

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Epidemiologist
ALLOCATION: Health & Human Services Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: June 2003
REVISED: October 2015

JOB SUMMARY:

Under general supervision, plan, develop, conduct, and evaluate epidemiological research, investigations, and disease surveillance systems; collaborate on development of public health intervention and prevention programs; provide consultation to departmental and community health professionals; oversee staff and program implementation for Public Health programs with an epidemiology component; and perform other duties as assigned. This is stand-alone advanced professional level classification.

CLASS CHARACTERISTICS:

This position reports directly to the Health Administrator. This class is distinguished from the Supervising Public Health Nurse in that the main focus is epidemiological.

EXAMPLES OF DUTIES:

Essential:

- Coordinate the countywide surveillance/reporting system for infectious diseases through the compilation and analysis of communicable disease reports as received from physicians, laboratories and other agencies; determine which reports require follow-up; set up, assign, and/or conduct case investigations as appropriate.
- Design procedures, protocols, data collection instruments and computerized data management tools (i.e. statistical software packages and geographic information systems (GIS)) for use in conducting epidemiological or chronic disease research and surveillance studies; develop methodologies and techniques to accomplish research and surveillance objectives.
- Serve as departmental liaison with representatives of other county departments, governmental and health care agencies, members of community groups and targeted populations and the public; provide consultation to departmental and community health professionals as required.
- Plan, organize, assign, supervise, review and evaluate Public Health programs and program staff as appropriate; recommend selection of staff; train staff in work procedures; administer discipline as necessary.
- Plan, design, implement and evaluate epidemiological or chronic disease studies to discover area trends; establish the need for intervention/control measures; develop recommendations for control, intervention and/or prevention efforts.
- Collect, analyze, organize and evaluate data, to prepare reports and statistics for the State Health Department, the Center for Disease Control and Prevention (CDC) and the County Health Division.
- Analyze epidemiological data, interpreting the results in order to identify key health issues; develop effective control, intervention, and prevention strategies in conjunction with program, division and department management.
- Assess risks of the occurrence of epidemics, communicable diseases and/or environmental hazards and make recommendations for control procedures and/or official departmental policy based on such assessments.
- Conduct epidemiological investigations; organize and conduct field studies and disease surveillance to determine the patterns of disease in the community; prepare interpretation of findings and disseminate recommended prevention and control measures.
- Monitor and regulate the review process for case reports, health statistics, demographics and laboratory test results to facilitate the identification of possible epidemiological causes, trends, sources and possible remedial actions.
- Establish and maintain effective working relationships with health professionals in the community, such as, physicians, veterinarians, nurses, laboratory personnel, and representatives of other agencies in order to facilitate the reporting of communicable diseases.
- Make presentations to the medical community, public health staff and the general public about epidemiological data/information to educate and promote disease control efforts.
- Plan, design, organize, update and maintain the County Health Division's website.
- Prepare and maintain statistical records and reports through the use of statistical software and computerized data management packages.
- Prepare reports, including scientific and technical papers, and assist in the development and preparation of project proposals for federal and state funding.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

- May be required to drive a personal or a County motor vehicle.
- Travel to a variety of sites in the County.
- Use standard office equipment, including a computer, in the course of the work.
- Attends and conducts a variety of meetings as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Departmental/divisional policies and procedures, including current public health principles and practices.
- The scope of health services provided by the community, county and department.
- Etiology and control/prevention techniques for diseases and conditions endemic to Yuba County.
- Acute and chronic disease injury surveillance, transmission, risk factors, prevention, treatment and control measures.
- Federal, state and local communicable disease reporting laws and forms.
- Biostatistical and applied research methods.
- Principles and practices of statistical analysis.
- Computer applications related to the work, such as, computer-based statistical and data management software, navigating the internet, performing website updates, and attending webinars.
- Mapping tools and programs, such as, ESRI based GIS software (ArcVIEW, ArcCAD, ArcINFO) and its applications, relevant software programs and databases, is preferable.
- Strategies of health risk analysis and health maintenance techniques.
- Prevailing principles and practices of epidemiology, preventive medicine and public health.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Terms and acronyms commonly used in the assigned function.
- Modern office practices and procedures, including the operation of standard office equipment.

Skill in:

- Designing, conducting and analyzing epidemiologic studies.
- Performing statistical analysis of epidemiological data.
- Interpreting communicable disease health data and technical information.
- Analyzing situations accurately and taking effective action.
- Developing intervention strategies and work closely with health care organizations in implementing such strategies.
- Communicating clearly and concisely, both verbally and in writing, tailoring the message to the intended audience.
- Preparing, reviewing and approving comprehensive analyses, scientific papers, reports, correspondence and other written materials.
- Delivering clear and effective presentations on technical subjects.
- Interpreting, applying and explaining provisions of the federal, state and local legislations, laws, codes, rules and regulations pertinent to conducting epidemiologist studies and field investigations.
- Monitoring projects and studies, and ensuring adherence, regulatory and financial constraints.
- Planning, organizing, directing, coordinating and reviewing the work of staff.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills
- Operating a personal computer, statistical software packages and a variety of standard office equipment.
- Designing and maintaining the Division's website.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Making accurate arithmetic and statistical calculations and operating computerized statistical databases.

Ability to:

- Plan, conduct and evaluate varied epidemiological research studies.
- Exercise initiative and sound judgment and make appropriate recommendations, based upon research findings.
- Interpret and analyze the significance of medical, health and other data obtained from a variety of sources.
- Interpret, apply and adapt County and department policies, procedures, rules and regulations.
- Use GIS to capture, store, retrieve, analyze and display epidemiology data.
- Write clear and concise technical, narrative reports, educational materials and other written materials.
- Make effective presentations to a variety of audiences.
- Communicate and work effectively with public health personnel, health professionals, representative of other agencies and the public.
- Interview, communicate with and instruct individuals from varying backgrounds effectively.

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Use patience, tact and courtesy.
- Maintain accurate records and files.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Work with infected individuals and tolerate exposure to communicable diseases.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis.
- Drive a personal motor vehicle in order to visit various work sites and/or attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a standard office or clinic setting, an outdoor field environment with travel from site to site.
- Work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment.
- May be required to work extended hours.
- May be required to attend meetings outside of normal business hours.
- Will be required to be available for call back in emergency situations.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

Special Requirements:

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university in Public Health, Epidemiology, biological or health science or a related field with emphasis or specialization in epidemiology or biostatistics and two years of full-time professional level experience planning, developing and conducting epidemiological or similar research studies.

PREFERRED: In addition to the minimum, a Master's Degree from an accredited college or university in Public Health, Epidemiology, or biological or health science.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services:
Date:

EEOC: B
WC: 9410

Human Resources Approval:
Date:

Signature: _____

Signature: _____