

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC HEALTH PROGRAM SPECIALIST II

POSITION CODE: 36612

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as a team leader within an assigned geographical area over program specialists in a disease detection or disease prevention program designed to minimize or reduce morbidity and mortality in specific population segments; provides direction and guidance to facilitate the accomplishment of program goals. Program areas include but are not limited to diabetes, lead poisoning, immunization levels, communicable or sexually transmissible diseases, as well as maternal and child health regulatory activities such as WIC and Perinatal.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provide technical guidance to staff engaged in sexually transmitted diseases surveys, clinics and follow-up activities to achieve optimal cooperation from local health authorities.
2. Provides interpretation of laws, rules and regulations to those members of the health professions providing direct services to clients.
3. Monitors the progress of disease outbreaks; provides technical assistance to local health authorities and practitioners relative to necessary detection, control and reporting measures to implement.
4. Monitors the development and execution of a specialized nutrition program for identified population segments; reviews grant applications and progress reports filed by local sponsoring agencies; recommends to local sponsors programmatic changes necessitated by changing philosophy, rules and regulations.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in health education, physical and biological science.

Requires two years professional experience in a health education or investigation program in the public or private sector.

PUBLIC HEALTH PROGRAM SPECIALIST II (Continued)

Knowledges, Skills and Abilities

Requires extensive knowledge of the theory and practice of communicable, environmental and hereditary disease detection, prevention and control.

Requires extensive knowledge of disease reporting laws, rules and regulations.

Requires extensive knowledge of the organization and capabilities of public and private health agencies and their relationship to various government entities.

Requires working knowledge of coordinative theory and practice in relation to staff and members of various public health disciplines both public and private.

Requires extensive knowledge of human anatomy and physiology.

Requires ability to plan, develop and implement a disease detection, prevention and control program in an assigned geographic area or functions in a catalytic role with local agencies in the development and implementation of a specialized nutrition program.

Requires ability to coordinate the activities of a progressional staff.

Requires ability to explain and interpret program requirements to local public health personnel and medical practitioners to foster acceptance and secure the desired degree of compliance.

Requires ability to review and draw conclusions from a variety of records and reports filed by field staff, public and private health agencies, and nutrition program sponsors.

Requires ability to prepare and deliver meaningful presentations to professional and lay groups that are designed to interpret, inform and secure cooperation from local individuals and organizations.

Requires ability to devise program alternatives based on severity of need, available state and local resources and existing policy laws and regulations.

Requires ability to travel to and from various field assignments.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.