

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Chief Alignment Officer	<b><u>CLASS NUMBER:</u></b> 70308	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Board of Commissioners	<b><u>JOB TYPE:</u></b> Full-time, Regular, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N20	<b><u>POSITION CONTROL #:</u></b> 010039
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave, Columbus, OH 43229	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Deputy County Administrator (010021)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Chief Alignment Officer classification is to lead the County’s work on aligning and streamlining human service delivery, applied research, data analytics, thought leadership, human centered policy design, and global benchmarking.

**JOB DUTIES:**

Deliver the strategic goals of the One Door Franklin County work plan by managing the multi-year contract, including establishing clear key performance indicators and measuring progress toward the established metrics. Oversee the delivery of the One Door Franklin County plan, ensure timeliness, legal and regulatory compliance, and resident engagement and satisfaction in the alignment process. Manage and appropriately grow the capabilities of the human services cabinet, who will service as a team of agency liaisons as subject matter experts on human services alignment, human-centered policymaking, and data analytics techniques.

Develop and sustain a comprehensive innovation roadmap for the County’s Health and Human Services agencies, working closely with the Rise Together Innovation Center, County Agencies, universities, local governments, global think tanks, businesses, and other stakeholders. Support the County’s role in promoting interdisciplinary collaborations with a range of partners and stakeholders to advance research, policy, and practice, with a focus on how human-centered, resident-driven innovation leads to equitable and sustainable growth. Establish relationships and partnerships with global experts and Health and Human Services and develop feedback loops at the national and global level. Oversee the development of materials presenting government innovation and results seen in benchmarked cities and regions. Build consensus and take ideas to action that further the mission of the County.

Provide training to Health and Human Service agency staff on various topics, including the social determinants of health, data analytics, human-centered policy design and public policy design. Identify, develop, and document best practices in the field of civic engagement and resident-driven innovation, ensuring these practices are shared and adopted by Franklin County. Manage multiyear County contracts outlined by the One Door Franklin County work plan.

Represent the County’s One Door goal to external stakeholders including governments, philanthropy, nonprofit organizations, community partners, and academic and public sectors. Build and maintain strong relationships with city leaders, elected officials, community stakeholders, business leaders, and other critical partners. Demonstrate progress in a compelling way through thought leadership pieces, digital and social media, and others in partnership with the County’s communications team and County administration. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; labor relations; employee development; supervision; public relations; agency policy and procedures; public policy; national level thought leadership. Skills in equipment operation. Ability to understand government transformation and program delivery experience; understand practical field of study in public policy; define problems, collect data, establish facts, and draw valid conclusions; deal with many variables & determine specific action; comprehend & record figures accurately; calculate fractions, decimals & percentages; maintain accurate records; originate routine business letters reflecting standard procedures; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; develop complex reports & position papers; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from & contacts with officials & general public; resolve complaints from angry citizens & government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: \_\_\_\_\_

Any equivalent combination of relevant training and experience including but not limited to: Master's degree in public policy or related field with ten (10) years of experience in civic engagement, government innovation, or related field.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date