



## **CLASS TITLE: COMMUNICABLE DISEASE CONTROL INVESTIGATOR II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs at the fully functional level, investigating reported cases of communicable and infectious diseases and providing testing and referral services to clients to prevent the further transmission of diseases, and performs related duties as required.

At the senior level, the class is generally assigned a greater variety and the more complex communicable and infectious disease cases.

### **ESSENTIAL DUTIES**

- Interviews and re-interviews persons infected with or suspected of having a communicable or infectious disease to determine the source of the transmission
- Identifies and notifies individuals that have been exposed and may be infected with a communicable or infectious disease
- Makes referrals to health clinics, encouraging individuals to obtain medical evaluation and following-up to ensure they receive appropriate treatment
- Works to ensure patient confidentiality is maintained throughout investigations
- Administers and reads skin tests to screen contacts for tuberculosis
- Enters tuberculosis reportable data into the Federal and State data systems (I-NEDSS and EDN)
- Collects specimens or accompanies individuals for testing and to begin treatment if necessary
- Conducts home visits to ensure clients are complying with prescribed therapy and taking their medication
- Provides information and educates individuals regarding the transmission of communicable and infectious diseases and preventive measures for contracting diseases
- Works with Community Based Organizations (CBOs) to increase vaccination rates
- Provides referrals for needed social and supportive services
- Meets with health care providers to explain required contagious disease reporting requirements and procedures
- Conducts workshops for public and private health care agencies on topics related to preventing the transmission of communicable diseases
- Provides guidance and direction to lower level investigators
- Completes departmental forms and maintains records to track the treatment and progress of individuals
- Documents investigations and interviews and prepares detailed reports of communicable disease investigations conducted
- Participates in the training of new communicable disease investigators, as required
- Provides first level review of closed case reports submitted by unit investigators
- Performs phlebotomy to collect specimens, as required

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**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**

- Three years of work experience conducting field investigations, interviews and/or education in a public health or social services field or three years of work experience conducting disease control investigations, or an equivalent combination of training and experience

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

**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 computer)
- Phlebotomy equipment and supplies

**PHYSICAL REQUIREMENTS**

- Ability to conduct communicable and infectious disease investigations

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

Moderate knowledge of:

- \*public health hazards and their detection, reporting requirements, and treatments
- \*investigation and inspection methods, techniques, practices and procedures
- \*customer service techniques
- \*applicable computer hardware and software technology
- geographical locations in the City

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

Other knowledge as required for successful performance in the Communicable Disease Control Investigator I class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

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- \*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
- \*SERVICE ORIENTATION – Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS – Demonstrate awareness of others’ reactions and understand why they react as they do

Other skills as required for successful performance in the Communicable Disease Control Investigator I class

**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
- 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)

Other abilities as required for successful performance in the Communicable Disease Control Investigator I class

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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.

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City of Chicago  
Department of Human Resources  
September, 2014