



**Code: 3441**  
Family: Legal and Regulatory  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: SUPERVISING DISEASE CONTROL INVESTIGATOR**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class supervises staff engaged in 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.

### **ESSENTIAL DUTIES**

- Assigns cases to staff and monitors progress to ensure investigations are completed in a timely manner
- Reviews case reports prepared by staff to ensure completeness and appropriateness of investigations and actions taken
- Provides guidance and advises staff on complex or atypical cases
- Analyzes data of reported cases of communicable and infectious diseases to identify and assess trends and potential outbreaks and prepares reports for use by health professionals
- Confers with managers and health professionals on case investigation findings
- Observes staff investigation techniques to ensure work procedures and quality standards are adhered to and evaluates performance
- Develops and implements new and revised work procedures to improve operating efficiency
- Provides and coordinates staff training on investigation, surveillance and reporting procedures
- Provides public and private health care agencies with information on requirements for reporting communicable diseases
- Enters tuberculosis reportable data into the Federal and State data systems (I-NEDSS and EDN)
- Coordinates and conducts workshops for health care workers on topics related to the treatment, transmission and preventive measures for communicable diseases
- Prepares reports on section's investigation activities
- Assists staff in locating individuals that have come into contact with a contagious disease and persuading uncooperative clients to obtain appropriate medical evaluation and treatment, as required
- Assists in coordinating outbreak response efforts to contain the spread of communicable or infectious diseases

**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**

- Four years of work experience conducting public health field investigations, interviews and/or education in a public health or social services field or four 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**

Considerable knowledge of:

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

Moderate knowledge of:

- \*recordkeeping and report preparation methods, practices, and procedures
- \*federal, state, local laws, regulations and guidelines regarding reporting requirements for communicable diseases and guidelines governing STD/HIV prevention programs

Some knowledge of:

- \*applicable computer hardware and software technology

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

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

**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
- \*SERVICE ORIENTATION – Actively look for ways to help people

**CLASS TITLE: SUPERVISING DISEASE CONTROL INVESTIGATOR**

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- \*SOCIAL PERCEPTIVENESS – Demonstrate awareness of others’ reactions and understand why they react as they do
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others’ action

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