

Job Title: PUBLIC SERVICE ADMINISTRATOR Option 8H

Agency: Department of Public Health

Office: Health Protection

Division: Environmental Health

Posting ID: 53-21-0075

Posted: 10/13/21-10/26/21

Salary: \$5940-\$8960/monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC063

**Collective Bargaining Agreement language applies to this requisition:
We are currently transitioning away from a paper application process
to an electronic application process. This position has not been
transitioned. Please follow the directions below when applying to this position.**

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

CMS100/B Employment Application and all applicable documentation should be submitted to the Agency email listed below.

Posting Identification

53-21-0075

Agency Marketing Statement

The Illinois Department of Public Health (IDPH) is tasked with the oversight of communities within Illinois to achieve and maintain optimal health and safety. With an annual budget of over \$600 million in state and federal funds, 7 regional offices, 3 laboratories and over 1,100 employees, IDPH is equipped to fulfill its mission of protecting the health and wellness of the people of Illinois through the prevention, health promotion, regulation and control of disease and injury.

Position Overview

Under general supervision, serves as Food Program Manager. Utilizes highly developed professional skills to manage all elements of the statewide Retail and Manufactured Food Program. Manages all food regulation and enforcement activities with applicable Federal, State and local agencies. Directs the activities for retail and manufactured food regulatory program standards, training, and evaluation. Supervises subordinate staff.

Job Responsibilities

1. Responsible for oversight of the retail food program (which involves LHPG program reviews, training), manufactured food program (including salvage, shellfish, certificate of free sale), and foodborne illness outbreak response.
2. Serves as working supervisor.
3. Directs the evaluation of State and local health department food programs; oversees the training and auditing of State health department food inspection personnel in the interpretation of the food regulations of the Illinois Department of Public Health.

4. Liaisons with professional and technical associations involved in promoting food safety and protecting public health.
5. Provides consultation and advice to State and local agencies involving food where potential adulteration or compromise of the product may occur.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Knowledge, Skill and Abilities

- Requires knowledge, skill and mental development equivalent to completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences.
- Requires three years of progressively responsible professional experience in Public Health including supervision or coordination of food regulatory control program or other Environmental Health Program.
- Requires thorough knowledge of Food, Drug and Cosmetic law, regulations and enforcement procedures.
- Requires a thorough knowledge of food service sanitation principles, uniform federal procedures for training of retail food regulatory staff and evaluation of retail food programs, and understanding of current inspection techniques, such as Hazard Analysis Critical Control Point (HACCP) methods.

Conditions of Employment

- Requires professional certification as a Licensed Environmental Health Practitioner.
- Requires the ability to travel.
- Requires possession of a valid drivers license.

Work Hours: Monday - Friday 8:30 to 5:00

Work Location: 525 W Jefferson St Springfield, IL 62702-5056

Job Function: Administration/Management

CANDIDATES MUST SUBMIT A SEPERATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Please submit application via email to: DPH.HRAapplications@illinois.gov

Include Posting ID #: 53-21-0075 and applicant's name in the subject line when applying

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application (version dated 9/2020 or after)** to the Agency email address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B**(version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application (version dated 9/2020 or after)** to the Agency email address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application (version dated 9/2020 or after)** to the Agency email address

listed above.

- A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
- Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency email address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts(Where applicable) to the Agency email address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.

**** DO NOT CLICK THE APPLY BUTTON****

You MUST send a paper application to the Agency email listed above.