



**Job Code:** 2020  
**Grade:** 21  
**HCWR:** N

**Job Title**  
Public Health Policy Analyst

**Department**  
Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Public Health Policy Analyst is responsible for supporting the legislative activities, policy development and government relations of the Cook County Department of Public Health (CCDPH). Assists with the development of CCDPH policy agenda and related strategic policy development activities that address the upstream, structural determinants of health and advance health equity in suburban Cook County. Monitors the activities of legislative governing boards including units of local government, Cook County Board of Commissioners, Illinois General Assembly, and U.S. Congress, and identifies policy responses to opportunities or threats to CCDPH mission, goals, and programs. Supports legislative and administrative advocacy and education to ensure successful implementation of public health priorities.

**Typical Duties**

- Ensures CCDPH provides the following in accordance with Public Health Accreditation Board requirements:
- demonstrates understanding of legislative and regulatory policy changes and the public health impact
- provides expert public health advice for consideration by Cook County Health (CCH)/CCDPH leadership
- provides information to the Cook County Health Board of Directors and the Cook County Board of Commissioners in their capacity as the Cook County Board of Health about the health department's activities, programs, and public health impact
- Conducts comprehensive research, review, and analysis of public health-related legislation/policies
- Analyzes pending and adopted federal, state, and local public health legislation, rules and regulations
- Identifies potential opportunities and threats to CCDPH programs and initiatives
- Supports the development of policy and program recommendations to address public health issues which are consistent with the mission of the CCDPH and Cook County Health
- Supports the development and implementation of legislative and administrative advocacy strategies
- Supports the development of CCDPH positions on legislative issues. Drafts legislation to address priorities, as well as responses and comments for consideration of pending legislation, rules, or administrative code to ensure that CCDPH priority issues are addressed
- Works with CCDPH/CCH leadership to identify, research and support public health policies that enhance the work of their respective departments
- Gathers and analyzes in collaboration with CCDPH program and epidemiology staff data to understand the effectiveness of current health policies and identify any problem areas



**Typical Duties**

- Develops work products supporting CCDPH policy positions including policy briefs, summaries, and presentations
- In the absence of the Director of Public Health Policy collaborates with the Executive Director of Government Affairs
- Performs other duties as assigned

**Minimum Qualifications**

- Bachelor's degree in public health, public policy, or related field from an accredited college or university
- Two (2) years of experience in policy development, analysis, advocacy, or implementation (The candidate will be required to provide a writing sample at time of interview)
- Must be trained and certified in NIMS FEMA IS-100, 200, 700, and 800 within six (6) months of employment. Must be trained and certified in NIMS FEMA IS-300 and 400 within one (1) year of employment
- Position may require moderate travel for which the employee must have a valid driver's license/insured vehicle or other equivalent means of transportation for work

**Preferred Qualifications**

- Master's Degree in Public Health, Public Policy, or a related field from an accredited college or university
- Three (3) years of experience policy development, analysis, advocacy, or implementation

**Knowledge, Skills, Abilities and Other Characteristics**

- Comprehensive knowledge of theory, principles, and practice in the general field of Public Health
- Strong knowledge and understanding of the State of Illinois and Cook County legislative process. Strong knowledge of Cook County municipal administration and organization
- Knowledge of health care systems planning and program administration
- Specific knowledge of and sensitivity to health concerns of low income, minority, and other under-served populations
- Program-level and policy-level understanding of community, personal and environmental health issues
- Skill in quantitative and qualitative policy analysis
- Clear and concise writing and demonstrated analytical skills necessary to develop legislative content and materials to apprise agency leadership about important policy developments
- Ability to communicate effectively, both verbally and in writing
- Ability to work with people from diverse backgrounds and cultures
- Ability to handle multiple "priority" projects and meet established timelines
- Ability to work well under pressure



**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**