

PUBLIC HEALTH EMERGENCY RESPONSE PLANNING COORDINATOR

Recruitment #1808-4804-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	9/21/2018 4:15:00 PM
Filing Deadline	10/12/2018 11:59:00 PM
HR Analyst	Jeff Harvey

[Go Back Apply](#)

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants. The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Public Health Emergency Response Planning Coordinator, assigned to the Disease Control and Prevention (DCP) Division, is primarily responsible for the development of written emergency plans and protocols, identification of internal and external resources, and coordination of assets that may be deployed or managed by the MHD during both man-made or naturally occurring community emergencies.

ESSENTIAL FUNCTIONS

- Oversee development, review and evaluation of public health emergency preparedness and response plans as related to the City, County and

region. Develop protocols for departmental staff response to emergencies requiring public health intervention. Recommend necessary training of departmental staff to ensure effective emergency responses. Design, evaluate and/or participate in departmental and outside agency emergency response exercises and identify gaps in public health preparedness and planning.

- Supervise all Environmental & Communicable Disease Specialists within the department and provide technical and operational support within the Division as well as other departmental areas as directed. Manage all field inspectional, investigative and consultative services provided by supervised staff to citizens, organizations and other governmental agencies external to the department and as related to programs including: Occupational Health, Hazardous and Toxic Materials Control, Indoor and Outdoor Air Quality, Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and Vectorborne or Waterborne Illness.
- Manage and provide administrative and technical support in the development of new or assigned grants, contracts and interagency agreements as directed by the Director of Disease Control and Environmental Health. Participate in, attend and represent the department on various workgroups, committees, subcommittees, task forces, coalitions and consortia as related to various emergency preparedness funding. Prepare necessary compliance reports and summaries.
- Review and prepare summaries of technical and scientific reports, literature, papers, statistical analyses and tables as related to public health emergency preparedness and response or other relevant environmental and communicable disease topics.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

Occasionally will be exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. May work outside of regular work hours in conjunction with public health emergencies and investigations and/or be assigned to participate in an MHD Incident Command System during a declared public health emergency.

MINIMUM REQUIREMENTS

1. Bachelor's degree in chemistry, physical or natural sciences, public/environmental health or a related field from an accredited college or university including at least 2 college-level courses in microbiology, biology,

or anatomy and physiology. A Master's degree in a related field will substitute for one year of experience.

2. Three years of progressively responsible experience in the health field, including at least two years of project/program management or administrative leadership.

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

1. Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (automobile allowance provided).
2. Registration as an Environmental Health Professional in the State of Wisconsin within two years of appointment.
3. Must receive Certificates of completion of NIMS 700 and ICS 100 within six months of appointment.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

- Training or experience in knowledge of Weapons of Mass Destruction (WMD) and Public Health Emergency Preparedness.
- Bi-lingual in Spanish, Hmong or Russian.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of emergency planning, preparedness and response management at the local, state and/or federal level.
- Knowledge of acute communicable and chronic disease epidemiology and statistical reporting systems or public health informatics.
- Strong oral communication skills, including the ability to effectively present information to top management, public groups or boards of directors.
- Strong written communication skills, including the ability to write speeches and articles for publication.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies and the public.
- Ability to provide services in a culturally sensitive manner.

- Ability to function as a team player.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, public officials and/or members of the business community.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Planning and organizing skills to coordinate drills and exercises with MHD personnel and outside agencies.
- Knowledge of and the ability to work with computer applications, including database, internet, spreadsheet, word processing, and presentation software, mapping, modeling, and statistical packages.
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff.

CURRENT SALARY

SALARY The current salary range (pay range 1DX) for City of Milwaukee residents is \$54,865 - \$76,806 annually and the non-resident salary range is \$53,519 - \$74,922 annually.

Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

BENEFITS The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation

- 11 Paid Holidays P
- aid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

SELECTION PROCESS

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.

Initial Filing Date The examination will be held as soon as practical after **Friday, October 12, 2018**. 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 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.

ADDITIONAL INFORMATION

Applications and further information may be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.