

PUBLIC HEALTH EPIDEMIOLOGIST II

DEFINITION

Under supervision, plans, conducts and evaluates epidemiological studies and surveillance systems to determine patterns of disease in the community; conducts field investigations of epidemics or outbreaks of diseases; makes recommendations regarding allocation of resources and program design based upon epidemiological evidence; provides lead direction to Research Analysts in the program area; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Public Health Epidemiologist II is the fully qualified, journey-level class of the Public Health Epidemiologist series competent to perform the full scope of complex epidemiologic surveillance and research activities which requires more years of experience, strong project management skills and involves direct leadership of epidemiological and data collection/analysis projects.

Public Health Epidemiologist I is an entry-level position in the Public Health Epidemiologist series. Initially under close supervision, incumbents learn and perform a variety of epidemiological studies and surveillance, while learning procedures and practices. As they gain experience and expertise, incumbents are expected to gradually perform more responsible assignments with increasing independence. This class is flexibly staffed with the Public Health Epidemiologist II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency, which meet the requirements for a Public Health Epidemiologist II.

Public Health Epidemiologist II is distinguished from the next higher level of Supervising Public Health Epidemiologist in that the latter is a supervisory level in the series and responsible for planning, assigning, directing, reviewing, evaluating and coordinating the work of epidemiological staff.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Designs, plans, conducts and evaluates epidemiologic studies and surveillance systems;
2. Coordinates activities and staff involved with field work, data collection, and related activities (surveys, database development and report writing) of such studies;
3. Reviews the results of the departmental surveillance of public health data, to determine prevalence(s) attack rates, trends and findings;
4. Establishes contacts and maintains working relationships appropriate specialists in the community such as hospital infection control nurses, physicians, clinic nurses, veterinarians and representatives of other agencies in order to facilitate the reporting of public health data;
5. Prepares and compiles statistical analysis of public health program planning, reports and technical meetings;
6. Provides technical assistance and recommendations on epidemiologic public health data and analysis from a wide range of professionals, policy makers, other agencies and community groups;
7. Conducts specialized analyses for public health program planning, reports and technical meetings;
8. Leads in ongoing data collection and management of databases and surveillance systems;
9. Coordinates one or more larger scale epidemiological projects;

10. Develops, implements, and evaluates innovative methods to perform epidemiological projects and to initiate projects; reports, publications and research;
11. Provides technical oversight of data management and clerical staff as related to epidemiological projects;
12. Directs the compilation of health statistics and production of health status reports;

EXAMPLES OF OTHER FUNCTIONS

1. Identifies and recommends appropriate technologies for data reporting and analysis;
2. Presents epidemiologic analyses of data and findings to a wide range of professionals, policy makers, community planning groups, conferences and research meetings;
3. Develops and revises procedures for timely and accurate reporting of public health data as required by relevant state and federal laws;
4. Participate in the maintenance, development and management of epidemiology databases;
5. Performs related duties as required.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough knowledge of:

1. Epidemiologic public health data trends and patterns, to determine origin, spread and control of hazards to the community;
2. State and local laws governing the surveillance and reporting of public health data;
3. Statistical theory and techniques of epidemiological, demographic, biostatistical and community health research;
4. Research design methods and techniques;
5. Review and evaluation of disease outbreak interventions;

Working knowledge of:

1. Community resources and medical services available for medical programs;
2. Interviewing techniques;
3. Automated systems for collecting, compiling and analyzing data applicable to current epidemiological standards and practices;

Some knowledge of:

1. Program management, including funding sources, grant proposal writing, program evaluation and fiscal management;

Skill and Ability to:

1. Identify potential communicable or acute health conditions and take appropriate action;
2. Collect and analyze statistical data, draw valid conclusions and prepare comprehensive reports;
3. Work effectively with a range of health professionals and the public;

4. Design and implement epidemiological surveillance and investigative programs;
5. Read, interpret and analyze technical, medical, demographic and statistical data and laboratory reports;
6. Communicate effectively orally and in writing with people of diverse backgrounds and cultures;
7. Maintain accurate records;
8. Work effectively with minimum supervision;

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Possess a valid California Class C driver's license.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education:

Master's degree from an accredited college or university in Epidemiology or related field that includes a minimum of two (2) graduate level courses in Epidemiology or two (2) comparable graduate level classes in research methodology and two (2) graduate level courses in statistics or biostatistics.

Experience:

Two (2) years of epidemiologic experience performing study design and implementation and data analysis that demonstrated the ability to perform job duties commensurate with a Public Health Epidemiologist I.

OR

Completion of a Bachelor's degree at an accredited college or university in Public Health, Epidemiology, Health Sciences, Statistics, or related field and four (4) years of work experience within the field of Epidemiology performing study design, implementation and analysis that demonstrated the ability to perform job duties commensurate with a Public Health Epidemiologist I.

OR

At least one (1) year experience as a Public Health Epidemiologist in the County of Monterey.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. The ability to read standard, printed text and data on a variety of written and computer generated reports;
2. The ability to hear telephone and face to face conversations;
3. The ability to communicate in a clear manner and adequate volume when responding to telephone and face to face conversations;
4. Physical dexterity and mobility to function in a typical office environment;
5. Eye and hand coordination and manual dexterity in order to operate a computer keyboard.

CLASS HISTORY

Class Code: 50N11
Established Date: September 2007
Revised Date: (New)
Former Title: (New)

CLASS DATA

Job Group: 08
EEO Category: P
Work Comp. Code: 8810
Bargaining/Employee Unit: H
FLSA: Exempt
MOCO OT: N

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Approved by:

/s/ Gerta McClay

County Administrative Office

1/13/2010

Date