

DHHS SYSTEM CONSULTANT

DESCRIPTION: Under administrative direction and the auspices of the DHHS Policy Cabinet, provides specialized support in designing, facilitating and documenting system-wide and program specific strategic, action and business planning and analysis. Provides direct professional support to the DHHS Policy Cabinet and Partnership Council. Provide process design, facilitation and mediation for high level, high stakes, politically sensitive meetings/ events. Facilitates/designs system-wide processes (i.e. biennial budget development process).

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Designs, facilitates and documents DHHS system-wide planning and other decision making processes including system-wide strategic planning.

Provides process design and facilitation/mediation support for high level, high stakes meetings, events and activities.

Facilitates and provides leadership to multi-team projects.

Coordinate/conduct search conferences.

Consult with the Policy Cabinet and other System level leadership planning groups to identify the most effective and efficient strategies for collaboratively involving all the people with the necessary expertise, authority and stakeholder interest to move initiatives from conceptualization through planning, development and to successful implementation.

Organize group planning activities into precise phases which are prioritized and detail the order of the work to be conducted.

Consult and advise DHHS leaders on the collaborative process designs it is using, including how the process designs can be improved for maximum impact and the available technologies that are best suited to leadership goals.

Consult and advise leadership on the technical and group aspects of the planning processes in the context of critical and sensitive policy areas with characteristically important political implications.

Synthesize developments in academic and professional literature to make essential knowledge and skills accessible through customized training curricula to meet specific needs of groups and individuals.

Process and facilitate the satisfactory resolution of interpersonal and group conflict for individuals/groups both internal and external to DHHS.

Research topics, procedures and issues as requested by Policy Cabinet members or agency administrators.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (May be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the mission, rules, policies and procedures of the DHHS; state and federal statutes and regulations governing the operations and functions of the DHHS; the programs, services, facilities, and budget of DHHS.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral performance and/or other evaluations.)

Knowledge of: planning methods and technology; research design and analysis; the practices of administration in state government; health and human services, the kinds and applications of office equipment including data processing equipment; and results-based accountability.

Skill in: strategic, systems and operations planning; research design and analysis; program design and evaluation; policy analysis; written and oral communication; public speaking; meeting planning and facilitation; mediation and conflict resolution; project management; the analysis and interpretation of data; team leadership; basic computer applications (word processing, e-mail, internet, database and spreadsheet); interpretation and application of research results; and development of proposals.

Ability to: conceptualize; lead strategic planning efforts; develop business plans; apply the principles and concepts of organization and administration to governmental operations; recognize and analyze trends and critical elements in data pertinent to identify a problem and possible solutions; manage system-wide processes; communicate effectively in writing and orally with a variety of groups; analyze policy options and make recommendations; work independently with minimal supervision; work with agency customers, public officials, legislative staff, elected official and the general public; synthesize and summarize complex and complicated data and information; collect and apply relevant data and information; develop and refine conceptual frameworks for understanding and addressing planning, program and policy issues; and solicit, summarize and apply input from a variety of constituent groups/individuals.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of education/training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is a Bachelor's degree (Master's preferred) in public administration, social and behavioral science, business administration or related field **plus** previous experience in a professional or management level position, planning, and policy analysis.