

Senior Public Health Advisor
Editor for the journal *Public Health Reports*
Billet 06

Introduction:

This position is located within the Office of the Surgeon General (OSG). The Surgeon General serves as America's chief health educator by providing Americans the best scientific information available on how to improve their health and reduce the risk of injury. The OSG, under the direction of the Surgeon General, oversees the operations of the 6,500-member Commissioned Corps of the U.S. Public Health Service (USPHS) and provides support for the Surgeon General in the accomplishment of her mission. The Surgeon General is appointed by the President of the United States with the advice and consent of the United States Senate for a 4-year term of office. In carrying out all responsibilities, the Surgeon General reports to the Assistant Secretary for Health, who is the principal advisor to the Secretary on public health and scientific issues. The OSG is part of the Office of the Assistant Secretary of Health (OASH) in the Office of the Secretary, U.S. Department of Health and Human Services.

The incumbent serves as the Editor of *Public Health Reports (PHR)*, the official scientific/medical/public health journal of the USPHS. *PHR* is one of the Nations leading professional and technical journals in the health science field. The incumbent serves as a senior official of the OSG, providing executive-level recommendations to the Surgeon General on content for national publications, establishment of editorial policies, decision-support for selection of articles, and execution of publication of material.

The work requires an extensive breadth of public health research knowledge, intensity of efforts, and the managing of multiple projects operating concurrently. The incumbent serves as a nationally and internationally recognized authority, advisor, and administrator for a leading national public health journal.

Major Duties and Responsibilities:

1. Plans for and leads the long term direction for *PHR*.
2. Serves as a senior advisor within the OSG to recommend timely public health issues for content for the *PHR*.
3. Acts as a liaison with the OASH and other senior leaders in public health and health sciences throughout the United States and abroad to stimulate submission of manuscripts for publication in *PHR*. The manuscripts deal with a wide variety of health issues and should reflect the most important work to improve the public health at home and abroad. The Editor will need to be constantly apprised of studies, research projects and program activities in a large number of government programs, universities and colleges, private research institutions, official and voluntary health agencies, hospitals and medical care facilities, health insurance and managed care programs, etc. This requires expert-level knowledge of medical scientific and operational elements of public health and a familiarity with the important individuals and institutions that influence the future of the field.
4. Serves as the leading authority for the final decision of acceptance or rejection of peer review manuscripts. In this context utilizes superior professional knowledge to make

judgment concerning the validity of submitted manuscripts. Leads and manages the review and evaluation of all manuscripts, Selects specific experts to review papers and provide additional scientific judgment; and on the basis of his/her own judgment and comments from the experts, decides appropriate steps for processing manuscripts when they meet criteria for publication.

5. Provides executive management in executing the activities of the *PHR* to the greatest degree of efficiency and effectiveness possible in conjunction with the programs and goals of the HHS. This requires thorough knowledge of the HHS programs and policies and keeping abreast of any important changes.
6. Establishes and maintains good working relations with the leadership of other related journals.
7. Maintains an up to date knowledge of new technology for dissemination of information in print and electronically.
8. Establishes and maintains contact with health leaders, deans and officials of health professional schools, educators, researchers, key personnel in local, State and national agencies and organizations and officials of HHS agencies.
9. Leads and chairs a senior-level Board of Editorial Advisors and using expert-knowledge, keeps them apprised of developments in the health and scientific communications fields. Serves as ex-officio member of external special advisory groups and committees dealing with journal publication and policies.
10. Performs other senior-level related duties as assigned or as warranted by developments.

Applicants will be evaluated using the following:

Knowledge Requirements:

Comprehensive expert knowledge of public health, medical issues, health science and delivery and financing of health and services.

Knowledge and executive-level experience in administration, supervision, planning and budgeting.

Knowledge of publishing and editing, particularly in health science fields.

Expert knowledge and experience in the major issues and policies in public health, medicine and health science.

Knowledge in nationally recognized scientific and medical literature, science communication, and scientific achievements.

Expert knowledge of a wide range of qualitative and/or quantitative methods to develop data collection tools and review, evaluate, survey, and improve domestic or international public health program operations.

Knowledge of department program goals and objectives and the relationship with other programs and key functions internal or external to the department to define requirements, integrate program activities, assess impact, and/or make decisions on use of resources.

Knowledge of interpersonal relationship skills to establish and maintain effective and diplomatic working relations and secure support and cooperation.

Supervisory Controls:

Incumbent functions under the general direction of the Director of Science and Communications within the Office of the Surgeon General. Within this framework, the editor functions independently, while keeping supervisor apprised of important developments. The incumbent's work will be generally reviewed and approved by the supervisor.

Guidelines Level:

The employee uses judgment and ingenuity in interpreting and adapting the intent of the guidelines that exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines and occasionally consults with other experts to develop new approaches when guidelines are inadequate, inefficient, and/or non-existent.

Complexity Level:

Work involves making high level policy and management decisions about the publication which serves the Nation and HHS. The effectiveness of the publication is important to HHS and the public health community which relies on *PHR* for information that helps them serve the public.

The work consists of broad functions and processes of an administrative or professional field. Assignments are characterized by breadth and intensity of effort and involve several phases pursued concurrently or sequentially with the support of others within or outside the organization.

Decisions regarding what needs to be done include largely undefined issues and elements and require extensive probing and analysis to determine the nature and scope of the problems.

The work requires continuing efforts to establish concepts, theories, or programs, or to resolve unyielding problems.

Scope and Effect:

The incumbent serves as the Editor of *Public Health Reports (PHR)*, the official scientific/medical/public health journal of the USPHS. *PHR* is one of the Nations leading professional and technical journals in the health science field.

The work involves planning, developing, and carrying out vital administrative or scientific programs.

Personal Contacts:

Numerous personal contacts take place, on a daily basis, with HHS officials, publishers of medical and scientific journals and medical and public health professionals beyond HHS.

The personal contacts are with high-ranking officials from outside the employing agency at national or international levels in highly unstructured settings, e.g., contacts are potentially characterized by barriers, such as the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; appointments may have to be made well in advance; each party may be very unclear as to the role and authority of the other; and each contact may be conducted under different ground rules.

To apply:

This position closes on March 16, 2011 at 5:00 p.m. If interested, please send a cover letter and CV to Mary Beth Bigley at Marybeth.bigley@hhs.gov.