

COMMUNICABLE DISEASE & IMMUNIZATION SUPERVISOR

Milwaukee Health Department

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: The Communicable Disease and Immunization Program Supervisor provides primary oversight of the staff assigned to the department's reportable communicable and childhood immunization programs. This position works closely with healthcare providers, community organizations and other governmental agencies to follow-up reports of communicable disease along with coordinating vaccination campaigns for both adults and children. This position collaborates with other department programs to ensure timely response to emerging infectious disease occurrences in the community and participates in emergency preparedness and planning activities.

ESSENTIAL FUNCTIONS:

50% Program Supervision and Management:

- ❖ Supervise staff within the communicable disease and immunization programs within the MHD.
- ❖ Establish and monitor program goals, objectives and outcomes.
- ❖ Review national, regional, state and local data to determine communicable disease trends and recommend appropriate prevention and intervention strategies.
- ❖ Assist in preparation and monitoring of grants and budgets.
- ❖ Manage assigned clinics, staffing and supplies.
- ❖ Participate in developing preparedness and response planning and exercises for disease outbreak and bioterrorism events within the city.

25% Information and Data Management

- ❖ In collaboration with the Infectious Disease Epidemiologist, conduct assessment of communicable and emerging infectious disease trends in the region and city using available biosurveillance systems.
- ❖ Ensure data entry integrity within assigned program areas and with appropriate State of Wisconsin consolidated contract management for all communicable disease and immunization program areas. Assist with contract negotiations. Assure integrity of program data collection and summary reports.
- ❖ Provide performance and outcome data related to communicable disease and immunization program activities.

25% Community Partnership and Collaboration

- ❖ Develop and maintain professional relationships with healthcare provider organizations, businesses, other government agencies and community-based organizations (CBOs).
- ❖ Provide operational coordination during outbreak response activities.
- ❖ Conduct promotion or community outreach and prevention programs.
- ❖ Provide coordination of activities with other governmental and/or community organizations to achieve the goals and outcomes of the department.
- ❖ Collaborate with a variety of MHD programs to integrate communicable disease and immunization services in the Milwaukee community.
- ❖ Participate and provide leadership on the Immunize Milwaukee Coalition and other assigned workgroups, committees or task forces including those related to public health emergency preparedness and response.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Public Health, Community Health, Health Education, Nursing, a Biological or Physical Science or closely related field from an accredited college or university.
 - **NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box CDIPS, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**

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2. Three years of progressively responsible experience in community health, health education, human services, nursing, public health, social work, or a related field which must include program management or supervision in the areas of program planning, budget development and monitoring, contract development, staff development, team management and quality assurance.

NOTE: Equivalent combinations of education and experience may be considered.

3. Valid driver's license required at time of appointment and throughout employment.

DESIRABLE REQUIREMENTS:

Master's Degree in Public Health, Epidemiology, Environmental Health, Nursing, Community Health, Biological or Physical Science or related field from an accredited college or university.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the principles, practices and procedures of modern public health administration
- Knowledge of the City of Milwaukee health care delivery systems, particularly those pertaining to CD/IMMS issues
- Knowledge and understanding of the legal implications of public health issues related to communicable disease and immunization
- Ability to develop, manage and monitor a public health or community program
- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public
- Ability to provide services in a culturally sensitive manner
- Ability to supervise others
- Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios and proportions to practical situations
- Sound judgment and problem solving skills
- Analytical skills
- Planning and organizing skills
- Oral communication skills
- Written communication skills
- Knowledge and ability to perform in Microsoft Office Suite, database, the internet and spreadsheet software; knowledge of GIS software

SALARY (PR1DX):

- The current starting salary is \$ 54,322 annually for City of Milwaukee residents. The non-resident starting salary is \$ 53,519. Appointment above the minimum is possible. An excellent benefit package is also offered.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 28, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** *The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-3751.*

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.