

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PUBLIC HEALTH PROGRAM SPECIALIST III

POSITION CODE: 36613  
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, within an assigned geographical area, supervises a disease detection or disease prevention program designed to minimize or reduce morbidity and mortality in specific population segments; responsible for the installation and revision of disease detection and control measures; supervises a regional nutrition program geared to the needs of women, infants and children, responsible for coordination of program goals with central office staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Determines program priorities as related to immunization levels of various population groups; provides supervision to staff engaged in immunization surveys, clinics and follow-up activities.
2. Provides guidance on interpretations of laws, rules and regulations to subordinate staff and members of the health professions providing direct services to clients; addresses professional and lay groups to explain and foster program acceptance, understanding and compliance.
3. Supervises the monitoring of disease outbreaks; provides technical assistance to local health authorities and practitioners relative to necessary detection, control and reporting measures to implement.
4. Directs the implementation of a regional plan designed to trace, isolate and report sexually transmitted diseases; supervises field staff concerning reporting requirements and methods to be utilized to achieve optimal cooperation from local health authorities.
5. Supervises staff engaged in locating and detecting carries and sources of lead poisoning; provides current program information to staff, local health and other local authorities concerning areas of concentration, possible populace reaction and reporting requirements.
6. Supervises the development and implementation of a specialized regional nutrition program; reviews and approves grant applications and progress reports filed by local sponsoring agencies; recommends to local sponsors programmatic changes necessitated by changing philosophy and rules and regulations.

## PUBLIC HEALTH PROGRAM SPECIALIST III (Continued)

7. 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 sciences.

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

Knowledges, Skills and Abilities

Requires thorough 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 extensive knowledge of human anatomy and physiology.

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

Requires ability to plan, develop and implement a disease detection, prevention and control program or a specialized nutrition program in an assigned geographic area.

Requires ability to supervise and coordinate the activities of a professional 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 and public and private health agencies.

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.

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

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.