

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC HEALTH PROGRAM SPECIALIST TRAINEE

POSITION CODE: 36615
Effective: 10-16-96

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, participates in a departmental training program of from six months to one year in length; receives working assignments in selected programmatic areas, including but not limited to disease detection, prevention and control, regulatory and planning functions, report preparation and review of various health systems and organizations; receives controlled assignments in a broad range of activities followed by assignments in a specific phase of departmental operations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in orientation, in-service and on-the-job training programs designed to expose trainees to various public health disciplines, laws, rules and regulations governing the Department of Public Health, current issues in health care and disease detection, prevention and control procedures.
2. Accepts and completes assignments of increasing difficulty to develop communications and analytical skills.
3. Attends and participates in conferences, training seminars, workshops and other activities geared to enhance growth, development and appreciation for various public health fields of endeavor.
4. Participates in assignments with experienced staff to gain knowledge of various problems confronted by state and local public health practitioners and workers; assists in practical problem-solving activities.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PUBLIC HEALTH PROGRAM SPECIALIST TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Knowledges, Skills and Abilities

Requires possession of an appropriate valid driver's license.

Requires elementary knowledge of human anatomy and physiology.

Requires elementary knowledge of disease identification, prevention and control activities.

Requires elementary knowledge of public relations principles and practices.

Requires elementary knowledge of health education principles and practices.

Requires ability to integrate academic knowledge with various on-the-job formal and informal training situations.

Requires ability to develop public relations skills.

Requires ability to travel to and from various field assignments.

Requires ability to analyze and draw conclusions from public health data of a statistical and narrative nature.

Requires ability to learn and understand various working relationships among local, state, federal and voluntary health agencies.