



**Code: 3442**  
Family: Legal and Regulatory  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

## **CLASS TITLE: REGIONAL COMMUNICABLE DISEASE INVESTIGATOR**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages a work unit, directing and coordinating the work of supervisors engaged in overseeing the work of Communicable Disease Control Investigators that investigate reported cases of communicable and infectious diseases and provide tests and refers clients for services to prevent the further transmission of diseases, and performs related duties as required

### **ESSENTIAL DUTIES**

- Prioritizes, schedules, and assigns cases to supervisors and their staff based on complexity, urgency, and staff availability
- Ensures reports of completed investigations approved by supervisors meet quality standards and comply with state mandated reporting requirements
- Consults with staff on complex or atypical cases
- Reviews productivity reports and makes reassignments to ensure work is completed in a timely and efficient manner
- Conducts performance evaluations of supervisory staff and recommends disciplinary proceedings, as required
- Directs the development and implementation of work procedures and standards for conducting investigations and completing reports
- Coordinates staff training on investigation, surveillance, and reporting procedures
- Confers with supervisory staff on reports identifying trends and potential outbreak of communicable and infectious diseases
- Works with public health officials in coordinating outbreak response plans to contain the spread of contagious diseases
- Confers with health care professionals in public and private health facilities to discuss state mandated reporting requirements of communicable and infectious diseases
- Coordinates workshops for health care workers on topics related to the treatment, transmission, and preventive measures for communicable diseases
- Prepares reports on communicable disease intervention activities for management review
- Interprets Center for Disease Control (CDC) and Illinois Department of Health guidelines as they relate to communicable disease intervention and reporting
- Participates in streamlining departmental procedures and improving the quality of investigations

**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, Social Work, or a directly related field in the Social Sciences, plus four years of work experience in disease control investigations or prevention, of which two years are in a supervisory role

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relating to the responsibilities of the position; or an equivalent combination of education, 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

**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, modems)

**PHYSICAL REQUIREMENTS**

- None

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

Advanced knowledge of:

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

Considerable knowledge of:

- federal, state, and local laws, regulations, and guidelines regarding reporting requirements for communicable diseases and guidelines governing STD/HIV prevention programs

Moderate knowledge of

- \*management and supervisory methods, practices, and procedures
- \*applicable computer hardware and software technology
- \*record keeping and report preparation methods, practices, and procedures

Some knowledge of

- specialty program planning, development, coordination, and evaluation
- public administration principles and practices

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

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

**Skills**

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- \*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
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Other skills as required for successful performance in the Supervising Disease Control Investigator 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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- 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 Supervising Disease Control Investigator class

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervising Disease Control Investigator 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  
(Valtera Corporation)  
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