

**POSITION:** Epidemiologist  
**OFFICE/DEPARTMENT:** Health and Human Services  
**REPORTS TO:** Department Director & Program Managers  
**UNION STATUS:** Represented by Local 367-C  
**SALARY GRADE:** 15  
**DATE LAST REVISED:** September 9, 2021

### **1.0 PRIMARY FUNCTION AND PURPOSE**

This position performs population-based assessments, epidemiological evaluations, survey and study design and practical research activities. Works as part of a team in the delivery of efficient and effective public health surveillance services and contributes to the goal of creating and maintaining an integrated, comprehensive service delivery system through effective collaboration with clients, community organizations, employees and contractors. This position provides knowledge and support to medical establishments and personnel; community-based agencies; federal, state, and local governmental agencies; and department personnel to educate, exchange information, and to track disease control issues in Pacific County, as well as perform surveillance, assessment and evaluation activities. Performs planning, developing, structuring and conducting Community Health Assessments, program evaluation studies, practical research and extensive report writing, including grant management assistance.

### **2.0 ORGANIZATIONAL RELATIONSHIPS**

#### **2.1 Supervision Received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the general supervision of the Department Director and/or their designee. incumbents work independently to manage complex assignments, and are required to maintain technical certification.

#### **2.2 Supervision Exercised**

None.

### **3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Gathers data and performs data entry into a variety of database programs. Leads database design, development, and data management.
- Performs statistical analysis of monitoring and evaluation data and demographic and health data from a variety of sources.
- Creates tabular and graphic presentation using a variety of statistical packages database programs, visualization software, spreadsheets, word processing and other software and graphics programs.

- Leads co-workers and community partners in appropriate statistics, monitoring and evaluation methods and data collection, data management, data analysis, interpreting and using the data for program planning, performance outcome measurement, quality improvement projects, and development of health policy.
- Assists other co-workers with data presentation procedures as needed.
- Prepares reports and fact sheets and makes presentations on the public health issues and the health status of Pacific County.
- As needed, conducts disease surveillance and outbreak investigations to identify causative agents and environmental conditions resulting in outbreaks and assists in other disease response/prevention activities in collaboration with the communicable disease team and Department employees.
- Develops materials for, facilitates and/or participates in meetings with Department program employees, contract and community partners.
- Participates in statewide, regional and community groups, committees, and coalitions as necessary.
- Performs research and literature reviews when appropriate, and assists with writing grants as needed.
- Responds to public health emergencies as required by the department, or other duties as assigned.
- Maintains and updates database registry of vital records, demographics, and healthcare status and diseases in the County; reviews and refines data collection protocols; monitors and reviews clinical and demographic data from databases, surveys and patient records.
- Monitors, collects, evaluates, and interprets public health and demographics data; prepares and presents reports and statistical analyses on health status and trends in public health in order to assess the health needs of the community, and propose and evaluate interventions that are designed to reduce risk and improve the health of the population.
- Responds to requests for data; assists with the design of research studies and projects; assures compliance with State and Federal regulations and ethical standards for data sharing and confidentiality.
- Compiles and analyzes data; assures validity, accuracy, and completeness of data; interprets the significance and meaning of data; analyzes multivariate and cluster trends in data analysis results, and reports findings and anomalies.
- Reviews local and regional health issues and disease trends; researches and interprets technical data and general information; researches and analyzes statistical models to resolve questions and validate data; prepares and reviews a variety of records, reports and other documents; organizes the data for presentation to County management, health care providers and regional and national organizations.
- Manages disease surveillance protocols to track, analyze, predict and observe disease vectors and patterns of progression; monitors effect of health policies and procedures.
- Updates and maintains a variety of files, records, charts and other documents; gathers, compiles and synthesizes data; maintains appropriate records and prepares reports as required.
- Coordinates public health program evaluation and planning; assists with grant applications.
- Assists County staff and representatives from other agencies; provides training, counseling, and professional assistance on technical skills and survey models; serves as a liaison between the Department and various organizations and agencies; serves on inter-agency work groups.
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, HIPAA policies, and all other confidentiality policy and procedures.

#### 4.0 PERIPHERAL DUTIES

Provide back up for related positions, performs duties related to public health or other emergencies within the county, and performs other duties as assigned.

#### 5.0 EDUCATION AND EXPERIENCE

Bachelor's degree in Public Health, Epidemiology, Science, Statistics, or related field (including evidence of completion of a series of coursework in biostatistics, epidemiology, research methodology, behavioral science, environmental sciences, and health services administration), and three (3) years of experience in public/community health field epidemiology, research in a public health environment, epidemiologic investigations or scientific and social research in a public health area;

**OR**

A combination of education, training and experience that would ensure the knowledge to perform the duties of the job. Must possess experience in epidemiological methodology and report writing.

Possess and maintain a valid driver's license.

#### 6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

**Requires Considerable knowledge of** the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description; laws, rules and regulations applicable to area of assignment including Public Health core functions, assessment, policy development and assurance; performance measurement and quality improvement methods; disease surveillance and outbreak investigation procedures.

**Maintains knowledge of** current area of work, such as statistical, medical and biological concepts, public health best practices, social determinants of health, asset-based community development principles and practices, trauma-informed/responsive practices, health equity, Grant program policies, procedures, and reporting standards for all sources of funding; principles and procedures for grant applications, administration, accounting, and records management; County policies and procedures; Federal, State, and County laws, codes, rules, and regulations related to environmental health; Principles and practices of database systems, computerized data compilation techniques, and statistical and spatial models for computer analysis; Techniques of investigating and analyzing complex public health problems and conditions; Public Health research protocols and statistical evaluation principles and methods; Surveillance program design and management; Infectious disease transmission patterns; Customer service and public relations methods and practices; and Record keeping and file maintenance principles and procedures.

**Must be skilled in Verbal and written communications** (i.e. presentations, reports, deliverable documentation, infographics, etc.); Using computerized data bases for disease monitoring and trend analysis; Understanding, developing, manipulating, and analyzing database information in a variety of data formats; Compilation, analysis, and presentation of technical and statistical information in reports; Interpreting technical instructions and analyzing complex variables; Data collection and analysis, and making appropriate recommendations; Assessing and prioritizing multiple tasks, projects, and demands; Operating a personal computer utilizing standard and specialized software; Establishing and maintaining effective working relationships with co-workers; Communicating effectively verbally and in writing; The use of Microsoft Office Suite for electronic communications and scheduling, creating professional documents, spreadsheets and charts using formulas, references, linking, and other advanced functions;

The use of numerical analysis software, and data visualization software; Data analysis and use of appropriate data sources and research methods; Evaluating community needs, leading community processes (such as a Community Health Assessment or Community Health Improvement Plan), and developing recommendations for short- and long-term prevention, policy, system, and or environmental strategies that address determinants of health; Use data, analytical skills, and systems-thinking to assess and identify problems, develop effective, creative, and resourceful solutions; Translate data into actionable key messages, or visual images; Receive, process, and provide complex visual, verbal, and written information.

**Ability to** present complex ideas in understandable and approachable ways that result in high quality effective communication with all audiences; Exercise discretion and maintain confidentiality when appropriate (such as resolving a problem with a contractor, etc.); Maintain a respectful demeanor, interact effectively with others, and recognize and attend to self-care when job stress, heavy workload and stressful situations occur. work independently or cooperatively as a member of a multi-disciplinary team; maintain confidentiality; and use appropriate safety equipment and follow established work safety policies, practices and procedures.

**Must possess** excellent computer skills including working knowledge of statistical, presentation, and other software necessary to carry out job duties. Must have the ability to Manage multiple priorities and prioritize tasks in order to ensure timeliness, quality and quantity of work.

## **7.0 BEHAVIORAL STANDARDS**

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits. The strong interpersonal skills necessary to nurture lasting relationships with community partners. Exercise skill and judgment in engaging effectively and respectfully with members of the public, community groups, co-workers, etc.; maintains excellent public relations in all situations, including unusual, complex, difficult or high-tension situations; Work effectively with diverse individuals and community organizations. Possess commitment to and demonstrate expertise in understanding root causes of health inequalities; advocate for equity related to age, disability, religious culture, ethnicity, sexual orientation, social class, indigenous background, national origin and gender; Work effectively in a team environment as well as independently; coordinate work with other employees, supervisors, and managers as appropriate;

## **8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a medical clinic setting and other areas throughout the community.

While performing the duties of this job, the employee is frequently required to stand for extended periods of time and move quickly. Employee sits, stands, climbs stairs and walks in providing service to clients and must be able to tolerate prolonged computer related exposure. May lift and carry supplies, and/or equipment weighing up to 50 pounds. May be required to run or move quickly in case of an emergency. May be exposed to a variety of environmental or chemical allergens.

**Work Environment:** The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job in an office setting and other locations throughout the community. May include exposure (protected) to communicable diseases and unhealthy population, to disturbing/uncomfortable issues or matters contrary to personal believes

Position may require work hours in excess of 8 hours per day or 5 days per week, or non-standard hours during emergencies; travel for training purposes and commute to other departments, government and private agencies/partners, and meetings.

Work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously

The noise level in all work environments will vary from low to moderately noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **9.0 SELECTION PROCESS**

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.