



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification: **Public Health Analyst (Grant Funded)**

Department/Division: Public Health Department
Employment Status: Temporary Full-Time position through June 2026
Salary/Grade: \$55,000.00 - \$58,000.00 +/- DOQ - Grade 2
FLSA: Non-Exempt
Union: Non-Union
Employment Commission: N/A

Deadline for Application: Open until filled

POSITION SUMMARY:

This is a single class position under direction from the Emergency Preparedness and Response Coordinator and Public Health Nurse. This position will perform a wide variety of responsible and complex professional administrative support and analysis, as well as routine documentation or related tasks in support of the Emergency Response and Public Nursing divisions of the Village of Oak Park as required for local, state and/or federal emergency response processes and related grant management.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=671340675>. For additional information on this position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



PUBLIC HEALTH ANALYST (GRANT FUNDED)

Department(s): Public Health

FLSA: Non-Union Exempt

Pay Grade: 2

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible and complex professional administrative support and analysis, as well as routine documentation or related tasks in support of the Emergency Response and Public Nursing divisions of the Village of Oak Park as required for local, state and/or federal emergency response processes and related grant management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Emergency Preparedness and Response Coordinator and Public Health Nurse

May exercise direct supervision over assigned volunteers.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Provide highly complex administrative support to assigned division of the public health department including the Emergency Response and Nursing Services divisions; ordering and storage of appropriate supplies and vaccines, monitoring related budget as assigned; recommending improvements in work flow, procedures and use of equipment and forms.
2. Maintain temperature logs for vaccine freezers and refrigerators and report to State of IL on a weekly basis.
3. Become familiar with the Local Emergency Operation Plan (LEOP), and carry out emergency response roles and responsibilities as defined within the LEOP."
4. Assist in the development, scheduling, and execution of emergency preparedness trainings, drills, and exercises.
5. Support scheduling, supervision, training, coordination of volunteers of the Village of Oak Park's Medical Reserve Corps (**MRC**) Volunteer program and Community Emergency Response Team (CERT) in performance of assigned duties.



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6. Support scheduling and coordination of health education training requested by community partners.
7. Screen emails and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receive and route email.
8. Prepare from rough draft and proofread a wide variety of reports, letters, agenda packets, memoranda and statistical charts; independently draft correspondence related to assigned responsibilities.
9. Prepare minutes of meetings, preparing agendas, purchase order requests for designated accounts, and monitoring approved budget accounts.
10. Interact with the public and implement grant-related public health activities
11. Enter data and manage electronic health records and billing systems.
12. Maintain calendars of meetings and various events; coordinate activities with other Village departments, the public and outside agencies.
13. Organize and maintain complex technical filing systems as required by the Illinois Emergency Management Agency and the Federal Emergency Management Agency.
14. Perform professional administrative work including establishing and maintain record systems, scheduling appointments and meetings.
15. Receive community requests for at home STI and HIV testing kits and distribute kits as directed
16. Completes special projects and other related work as assigned

QUALIFICATIONS: *Required at the time of hire.*

Knowledge of:

Effective communication strategies to organize emergency management and support personnel from various disciplines and backgrounds.

Microsoft applications including Word, Excel, Access, Outlook, and PowerPoint.

Ability to:

- Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
- Provide administrative and professional management support to the Emergency Preparedness and Response Coordinator and Public Health Nurse.



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- Complete trainings and participate in drills as they relate to the stated job duties. Interpret and apply administrative and departmental policies and procedures.
- Work independently in the absence of supervision.
- Work cooperatively with other departments, Village officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- Communicate clearly and concisely both orally and in writing. Use computers and software application to the position.
- Establish and maintain effective working relationships with those contacted in the course of work including Village and other government officials, the business community, neighborhood community groups, and the general public.
- Maintain reasonable and customary attendance.
- Ability to work a work schedule that includes activities in the early morning, evenings and weekends if needed.
- Ability to demonstrate superior organizational skills and a calm demeanor even during chaotic situations.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

Walking, standing or sitting for extended periods of time

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

EXPERIENCE AND TRAINING GUIDELINES:



PUBLIC HEALTH ANALYST (GRANT FUNDED)

Experience: Four to six years of highly responsible and complex experience in public or private sector positions. Experience or demonstrated training in volunteer or program management strongly preferred. AND

Training: A Bachelor's degree from an accredited college or university with major coursework in public health, public administration, or closely related field or related field is preferred. Up to four years of relevant experience or specialized training may be substituted for education

AND

Other Requirements: Currently possess or obtain National Incident Management Systems Training coursework in 100, 200, 700 and 800 within the probationary period.

A combination of training and experience will be considered.

WORKING CONDITIONS

Work may be performed in an office setting which is usually sedentary with occasional walking, reaching, bending, lifting and carrying objects under 25 pounds; or in the field and may require operation of a vehicle during the course of the work day; response to emergent situations or to attend meetings in a variety of weather conditions and in emergency situations. Work exposes the employee to extreme heat, cold and unpredictable weather and circumstances and may require the ability to manage uneven or rough terrain.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.