



**Job Code:** 9857

**Grade:** 24

**HCWR:** N

**Job Title**

Assistant Director, Communicable Disease Control  
and Prevention

**Department**

Public Health

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

**Job Summary**

The Assistant Director, Communicable Disease Control and Prevention oversees the infection prevention and vaccine preventable disease staff and programming activities. This position will be responsible for the prevention and control of cases, case investigations, and outbreak response activities within the agency's jurisdiction. Uses disease-specific data to monitor service utilization and program performance. Assists in the development and application of unit procedures and protocols; assists Communicable Disease (CD) Program Managers in enforcing rules and regulations pertaining to communicable disease control. Provides information to healthcare professionals and other key partners on reporting requirements and control measures for communicable diseases.

**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 investigations and follow-up activities involving institutional, Vaccine-Preventable Diseases (VPD) and other outbreaks. Activities include, but are not limited to, written and verbal communications and recommendations, analysis, assistance with drafting and submitting final outbreak reports.
- Oversees administrative staff and both the Infection Prevention and VPD Programs in the CD Unit.
- Serves as a technical consultant for the CD Unit in the areas of infection prevention, VPDs, and outbreak prevention and mitigation.
- Works with the data analytics team to coordinate the collection, reporting, analysis and report generation of data from surveillance activities; makes recommendations for prevention strategies based on data trends.
- Provides assistance, as necessary, in case investigations for completeness, validity and accuracy prior to submission to the Illinois Department of Public Health (IDPH) via manual methods or electronically via National Electronic Database Surveillance System, outbreak reporting systems, and other state-sponsored systems.
- Assists, as appropriate, in all CD-approved research projects, especially those in the Infection Prevention or VPD Programs.
- Works in cooperation with the IDPH and other agencies in conducting research in local disease clusters or disease outbreaks.
- Assists in the recruitment, training, supervision, and evaluation of all staff in the CD Unit.
- Monitors case investigation and follow-up for communicable diseases to ensure that they are conducted in accordance with IDPH standards and procedures.
- Reviews case investigations for completeness, validity, and accuracy prior to submission to IDPH.
- Coordinates communicable disease unit activities with staff from other service units, especially for infection prevention and VPD-related activities.
- Assists in the creation of periodic surveillance reports concerning communicable disease trends and program utilization.
- Makes recommendations to health care professionals concerning appropriate control and prevention strategies related to treatment of persons exposed to various communicable diseases.
- Conducts presentations as necessary, on communicable diseases for health professionals.



### **Typical Duties**

- Available for "on-call" duties for communicable disease emergencies on evenings and weekends.
- Duties may involve travel throughout the Cook County area
- Performs other duties as requested.

### **Minimum Qualifications**

- Master's degree in Public Health, Epidemiology, or Disease Control and Prevention from an accredited college or university
- Four (4) years of experience working in communicable disease control in a public health department in at least one of the following areas (General Communicable Disease Control, Vaccine Preventable Diseases, Tuberculosis, Sexually Transmitted Diseases, or HIV/AIDS)
- Two (2) years of supervisory and/or managerial experience
- Must obtain NIMS FEMA IS 100b, 200b, 700a, 800b, 701a, 702a, 703a, 808 and 300 & 400 management certifications within six months,
- Position requires moderate to heavy 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**

- Certification in Infection Control and Prevention (CIC) through the Certification Board of Infection Control and Epidemiology, Inc.

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

- Working knowledge of communicable disease regulations and treatment
- Comprehensive knowledge of the theories, principles and practice of epidemiology and biostatistics in the field of public health
- Knowledge or proficiency in the use of electronic databases and statistical software. Competence in the various computer programs used for epidemiological analysis.
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, decision-making, critical thinking, and conflict management/resolution skills
- Strong project management and communications skills
- Skill in planning developing and completing complex assignments
- Accurate judgment in making decisions and in meeting new problems
- Ability to work independently but with direction from the Director or designee
- Ability to respond accurately and effectively to common inquiries or complaints from customers, regulatory agencies or members of the public health community
- Ability to make sound discretionary decisions
- Ability to meet deadlines set by the Director or designee
- Ability to represent Cook County Department of Public Health with tact and diplomacy
- Ability to work effectively as part of a multidisciplinary team



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

- Ability to travel throughout 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.**