

VIII. ATTACHMENTS

ATTACHMENT A: JOB DESCRIPTIONS

Deputy Director, Office of Disease Control (Senior Public Service Administrator, Opt. 6: NON-CODE)

The Department of Public Health is seeking a highly qualified individual to serve as Deputy Director of the Office of Disease Control, subject to the approval of the Director of the Illinois Department of Public Health. The successful candidate will have principal policy responsibility for the determination and execution of the functions of the Office of Disease Control and all its divisions, collaborating with the agency Medical Director on overall State strategy for controlling diseases within Illinois; managing, directing and controlling the activities of the Office, consulting and collaborating with federal, state and local counterparts including the Centers for Disease Control (CDC), federal state and local officials and private sector partners.

Primary Duties & Responsibilities:

- Exercises principal policy responsibility for the determination and execution of the functions of the Office of Disease Control and all its divisions. Formulates, develops, implements, and executes policies and procedures for the Office, determines and establishes program fiscal goals and objectives including budget and staffing priorities and program issues; advises the Director, Medical Director/State Epidemiologist, and other senior staff on formulating departmental and program policies and procedures; collaborates with the agency Medical Director on the overall state strategy for controlling diseases within Illinois; prepares confidential materials for the Director and other agency management staff; advised the Director on status and progress of programs administered.
- Manages, directs, and controls the activities of the Office of Disease Control's division engages in administering and implementing laws and programs related to testing, tracing, and controlling infectious diseases within Illinois; establishes both short and long range goals and objectives and both short and long-term policies and procedures for the improvement of delivery of health services throughout the State; advises management in the preparation of rules and regulation which govern the administration and implementation of policy strategies related to the testing, tracing, and controlling of infectious diseases; participating in statewide public hearings on proposed rules and regulations.
- Consults and collaborates with federal, state and local counterparts including CDC, federal, state and local officials and representatives to coordinate and evaluate Office disease control programs and to acquire necessary resources for subordinate program implementation; engages with private sector partners in establishing and implementing robust testing and tracing tools for controlling infectious diseases; presents the Department's position on disease control issues to stakeholders; serves as spokesperson for the Director on issues related to the programs and initiatives of the Office of Disease Control; possesses independent authority to commit resources to enhance efficiency and

services provided.

Position Requirements

- Requires knowledge, skill and mental development equivalent to the completion of four (4) years college, preferably with course work in a public health related field. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public health or health human services organization.
- Requires thorough knowledge of public health policies; prefers and advanced degree in the field of public health or related field. Prefers experience establishing, implementing, and managing public health programs.
- Requires a valid Illinois driver's license and the ability to travel.

Salary commensurate with experience; no relocation expenses will be paid.

Medical Director (Medical Administrator IV: NON-CODE)

The Illinois Department of Public Health (IDPH) seeks a qualified candidate to serve as Medical Director. This position is in our Chicago Co-Central Office and reports to the Agency Director. The position serves in a medical and clinical capacity and provides oversight to regulatory and policy areas concerning hospitals and healthcare facility regulation, emergency services, ambulatory surgical treatment centers, health care professional regulation and credentialing, advising the Board of Health, patient safety initiatives, and the State's response to disease prevention and outbreak management and control. The Medical Director formulates, develops, and directs medical policies related to the provision of services provided to public health recipients; and develops policies and methods to implement all statutes relating to the health programs.

Primary Duties & Responsibilities:

- Provides direction and consultation to Deputy Directors relative to approved medical practices and activities of the Offices engaged in surveying and treating Public Health recipients, administering and implementing State laws and programs related to health programs; evaluates the Illinois Health system for the purpose of establishing short and long-term goals to improve the delivery of health services throughout the state.
- Directs evaluation of various health programs and services to assure compliance with applicable State and Federal laws, rules and regulations; identifies changes needed to improve program effectiveness and efficiency; establishes appropriate priorities and identified and allocates resources in accordance with priorities of the different Offices.
- Directs and consults with Department's physicians, veterinarians, and Center for Disease Control regarding appropriate medical protocols and accepted public health practices for population-based prevention and treatment of diseases and other health hazards. Provides direction concerning research sources and determines medical public health policy.

Position Requirements

- Requires four (4) years of substantive medical administrative experience in clinical program direction, planning and evaluation, preferably in a public health setting.
- Requires an Illinois license, and must be in good standing with the Illinois Department of Professional Regulation, and any other applicable licensing body, to practice medicine and completion of approved residency in the position related medical specialty of psychiatry, rehabilitation, medicine, or other clinically appropriate.
- Requires a valid Illinois driver's license and the ability to travel.

Salary commensurate with experience; no relocation expenses will be paid.