



JOB ANNOUNCEMENT

Deputy Commissioner

**Chicago Department of Public Health
Syndemic Infectious Disease (SID) Bureau**

Number of positions: 1

(Additional vacancies are possible pending budget approval)

Starting Salary: \$139,140

Applications for this position will be accepted until 11:59 pm CDT on 09/12/2025

Mission: *CDPH works with communities and partners to create an equitable, safe, resilient and Healthy Chicago.*

The Chicago Department of Public Health (CDPH) is seeking highly qualified applicants for the position of Deputy Commissioner. Under direction, the successful candidate will direct and manage the activities of the Syndemic Infectious Disease Bureau in CDPH, and perform related duties as required.

ESSENTIAL DUTIES

- Develops and ensures achievement of bureau/division goals and objectives in compliance with department's mission to make Chicago safe, healthy, equitable and resilient.
- Develops work standards and oversees the Syndemic Infectious Disease (SID) Bureau including HIV, TB, Viral Hepatitis and Sexual Health Services
- Evaluates division operations and oversees the development and modification of policies and procedures to improve areas of deficiencies.
- Has experience managing federal grants and managing grant deliverables. Necessary experience in managing the federal grants from HUD, HRSA and/or CDC
- Has subject expertise in infectious disease prevention particularly HIV services for people living with and vulnerable to HIV, including HIV testing and PrEP support and wrap around services including medical transportation, food, housing navigation and more
- Oversees the work of six (6) unit managers responsible for supervising and evaluating the work of subordinate staff; conducts performance evaluations
- Ensures division activities, programs and services contribute to the Healthy Chicago strategic priorities to address life expectancy gaps for Chicagoans.
- Directs staff training and workforce development activities
- Directs the coordination and preparation of the bureau/division annual budget
- Supervises the preparation of operational and administrative reports summarizing bureau/division activities
- Serves as liaison with CDPH bureaus, governmental agencies, and community partners
- Stays abreast of relevant laws and regulations

NOTE: *The list of essential duties is not intended to be inclusive; additional duties may be required for this position.*

Location: 1340 S. Damen Avenue, Chicago, IL 60608, with possible travel to other CDPH locations
Days: Monday through Friday
Hours: 9:00 am – 5:00 pm

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful candidates to possess the following:

Graduation from an accredited college or university with a bachelor's degree in public health, medicine, or a directly related field, PLUS at least five (5) years of managerial experience, project management experience, or an equivalent combination of training, education, and experience

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES

Positions assigned to executive leadership roles are expected to possess the following knowledge, skills, abilities, and attributes.

- Strong vision for the department that embodies the following core values, transparency, diversity, inclusion, equity, accountability, and transformation
- Ability to see the enterprise as a whole; recognizing how the various functions of the organization depend on one another, and how changes in any one part affect all the others; visualizing the relationship of the individual divisions and issues to the department, City and sister agencies, the community, and the political, and social ecosystem as a whole
- Professional and personal history reflecting the highest standards of integrity
- Ability to work well with all levels of staff and management
- Ability to establish and maintain effective working relationships with others
- Demonstrated commitment to holding supervisory personal accountable for the timely and effective execution of organizational policy by individuals under their command
- Working knowledge of human resources laws policies, methods, and procedures
- Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
- Outstanding skills in communicating and interacting with the media, community organizations, elected officials, and the public
- Experience dealing with labor-management issues and the ability to work effectively with employee unions
- Strong administrative and managerial track record, including overseeing a sizeable staff and multi-million dollar organization in organizational planning and development, strategic and operational planning, budget management, process improvement, data-driven decision-making, and crisis management

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

SELECTION REQUIREMENTS

This is an appointed position, exempt from the Shakman decrees.

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

Interested candidates may apply by submitting a resume and cover letter to Gabrielle (GG) Guerrero (she/her) at gabrielle.guerrero@cityofchicago.org by no later than 11:59 pm on 09/12/2025.

If you would like to request reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor