

Job Title: PUBLIC SERVICE ADMINISTRATOR

Requisition ID **42497** - Posted **11/20/2024** - (Springfield - 525 W Jefferson St)
(Leadership & Management) - **Central Region** - (Sangamon) - **None**

Agency: Department of Public Health

Class Title: PUBLIC SERVICE ADMINISTRATOR - 37015

Skill Option: Physical Sciences/Environment

Office: Health Protection

Division: Environmental Health

Posting ID: 53-24-0295 / 42497

Posted: 11/20/24 - 12/06/24

Salary: Anticipated Starting Salary \$7,966/month; Full Range \$7,966 - \$11,759/month

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC063

******A RESUME IS REQUIRED FOR THIS JOB POSTING******

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees

earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Public Health must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois Department of Public Health is seeking a highly motivated individual to serve as Manager of the Tanning and Body Art Programs. Under general supervision, manages the statewide Tanning Facility and Body Art Programs pursuant to the Tanning Facility Permit Act, the Tattoo and Body Piercing Establishment Registration Act, and other applicable rules and regulations. Plans, organizes, and directs all Program activities.

Benefits Statement

As a State of Illinois Employee, you will receive a robust benefit package that includes the following:

- Flexible and hybrid work schedules are available in many program areas (when available and dependent upon position)
- Competitive Group Insurance benefits including health, life, dental and vision plans.
- Pension plan through the State Employees Retirement System
- Deferred Compensation Program – voluntary supplemental retirement plan
- Optional pre-tax programs -Medical Care Assistance Plan (MCAP) & Dependent Care Assistant Plan (DCAP)
- 10-25 days of paid vacation time annually (10 days for first year of state employment)

- 12 paid sick days annually which carryover year to year
- 3 paid personal business days per calendar year (pro-rated dependent on start date)
- 13-14 paid holidays per year
- 12 weeks of paid parental leave
- Employee Assistance Program and/or mental health resources

These are just a few of the many perks available to all State employees. For more information about our benefits please follow this link: <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>.

Essential Functions

- Under general supervision, manages the statewide Tanning Facility and Body Art Programs pursuant to the Tanning Facility Permit Act, the Tattoo and Body Piercing Establishment Registration Act, and other applicable rules and regulations. Plans, organizes, and directs all Program activities.
- Evaluates reported violations and other data on inspection reports or other field correspondence and plans a course of enforcement action, coordinates with counsel, and is responsive and alert in implementing enforcement actions.
- Reviews tanning facility and tattoo and body piercing establishment applications for completeness.
- Coordinates program activities to provide training for program staff, local health departments, and regional Office staff to ensure the Program is being conducted in accordance with Department rule and regulations.
- Plans, directs, and implements a program to provide technical assistance to state and federal partners and regulated entities.
- Attends continuing education and professional development training.
- Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to completion of four (4) years of college with a minimum of 30 semester hours in the physical and/or biological sciences.
- Requires prior experience equivalent to three (3) years of progressively responsible administrative experience related to environmental health investigation and administration of environmental public health programs.

Preferred Qualifications

- Three (3) years of experience applying knowledge of local, state, and federal environmental health and public health laws and regulations, especially pertaining to tanning and body art programs.
- Three (3) years of experience conducting environmental health regulatory assessments and inspections at regulated entities.
- Three (3) years of experience writing inspection reports and communications to the public and regulated entities.
- Three (3) years of experience applying knowledge of general environmental health sanitation principles and practices.
- Three (3) years of experience in environmental field sampling equipment and testing techniques.
- Three (3) years of experience collaborating with local health department staff and other public health partners.
- Three (3) years of work experience using Microsoft software products including Word, Excel, PowerPoint, etc.

Conditions of Employment

- Requires ability to travel in the performance of duties.
- Requires appropriate, valid Driver's license.

*The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

About the Agency

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 \$2 billion in state and federal

funds, 6 regional offices, 3 laboratories and over 1,200 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.

Work Hours: Monday - Friday 8:30am - 5:00pm

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

Agency Contact: DPH.HRRrecruiter@Illinois.gov

Posting Group: Leadership & Management

Revolving Door:

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

donotreply@SIL-P1.ns2cloud.com

systems@SIL-P1.ns2cloud.com