racial equity;
- Experience using equity strategies and tools to evaluate programs, policies, and practices;
- Experience developing and leading dialogues & trainings on topics related to racial and social equity;
- Experience in project coordination, group facilitation and planning with a wide-range of stakeholder groups, strategic partners, elected officials, and administrative colleagues;
- A demonstrated commitment to community engagement and community-building utilizing inclusive outreach and engagement practices;
- Ability to work effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations or backgrounds;
- Political astuteness, possessing the skills necessary for identifying, navigating and successfully interacting within the dynamics of the organization while maintaining sensitivity to the competing needs of a wide variety of internal and external stakeholders;
- Adaptive, decisive, collaborative, and engaging leadership skills;
- Exceptional communication skills, both written and oral, with the ability to communicate effectively with diverse audiences and in a variety of contexts;
- Ability to design, implement, and manage multiple or ongoing programs/projects;
- A working understanding of public policy development and implementation;
- Experience working with or in a public or governmental organization serving large, complex urban environments;
- Experience supervising staff;
- Ability to complete tasks with limited supervision.

## THE DEPARTMENT

The **Health Equity, Policy, and Planning (HEPP)** Unit leads ACPHD's efforts to advance health and social equity – to create an Alameda County where everyone has the same opportunity for long, healthy lives, regardless of race, income and neighborhood where they live. Located within the Office of the Director, HEPP leads departmental initiatives to eliminate health inequities in collaboration with staff, Alameda county residents, and community and governmental partners. HEPP initiatives address the social, environmental, and economic conditions that impact health outcomes by:

- Advancing equitable policies and systems changes that support the health of Alameda County residents
- Partnering with residents to increase their shared social and political power to enact change in their neighborhoods
- Sponsoring the development of a county-wide initiative to advance racial and social equity
- Providing technical assistance to initiatives that promote health equity

**Alameda County Public Health Department** has worked for over 80 years to improve the health and safety of its residents and the neighborhoods they live in. The mission of the department is to work with the community to ensure the optimal health and well-being of all people.

We recognize that residents are more than mere consumers of public health services. Many other issues (housing, employment, environment) can impact health. Therefore, our health department is involved in a variety of community-based activities that engage residents and community partners in the planning, evaluation and implementation of health activities.

For more information about our department, please visit the **Alameda County Public Health Department Website** <http://www.acphd.org>

## APPLICATION INFORMATION

**Any interested applicant must submit a completed county employment application and supplemental questionnaire.**

The county application can be found at: <https://jobapscloud.com/Alameda/sup/bulpreview.asp?R1=00&R2=AF000&R3=01>

A properly completed Supplemental Questionnaire must be submitted with each application and can be accessed at: <https://www.dropbox.com/s/1877qh08u9o5u80/ACPHD%20Equity%20Coordinator%20Supplemental%20Questionnaire.docx?dl=0>

Applications and Supplemental Questionnaires must be emailed to Renee Wash at [renee.wash@acgov.org](mailto:renee.wash@acgov.org) **by 5:00 p.m. on Friday 09/20/19**. Applications will only be accepted on-line. Failure to submit the Application or Supplemental Questionnaire will result in disqualification.

### **Work Hours and Location:**

Occasional evening, night, or weekend work may be required. This position's primary worksite is currently located in Oakland. Incumbents may be required to perform duties anywhere throughout Alameda county.

For more information the Program Services Coordinator classification, please visit the **Alameda County Human Resources Website** <https://www.jobascloud.com/Alameda/specs/classspecdisplay.asp?ClassNumber=6927&R1=undefined&R3=undefined>

**\*For a provisional appointment, a civil service exam is not required. Provisional appointments will be in effect only until such time as a Civil Service examination is given for the relevant classification and shall not continue longer than thirty (30) calendar days from the date an eligible list is established as a result of that examination. Provisional employees who wish to be considered for the permanent appointment to the position, must apply and score competitively in the examination.**



**Alameda County**  
*"The Bright Side of the Bay"*

