



Job Code: 9406
Grade: 24
HCWR: N

Job Title

Director of Public Health Emergency Preparedness
and Response

Department

Public Health

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

Job Summary

The Director of Public Health Emergency Preparedness and Response is responsible for directing the public health emergency preparedness programs for the Cook County Department of Public Health (CCDPH). Acts as the agency's representative on all Public Health Emergency Preparedness and Response matters and coordinates activities with local, county, regional, state, and federal agencies, in consultation with the agency's Incident Management Team.

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

- Leads CCDPH problem resolution in emergency settings, manage behaviors associated with emotional responses in self and others, and demonstrate respect for all persons and cultures.
- Ensures that planning and response activities align with the CCDPH mission of advancing health equity in suburban Cook County.
- Oversees all aspects of the agency and county's public health emergency preparedness planning activities for the agency. Provides leadership presence at all levels of government to promote the needs of the agency and county on public health preparedness matters.
- Provides leadership and direction for the Emergency Preparedness and Response Unit including management of unit staff, grant oversight, agency preparedness and response planning, and development of agency and county-wide public health preparedness plans.
- Develops, implements, and evaluates CCDPH preparedness plans to address an all-hazard preparedness and response scenarios while building the agency and community's infrastructure in a sustainable manner.
- Develops working relationships and coordinates response planning and preparedness with critical agency partners, including non-traditional partners. Represent the agency at public events, conferences, and in the media on public health preparedness planning related issues.
- Convenes partners in the healthcare, emergency management, and first responder communities to help guide public health preparedness planning activities of the agency and county. Coordinate and provide leadership for other committees, as needed, to address public health preparedness planning needs.
- Evaluates agency and county planning and response efforts for effectiveness and efficiency and compliance with agency and county compliance with grant and legal mandates; identifies gaps and opportunities to strategically manage county-wide response activities, and aligns funds with preparedness and response needs, including applying for local, state, and federal grants.
- In collaboration with the agency's leadership and county's emergency management agency, coordinate emergency hazard mitigation activities; coordinate response and recovery operations for all public health hazards; and coordinate public health mutual aid services.
- Performs other duties as assigned.



Minimum Qualifications

- Master's Degree from an accredited college or university in Public Health, Environmental Health, Emergency Medical Services Planning, Infectious Disease Control, Emergency Management, Health and Human Service Administration, Public or Business Administration and/or related health and social sciences field
- Five (5) years of experience in public health, emergency management, or healthcare
- Three (3) years of management and/or supervisory experience
- Must obtain ICS 100, 200, 700, 800 certifications within six months, as well as JCS 300 and 400 certifications within a year of employment.
- Must participate in Homeland Security Exercise and Evaluation Program training within a year of employment.
- Position requires moderate local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation.

Preferred Qualifications

- Significant experience in emergency planning and/or management
- Previous grant writing and management experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of the principles and practices of management including the areas of budgeting, personnel, planning and program evaluation.
- Ability to plan, organize, coordinate and manage.
- Ability to provide leadership and effective supervision for staff.
- Ability to work effectively as part of a multidisciplinary team.
- Knowledge of principles and practices of disaster planning and coordination including conditions leading to major emergencies, their effects, mitigation, response, lines of authority, resource requirements, damage assessment, recovery methods, and safety and survival procedures; types of natural and man-made public health emergencies, their probability and potential effect on the local public health emergency services program. Knowledge of state and federal disaster preparedness standards and public health programs.
- Ability to deal effectively and maintain cooperative working relationships with agency personnel and with a variety of external partners including federal, state and local officials and professional and community organizations.
- Strong and effective written and verbal communication skills including ability to engage in public relations with the media and the community.
- Ability to research, compile and analyze comprehensive reports and statistical information.
- Ability to work well under pressure.
- The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.



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.