



Code: 3405

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

CLASS TITLE: INFECTION PREVENTION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, functions as a specialized technical advisor managing Healthcare Associated Infection (HAI) prevention and control activities for the Department of Public Health, and performs related duties as required

ESSENTIAL DUTIES

- Establishes and implements policies and procedures relating to HAI prevention and control objectives
- Functions as a specialized advisor to management in defining infection prevention and control objectives and strategies
- Identifies and monitors nosocomial infections by assisting in the surveillance, analysis and investigation of infections
- Manages and responds to known or suspected outbreaks of HAIs in local healthcare facilities
- Conducts on-site assessments of healthcare facilities (e.g., examining infection control practices, reviewing protocols to ensure compliance with state and federal requirements, conducting gap analyses)
- Assists healthcare facilities in the development of mitigation strategies and conducts follow up visits to ensure facilities have resolved practices
- Coordinates HAI program efforts as part of advisory groups, local or multi-jurisdictional responses to complex investigations
- Manages HAI grant deliverables (e.g., establishment of timelines, monitoring of project milestones, development of scope of services, budgets and specifications)
- Provides technical assistance and conducts training sessions for healthcare partners and stakeholders by providing guidance, education, incentive metrics, and technical support in implementing appropriate infection prevention and control measures
- Consults with State and Federal agencies to ensure compliance with infection control and reporting practices
- Compiles on-site assessment and recommendations reports
- Maintains abreast of health regulations, infection control practices, procedures and best practices and national standards.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Public Health, Nursing, Epidemiology, Medical or Clinical Laboratory Science, or a directly related field, PLUS four (4) years of work experience in infection prevention and control management; **OR**

- Graduation from an accredited college or university with a Master's degree or higher in Public Health, Nursing, Epidemiology, Medical or Clinical Laboratory Science, or a directly related field, PLUS three (3) years of work experience in infection prevention and control management

Licensure, Certification, or Other Qualifications

- Obtain Certification in Infection Prevention and Control (CIC) within six (6) months of hire
- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to extreme and inclement weather conditions

EQUIPMENT

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

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *infection control principles and practices
- *infection risks related to patient care practices
- *federal, state and local laws governing infection control
- *project management principles and practices

Moderate knowledge of:

- *public health reporting, information system standards and public health data
- *applicable computer software packages and applications

Some knowledge of:

- applicable federal, state, local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- COORDINATION WITH OTHERS – Adjust actions in relation to others’ actions
- SYSTEM ANALYSIS – Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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.

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

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2021; May, 2025