



**Job Code:** 9694  
**Grade:** 23  
**HCWR:** N

**Job Title**  
Manager of Emergency Operations

**Department**  
Public Health

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

**Job Summary**

The Manager of Emergency Operations is responsible for assisting with the development of agency, county, and community preparedness plans and policies for the Cook County Department of Public Health (CCDPH) Emergency Preparedness and Response Unit. Develops, implements, and administers activities to support the public health response system and will coordinate and lead, as appropriate, activities to respond to public health threats and emergencies. The Manager of Emergency Operations will provide leadership and project oversight for major preparedness initiatives supported by the agency and/or its partners.

**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**

- Provides management and oversight of Emergency Operations staff, including Emergency Response Coordinators (ERC).
- Collaborates with Director of Emergency Preparedness and Response to set unit strategy.
- Ensures operations align with unit strategy as well as state and federal preparedness guidance.
- Oversees emergency operations activities including assigned PHEP domains and capabilities.
- Participate in threat and vulnerability assessments, determining necessary risk mitigation measures.
- Coordinates with interdepartmental staff and outside agencies to develop, implement, exercise, and update regional emergency management plans and operating procedures in preparation for and response to public health emergencies.
- Oversees the development of supplemental material to support operations such as playbooks, job action sheets, standard operating procedures, etc.
- Implements action plans and coordinates stakeholder efforts during public health emergencies.
- Coordinates, manages, and evaluates public health field operations, including contracted staff, during normal and response operations.
- Coordinates deployment of CCDPH resources and personnel to support preparedness and response activities.
- Evaluates response operations and amends plans and operating procedures to reflect best practices and lessons learned.
- Establishes and maintains a Regional Public Health Preparedness Coalition to facilitate situational awareness and information sharing with municipal partners.
- Assists community preparedness partners with preparedness activities, which may include the provision of technical support, i.e., planning, organizing, and facilitation.
- Assists with the development, maintenance, and implementation of agency, county, and community-driven public health emergency response plans and policies and sustainable action plans.
- Assists with preparation for Federal and/or State assessments/visits applicable to the agency's jurisdiction.
- Represents the agency on public health preparedness planning matters by serving on



**Typical Duties**

committees and/or taskforces and addresses both public and professional groups in matters of preparedness, both as needed.

- Promotes communication and cooperation with suburban elected officials, municipal health administrators, regional representatives, community organizations and others.
- Participate in Comprehensive Emergency Management Program (CEMP) maintenance activities.
- Performs other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree from an accredited college or university with five (5) years of experience in public health, environmental health, emergency medical services or healthcare OR Master's Degree from an accredited college or university with two (2) years of experience in public health, environmental health, emergency medical services or healthcare
- Completion of the National Incident Management Systems (NIMS) courses to include IS 100, 200, 700, and 800 certifications within six months, and ICS 300 and 400 certifications within a year of employment
- Completion of the Homeland Security Exercise and Evaluation Program trainings within a year of employment
- Position requires 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
- Must be available for "on-call" duty, as required
- Writing exercise will be administered at the time of interview

**Preferred Qualifications**

- Two (2) years of experience in emergency planning, emergency response or emergency management
- Experience in program management
- Experience plan writing or policy writing

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

- Demonstrated competency with operations including the implementation and oversight of response activities
- Outstanding partnership development and planning skills, including strategic planning and community-based development theory and methods
- Strong skills and working knowledge with preparedness theory, planning, and principles of training and exercise
- Demonstrated competency to initiate, plan, implement, and evaluate programs with attention to detail
- 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 contingency plan, and ability to assure achievement of objectives



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

- Ability to interact with professional staff, as well as community representatives, the general public and the media

**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.**