

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 4825
Grade: 23
FLSA: Exempt

Standard Job Description

Job Title
Director of Epidemiology

Department
Public Health

Job Summary

Under the general supervision of the Deputy Director of Public Health Programs or designee. The Director of Epidemiology directs and oversees all aspects of health status assessment and health planning for use in agency and community based strategic planning and program development. Applies principles of epidemiology, health informatics and planning.

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

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CCHHS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses independent judgment to identify operational staffing issues and needs and performs the following functions as necessary: hires, transfers, suspensions, layoffs, recalls, promotions, discharges, assignments, directs or disciplines employees pursuant to applicable Collective Bargaining Agreements

Supervision

- Directs and effectuates CCHHS management policies and practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Employee Engagement

- Documents, recommends and effectuates discipline at all levels
- Works closely with Labor Relations and/or Labor Counsel to effectuate and enforce applicable Collective Bargaining Agreements

Typical Duties

- Oversees the data collection, compilation and analysis of health status indicator data for the Cook County Department of Public Health (CCDPH) jurisdiction
- Supervises development and completion of the State mandated community-based strategic assessment and planning process required for agency certification (IPLAN/WePLAN)
- Supervises staff involved in high level community policy, planning efforts and program initiatives

Typical Duties continued

- Acts as Surveillance Coordinator in the event of a region-wide public health emergency
- Serves as the lead epidemiologist for the Department providing epidemiologic leadership and guidance to all CCDPH programs
- Sets strategic direction and monitors progress of the Community Epidemiology and Public Health Informatics Unit
- Oversees the application of appropriate epidemiologic analytical and statistical methods to the study, identification, measurement and evaluation of structural/social determinants of health, health outcomes, and risk factors
- Leads creation of strategic direction for public health informatics efforts develops new insights into potential uses of public health informatics for programs, community health initiatives, and health improvement plans
- Integrates knowledge about informatics into the organization and among community partners
- Assures preparation of population and disease indicators relevant to the IPLAN/WePLAN community health status assessment
- Prepares detailed summaries suitable for publication of disease indicators risk and community factors
- Oversees and performs epidemiologic analysis of health indicators surveillance risk factor, and related data using GIS technology
- Provides technical assistance in the development of data collection tools including, surveys, questionnaires, and databases for population health assessment
- Assists in providing training related to entry collection and analysis of health status data
- Monitors quality of data used in reports and recommends statistical and epidemiologic methods to address related issues
- Collaborates on research for structural/social determinants of health, health outcomes, and risk factors among SCC residents, for use in program planning processes
- Develops and monitors a central data repository for health indicator data
- Travels throughout the Cook County area

Reporting Relationships

Reports to the Deputy Director of Public Health Programs

Minimum Qualifications

- Master's degree or higher in Epidemiology or Biostatistics, or Master's degree or higher in Public Health, with a concentration in Epidemiology, Biostatistics, or Infectious Diseases, required
- Minimum five (5) years' experience working in community epidemiologic analysis of population health data and strategic community health planning, required
- Minimum two (2) years of supervisory experience, required
- Minimum one (1) year of experience in disease surveillance and control, chronic disease assessment and prevention, demography, public health informatics, or community health assessment and planning, required
- Must obtain NIMS FEMA IS 100, 200, 700, and 800 certifications within six months, required
- Must be able to travel to locations throughout the Cook County area, required

Knowledge, Skills, Abilities and Other Characteristics

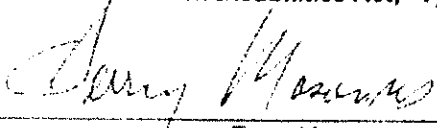
- Knowledge of statistical computations used in Public Health data collection, trending, and reporting
- Comprehensive knowledge of the theories, principles and practice of epidemiology and biostatistics in the field of public health
- Strong skills and working knowledge with preparedness theory and planning
- Strong and effective communication skills (verbal and written) in presenting detailed information
- Skill in planning, developing and completing complex assignments with minimal direction
- Accurate judgment in making decisions and in addressing existent and emerging challenges
- Outstanding partnership development and planning skills, including strategic planning and community-based development theory and methods
- Superior coordination, facilitation, organizational, and communication (both written and verbal) skills
- Ability to construct written documents in a clear, concise manner
- Ability to consistently exercise discretion and excellent judgment
- Ability to travel throughout the Cook County area

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.

Approval:  5/18/2016
Terry Mason Date
Chief Operating Officer, Hospital Based Services

Approval: _____
Gladys Lopez Date
Chief of Human Resources