

## EPIDEMIOLOGIST

### FUNCTION OF THE JOB

Under direction, conducts ongoing and systematic assessment of the health of the community, including the timely collection, analysis, interpretation, dissemination and use of public health data; to design, implement and monitor public health epidemiological surveillance systems; to assist staff in recognizing and achieving program priorities, goals, and objectives; utilize data to help division achieve and maintain Public Health 3.0; to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Monitors disease trends to identify and investigate unusual patterns or presentations of disease in the community.
2. Participates in the planning, developing, writing and conduction of community health assessments and improvement plans, program evaluations, epidemiologic investigations, research projects, and grant proposals.
3. Participates in the development, implementation and management of health information systems for collecting, synthesizing, monitoring and disseminating health data.
4. Provides relevant health data for strategic planning, and policy and program development.
5. Writes applicable policies, procedures, proposals, technical papers, publications, and reports.
6. Apply knowledge of epidemiologic principles and methods to make recommendations regarding the validity of epidemiologic data. Make recommendations for effective, evidence based public health interventions.
7. Participates in public health preparedness-related surveillance and activities.
8. Participate in quality improvement initiatives and utilize data and trends to inform future programs.
9. Prepares written and oral reports and presentations that communicate necessary information to professional audiences, policy makers, staff, and the general public.
10. Creates data visualizations to help stakeholders understand and interpret data. Utilize technology to share data in a variety of formats.
11. Provide oversight for student research projects and public health experiences.
12. Provides technical assistance and training on data management, epidemiological methods, and statistical analysis to staff. Act as a resource on internal and external committees.
13. Establishes and maintains effective working relationships with staff, officials, governmental agencies, community organizations and the public.
14. Ensures compliance to the policies and procedures of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 in regard to protected health information.
15. Participates in planning, developing, coordinating, implementing and responding in a County chemical, biological, nuclear, radiological terrorism event or natural disaster.
16. May be called upon as a first responder for public health and/or emergency government public health outbreak or disaster response.
17. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of epidemiology and related methods of public health research and practice.
2. Thorough knowledge of public health principles, including foundational public health services, essential public health services, and core functions of public health.
3. Thorough knowledge of statistical theory and concepts, and their applications to public health surveillance and research.

## QUALIFICATIONS

### Essential Knowledge and Abilities (cont.)

4. Thorough knowledge of research design methods.
5. Comprehensive knowledge of statistical software programs for data analysis and tools for database management and reporting.
6. Comprehensive knowledge of program software, including electronic health record, internet, database, spreadsheet, and word processing programs.
7. Considerable knowledge of program management, including funding sources, grant proposal writing, program evaluation and fiscal management.
8. Considerable knowledge of supervisory and administrative principles, practices, and procedures.
9. Considerable knowledge of federal rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
10. Considerable knowledge of emergency government and incident command and first responder role and responsibilities.
11. Ability to summarize information and data in both written and oral forms and provide presentations tailored to specific audience.
12. Ability to plan, supervise and evaluate the work of others.
13. Ability to multitask in a fast-paced environment.
14. Ability to conduct complex technical research, interviews and surveys; gather and analyze information and make appropriate and comprehensive written and oral recommendations.
15. Ability to plan, implement, and evaluate programs and services covering a variety of areas.
16. Ability to prepare and maintain accurate records and reports.
17. Ability to plan, organize and coordinate the efforts of others in program assessment and data collection.
18. Ability to exercise independent judgement and show initiative.
19. Ability to establish and maintain effective working relationships with staff, health officials, governmental agencies, community organizations, and the public.
20. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

### Training and Experience

1. A master's degree from a recognized college or university with a specialization in epidemiology, biostatistics, public health, or a closely related field.