

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 05/11/2022

DISEASE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in oversight of the development and implementation of the County's disease control program. The incumbent assists in case investigations, assists in epidemiological investigations, surveillance and studies, and provides health information to the public. The work is performed under the direct supervision of the Director of Clinic Services with leeway allowed for exercise of independent judgment. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the oversight of the County's disease control program;
Performs case investigations of reported communicable diseases and illnesses;
Conducts and reviews surveillance activities to identify and monitor disease trends within assigned areas including data collection in the field;
Develops policies and procedures regarding communicable diseases;
Collects demographic information/ epidemiological information on community diseases and illnesses;
Alerts the NYS DOH regional office for medium or high alert diseases/ illness as well as abnormal clusters and unusual events;
Participates in a variety of meetings, committees, study groups and task forces in the community and acts as a resource as needed;
Prepares, evaluates, edits and makes reports regarding the collection, collation and analysis of all required documentation and reports relating to communicable diseases;
Develop health information and materials for the public relating to various diseases;
Assists in preparing annual information packet to school nurses in Oneida County;
Assists with annual staff training on blood borne pathogens and communicable diseases;
Assists with press releases, health advisories and website updates pertaining to community wide diseases and illnesses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local laws, rules and regulations regarding public health, surveillance, investigation relative to communicable and other diseases; good knowledge of epidemiology; good knowledge of public information and public relations techniques; good knowledge of current public health issues, problems and concerns within the community; good knowledge of community organizations and service providers related to public health and communicable diseases; ability to review, analyze and organize data; ability to prepare reports and other correspondence; ability to establish and maintain cooperative relations w/ community agencies and the public; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both verbally and in writing; sound professional judgment; initiative; resourcefulness; tact; courtesy; and integrity.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor' s degree in Nursing, Biology, Health or Public Administration, Health Science, Epidemiology, Public Health, Biostatistics or a closely related field **AND** one (1) year of full-time paid, or its part-time equivalent experience conducting data collection, analysis and reporting in support of surveillance and epidemiologic investigations.; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Nursing, Biology, Health or Public Administration, Health Science, Epidemiology, Public Health, Biostatistics or a closely related field **AND** three (3) years of full-time paid, or its part-time equivalent experience conducting data collection, analysis and reporting in support of surveillance and epidemiologic investigations.

NOTE: A Master's degree in Epidemiology, Public Health, Nursing, Biology, Biostatistics, Health or Public Administration, Health Science or a closely related field may be substituted for the experience as noted above.

SPECIAL REQUIREMENT: Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.

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