



Job Code: 9840

Grade: 24

HCWR: N

Job Title

Director for Science

Department

Public Health

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

Job Summary

The Director for Science (DS) is an executive team member responsible for providing Cook County Department of Public Health (CCDPH) with vision and leadership in promoting quality, integrity, and implementation of public health science and helping to encourage the application of science to solve important public health problems that impact the residents of Cook County. Assists managers across the department (including environmental health, communicable diseases, public health emergencies, health promotion and prevention, and other public health functions) with monitoring and interpreting data, including multiple and complex population health status indicators, and developing a prioritized research agenda that will inform evidence-based policies and practices to improve and promote population health. Provides oversight and leadership in major cross-cutting scientific activities, represents the department and the Chief Operating Officer on high-level internal and external scientific activities and groups, develops and advances the department's research priorities, maintains regular, transparent, communication with the broader Cook County Health (CCH) science community, and contribute to problem solving (e.g., the Change Institute priority areas).

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

- Identifies priority strategic science questions (i.e., research agenda) and leads department-level engagements to promote and address these topics.
- Aligns and coordinates with the CCH Office of Life Sciences and Research in addressing health concerns (e.g., priority conditions identified by The Change Institute).
- Partners with stakeholders to identify key research questions and a shared vision as guiding principles for program development, implementation, evaluation, and community action.
- Identifies opportunities to strengthen systems and processes that support the conduct of public health science (e.g., academic research partnerships, IRB, data use agreements, policies, and standard templates).
- Identifies research opportunities for managers, and encourages appropriate internal and external collaborations with community, academic, and other stakeholders related to science issues.
- Advances health equity science (HES) by increasing CCDPH's contribution to evidence-base for reducing health disparities (e.g., conduct analysis of HES portfolio; provide TA during the scientific writing and clearance process; provide guidance for selection of journals and dissemination of findings).
- Promotes learning opportunities regarding the production of science and an evidence base to guide work and demonstrate population health impact.
- Assists CCDPH units with analyzing program data and, for example, working with the communication and marketing team to produce evidence-based community educational materials (e.g., subject briefs, infographics).
- Assists in establishing mentoring, peer advising, coaching or other personal development opportunities for the public health workforce by identifying or developing training opportunities on scientific integrity related policies and practices for CCDPH staff.
- Participates in the design, implementation, and update of protocols for a meaningful and effective quality assurance program for CCDPH.
- Establishes a set of quality standards for manuscripts entering clearance process; eventually establish an eClearance process.
- Makes presentations to medical centers, universities, and community-based organizations about research priorities, findings, and opportunities for community participation.
- Remains current in public health research trends, developments, scientific innovations



Typical Duties

through literature review and ongoing participation in appropriate continuing medical education activities.

- Implements and operationalizes the process for manuscript concept development and streamlined clearance process.
- Monitors, tracks, and reports publications by CCDPH staff to ensure quality, transparency, and accountability.
- Represents CCDPH on high-level internal and external scientific activities and groups to gain insight for developing and advancing CCDPH research priorities.
- Represents CCDPH at meetings of local, state, and national associations concerned with the health of the population as assigned.
- Participates or leads teams to evaluate the impact of programs and services and improve processes.
- Participates in ongoing education and training to ensure culturally competent research inquiries, services, and where possible, linguistically specific services.
- Performs other duties as assigned to support CCDPH.

Reporting Relationship

Reports to the Chief Operating Officer for Public Health

Minimum Qualifications

- Doctorate degree (e.g., PhD, MD, DO, DPH) or foreign equivalent from an accredited medical college or university PLUS one (1) year of experience conducting public health (or health-related) research, such as surveillance, monitoring and evaluation, epidemiology, disease registries, outbreak investigations, environmental/occupational health, health promotion and disease prevention; OR Master of Science (MS) degree PLUS four (4) years of experience conducting public health (or health-related) research, such as surveillance, monitoring and evaluation, epidemiology, disease registries, outbreak investigations, environmental/occupational health, health promotion and disease prevention
- Demonstrated record of publications in peer-reviewed scientific/health-related journals (e.g., JAMA, AJPH, Public Health Reports), having authored or coauthored papers and/or serving as Principal Investigator (or co-PI) for research grants
- Must be trained and certified in NIMS FEMA IS-100, 200, 700 and 800 management within six (6) months of employment
- Must be trained and certified in NIMS FEMA IS-300 and 400 management within twelve (12) months of employment

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and experience using methods for interacting sensitively, effectively, and professionally with person from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds and persons of all ages and lifestyle preferences
- Excellent verbal, written communication, and interpersonal skills necessary to communicate



Knowledge, Skills, Abilities and Other Characteristics

with all levels of staff, external stakeholders, and a patient population composed of diverse cultures and age groups

- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy, and precision
- Ability to prioritize, plan and organize projects and tasks
- Ability to train by presenting concepts and demonstrating tasks

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.