



TRANSFER/PROMOTIONAL OPPORTUNITY

HEALTH PROJECT COORDINATOR—PUBLIC HEALTH SURVEILLANCE

Milwaukee Health Department

Division of Disease Control and Environmental Health Services

THE BASIC FUNCTION of this new grant-funded position is responsibility for facilitating and coordinating a public health information-sharing with the Southeastern Wisconsin Threat Analysis Center (STAC), a section of the Milwaukee Police Department (MPD); and developing and implementing systems to collect, analyze and disseminate information on various topics including biosurveillance (communicable disease and syndromic), food sanitation, extreme weather, environmental health issues, and public health preparedness initiatives and planning efforts.

THE DUTIES AND RESPONSIBILITIES include the following:

- 60% **Public Health Surveillance / Intelligence Analysis:** Develop, maintain, and disseminate a public health intelligence dashboard and situational awareness report that compiles public health intelligence; develop other reports using existing data streams such as ESSENCE (Electronic Surveillance System for the Early Notification of Community-based Epidemics), BioSense (a program launched by the Centers for Disease Control and Prevention (CDC) to detect and characterize events (or health-related threats) early by building on state and local health department systems and programs), WEDSS (Wisconsin Electronic Disease Surveillance System), WHIE (Wisconsin Health Information Exchange), provide reports to STAC, the MHD, and other stakeholders; apply epidemiology and biostatistics to the analysis and interpretation of public health surveillance data; develop and disseminate routine surveillance reports on at least a weekly basis and a daily basis during public health emergencies; develop and maintain data/information sharing agreements with key partners to obtain external data stream and to share sensitive public health information; and function as a liaison between STAC, MHD, and other first responding agencies in Southeastern Wisconsin.
- 20% **Emergency Preparedness Planning and Response:** Assist the MHD in developing and maintaining policies, procedures, and response plans for public health emergencies in the City including terrorism incidents involving chemical, biological, or radiological agents, hazardous materials spills or releases, extreme heat or cold weather events, flooding, and communicable disease outbreaks.
- 10% **Training and Special Projects:** Conduct training and presentations related to public health intelligence, surveillance, and preparedness efforts; and assist supervisors within the Division of Community Environmental Health (DCEH) with special assignments and projects.
- 10% **Internal Operations and Planning Activities:** Assist STAC in internal operational and planning activities as deemed appropriate by STAC officer in charge.

CONDITIONS OF EMPLOYMENT

- > The employee may be assigned to participate on a 24-hour emergency on-call rotation schedule, including weekends.
- > The employee may be required to participate in an Incident Command System during an emergency.

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. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee. *Note: Exempt employees are NOT eligible for promotional exams.*
2. Bachelors Degree in health, science, or related field from an accredited college or university. Transcripts must be submitted with the application (student copies are acceptable).
3. Two (2) years experience performing duties related to this position. Experience may include public health preparedness planning, collecting and analyzing data, and preparing reports.

Health Project Coordinator, Public Health Surveillance (continued)

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

4. Valid drivers license at time of appointment and throughout employment
5. Properly insured vehicle for use on the job is required.

DESIRABLE QUALIFICATIONS

- Masters Degree in public health, science, or related field from an accredited college or university.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of surveillance methods and systems
- Familiarity with emergency preparedness and response
- Ability to read and interpret documents such as safety rules, and procedure manuals
- Ability to create and monitor job-related documents and reports
- Ability to apply concepts of statistics and epidemiology
- Ability to identify and build relationships with community organizations and agencies related to the program
- Good written and oral communication skills, including the ability to communicate with a diverse audience
- Ability to manage team dynamics of a multidisciplinary and diverse staff
- Knowledge and ability to work with word processing, database, inventory, project management and spreadsheet software applications
- Experience in data analysis using statistical software, and in developing and maintaining linked data sets
- Ability to speak effectively before groups employees of the organization, managers, government officials, other agencies and the public
- Ability to provide services in a culturally sensitive manner
- Ability to prioritize and handle multiple tasks
- Ability to maintain confidentiality

THE CURRENT SALARY RANGE (005) IS: \$47,109 - \$65,957 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

Candidates must submit an application and letter of interest. Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202, by calling 286-3751, by visiting www.milwaukee.gov/jobs. Your letter of interest should explain how your education and experience qualify you for the position and why you are seeking the assignment.

Applications should be returned to: **Ray Weitz, Personnel Officer, at the Milwaukee Health Department, 841 N Broadway, 3rd Floor, Milwaukee WI 53202 by April 21, 2011**. Transcripts must be submitted with the application. Receipt of applications may be discontinued any time after that date without prior notice. However, if a sufficient number of candidates are not available the examination will be continued until the needs of the City have been met.