



**Job Code:** 8057  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Senior Director, COVID-19 Contact Tracing Initiative

**Department**  
Public Health

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

**Job Summary**

The Senior Director, COVID-19 Contact Tracing Initiative will lead an interdisciplinary team to advance the Cook County Department of Public Health's COVID-19 Contact Tracing Initiative. This position will provide leadership, support and expertise to activities across all aspects of the initiative including communications, community mobilization, epidemiology, operations, fiscal and grants management. The COVID-19 Contact Tracing initiative is a one (1) year grant from Illinois Department of Public Health with opportunity to be refunded for an additional year.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



### **General Administrative Responsibilities**

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### **Typical Duties**

- Directs and leads the planning, organization, and direction of the organization's COVID-19 Contract Tracing Initiatives program and operations.
- Develops and effectively manages program timelines for timely completion of program requirements and deliverables. Oversees required program reporting.
- Facilitates effective communications among program partners.
- Coordinates with external human resources partners to implement recruitment, staff support and operational activities.
- Guides the development and implementation of effective staff training activities.
- Ensures effective performance monitoring and staff support.
- Incorporates ethical standards of practice as the basis for all interactions with organizations, communities and individuals.
- Works with evaluation contractor to ensure meaningful program evaluation activities that enhance ongoing quality improvement and demonstrate performance.
- Collaborates with Cook County Department of Public Health (CCDPH) staff to ensure consistency in communications, practices, and decision-making.
- Reviews and disseminates financial statements to leadership representing the fiscal integrity of the Contact Tracing Initiative,
- Responsible for fiscal management and operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensures team adherence to all requirements regarding protection of confidential information and other policies and procedures.
- Performs other duties as assigned.

### **Reporting Relationship**

Reports to the Chief Operating Officer and/or Attending Physician VIII Non-Union

### **Minimum Qualifications**

- Master's degree or higher in Public Health, Business Administration, Information Science, Public Administration or a related field or Juris Doctorate degree from an accredited college or university



### **Minimum Qualifications**

- Seven (7) years of senior management experience in a public health, public policy, public administration, healthcare, or human services setting
- Three (3) years of supervisory and/or managerial experience
- Prior grant management experience
- Must be trained and certified in NIMS FEMA IS-100, 200, 700 and 800 management within six (6) months of employment.
- Position requires moderate travel for which the employee must have a valid driver's license in good standing and access to an insured vehicle
- Must be available for "on-call" duty as required

### **Preferred Qualifications**

- Experience in public health surveillance, epidemiology, outbreak investigation & response, environmental health, health promotion and disease prevention
- Experience and knowledge of public health initiatives, regulations, trends and emerging issues in public health prevention programs
- Experience with strategic planning

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

- Knowledge and proficiency with Microsoft Word, Outlook, Excel, Access
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Excellence in workforce leadership; combined understanding of both the technical/structural and people aspects of leading a program
- Demonstrate analytical, problem-solving, critical thinking, and conflict management/resolution skills
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to use tact and diplomacy with all sensitive issues and special situations
- Ability to manage multiple tasks and projects
- Ability to research and analyze documents

### **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.**