



## JOB ANNOUNCEMENT

### TITLE: COORDINATOR OF RESEARCH AND EVALUATION

**Job Number: 295280**

**All applications must be made online:**

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang=en>

**Closing Date: August 11, 2017**

### POSITION DESCRIPTION

The Chicago Department of Public Health (CDPH) is seeking an experienced program coordinator to lead a range of initiatives that support strong collaboration between academic researchers and institutions and community stakeholders to improve the health of the city of Chicago. This approach will accelerate the impact of research on the health and healthcare of communities, by cultivating diverse partnerships to integrate complementary perspectives, skills, and resources.

Working directly with CDPH and the Chicago Consortium for Community Engagement (C3), this position will help engage and serve as a liaison between CDPH and key C3 constituencies to enhance city-wide collaboration and participation in research; develop and implement innovative approaches for assessing and aligning the specific research interests and resources of academic researchers and community stakeholders with Healthy Chicago 2.0 priorities; facilitate effective widespread dissemination of research findings from across Chicago to support evidence-based policymaking and practice; and leverage appropriate services provided across C3 members and partners to support their collective success. This position will build new and reinforce existing relationships with a diverse group of investigators, collaborators, CDPH and community partners. This position will also help develop a system to continuously evaluate and report progress.

### ESSENTIAL DUTIES

- In collaboration with academic and community stakeholders, leads the establishment of a new CDPH Office of Research that will ensure equitable design, conduct and use of research to further health equity in Chicago.
- Develops and sustains relationships and communication with and among local *Clinical and Translational Science Award institutions (CTSAs)*, CDPH, community, and other stakeholder partners. Includes online/written communication, convening and attending meetings and conferences.

## **ESSENTIAL DUTIES (continued)**

- Reviews, tracks and coordinates Chicago health research, and facilitates evidence-based research findings into policy and practice
- Provides development and oversight in disseminating analytic research findings to community partners.
- Leads the development of a city-wide public health research agenda
- Directs the preparation of programmatic reports, plans, procedures and protocols based on the analysis of data collected
- Directs the identification of potential new funding sources and the completion of applications to obtain same
- Works with supervisors in establishing operating policies and procedures for the office
- Prepares reports on section's work accomplishments
- Provide information to CTSA and CDPH senior staff for inclusion in research and grant proposals.

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **THIS POSITION IS IN THE CAREER SERVICE**

### **Qualifications**

Graduation from an accredited college or university with a Master's degree in Research, Business Administration, Urban Planning or a related field supplemented by four years of progressively responsible research experience, or an equivalent combination of training and experience

### **Selection Criteria**

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

### **Preference will be given to candidates possessing the following:**

- Master's degree in Public Health with a concentration in Community Health Sciences, Health Policy and Administration, and/or Health Leadership and Management
- Previous experience coordinating multi-agency research and/or programmatic collaborations involving academic research and community-based stakeholders
- Previous experience in research involving methods and techniques used in conducting studies for public health purposes (especially community-engaged or community-based participatory research)
- Previous experience conducting literature reviews, interpreting scientific writing, and disseminating research findings
- Previous experience in management and leadership of a community-based public health program

**Education & Employment Verification** - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

### **Evaluation**

Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

## **Residency Requirement**

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

The City of Chicago is an Equal Opportunity and Military Friendly Employer