

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PUBLIC HEALTH PROGRAM SPECIALIST I

POSITION CODE: 36611  
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions as a program specialist in a disease detection or disease prevention program designed to minimize or reduce morbidity and mortality in specific population segments; assesses disease incidence within an assigned geographic area and recommends necessary detection and control measures. Program areas include but are not limited to diabetes, lead poisoning, immunization levels, communicable or sexually transmissible diseases, as well as maternal and child health regulatory activities such as WIC and Perinatal.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Determined adequacy of immunization levels of various population groups by assessment of school health records, liaison with local health department personnel relative to disease incidence, periodic contact with private health care providers and patients concerning disease reporting requirements and necessary follow-up measures to be taken; immunizes persons at clinics as required understanding medical orders.
2. Speaks before lay and professional groups interpreting new or revised program requirements; explains program reporting requirements to a variety of health care personnel frequently on a one-to-one basis in area of programmatic assignment.
3. Monitors outbreaks of a variety of diseases such as rabies, hepatitis, waterborne and foodborne outbreaks; coordinates the collection and submission of specimens and cultures; reviews test results to assist in isolating the disease source; coordinates disease control and suppression measures to minimize a possible threat to public health.
4. Provides technical consultation to local health department personnel, private health care providers and private physicians relative to procedures and practices required for reporting sexually transmitted diseases to appropriate health authorities.
5. Collaborates with other public health staff engaged in locating and detecting carriers and sources of lead poisoning; prepares and submits periodic activity reports; researches census data and recommends program priorities in the lead poisoning program; visits persons that may be carriers of various communicable and/or hereditary diseases; persuades such persons of the necessity and importance of providing medical history and submitting to diagnostic tests; secures parent or guardian permission as required.

## PUBLIC HEALTH PROGRAM SPECIALIST I (Continued)

6. Develops a diabetes screening and surveillance program in an assigned geographical area; studies incidence of diabetes to trace disease to other possible carriers; promotes community screening programs; develops procedures for emergency personnel to be utilized in diabetic emergency situations.
7. Visits schools, clinics, laboratories and doctor's offices to inspect health records as authorized and to further public health rapport relative to disease incidence reporting and immunization activity.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in health education, physical and biological sciences.

Requires one year of professional experience in a health education or investigation program in the public or private sector, or completion of an approved training program.

Knowledges, Skills and Abilities

Requires working knowledge of the theory and practice of communicable and hereditary disease detection, prevention and control.

Requires working knowledge of disease reporting laws, rules and regulations.

Requires working knowledge of the organization and functions of public and private health agencies and their relationship to the Illinois Department of Public Health.

Requires working knowledge of individual and group health presentations designed to achieve optimal comprehension and compliance concerning the discovery and subsequent reporting of disease occurrence.

Requires working knowledge of human anatomy and physiology.

Requires ability to implement a disease detection, prevention and control program in an assigned geographic area.

Requires ability to secure voluntary compliance from a variety of local health care professionals concerning reporting and coordination requirements for disease information.

Requires ability to immunize persons understanding medical orders.

Requires ability to review disease incidence records and reports recommend appropriate program alternatives therefrom.

Requires ability to speak before the professional and lay groups to foster program participation.

Requires ability to travel to and from various field assignments.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.