

EPIDEMIOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and professional work of a complex nature that involves the development and analysis of data relating to the study, control and prevention of disease in Oneida County. The incumbent will conduct statistical analyses of existing health and health services data, develop new data resources through data base linkages or acquisition, and support health planning, needs assessment and program development and evaluation. This position will coordinate services with other local community agencies and providers to provide passive and active disease surveillance and develop emergency action plans to address various situations, such as disease epidemics, bio-terrorism, etc. The work is performed under the general supervision of the Health Director. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops, evaluates, and monitors the Health Department's preparedness plans, which include emergency response policy, integration with other department functions;
- Plans, assigns, coordinates, and supervises in the investigation, reporting, control and prevention of communicable disease;
- Coordinates preparedness plans with local community and private agencies to address problems between agencies in order to establish and activate cohesive preparedness plans;
- Serve as liaison for the Health Department with other local departments, hospital, medical community, State agencies and other emergency response organization in matters relating to collecting and disseminating information and developing and implementing preparedness plans;
- Oversees collection of data and integration of information within departmental databases to enhance the Geographical Information System capacity;
- Identify gaps in a database and develop data resources with other agencies such as Department of Emergency Response, local hospital emergency rooms, medical offices;
- Evaluates and oversees surveillance of reported data to detect clusters of disease cases that may signify an outbreak or epidemic or bio-terrorism;
- Reviews laboratory reports and procedures related to communicable diseases;
- Conducts studies and makes evaluation of factors relating to both communicable and non-communicable disease;
- Consults and communicates with physicians on the diagnosis and treatment of communicable diseases;
- Acts as a liaison with public health agencies and other community or regulatory agencies;
- Makes presentations to various groups on the purposes and objectives of the epidemiology program;
- Attends and participates in professional, governmental, and community group meetings in order to promote epidemiology and communicable disease control;

TYPICAL WORK ACTIVITIES CONT.

Participates as a member of the infection Control Committee and other related committees as required;

Acts as a resource person on issues dealing with infection control, including participation in training and/or in-service programs dealing with infection control

Compiles departmental data using a personal computer, into various formats for reporting to departmental and state officials;

Retrieves appropriate information, using a personal computer from various areas, i.e. HIN.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of techniques, practices and procedures of administering a county wide epidemiology and communicable disease control section; good knowledge of the types of diagnoses and treatment, prevention and control of communicable diseases; ability to plan, assign, and supervise the work of others; ability to analyze and organize complex data and prepare reports; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to operate a computer; Integrity and good judgment in solving complex problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Epidemiology **AND** one (1) year of supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Health, a Biological, Medical, or Health related science, including or supplemented by four *(4) credit hours in epidemiology **AND** two (2) years of experience in communicable or non-communicable disease data collection and analysis **AND** one (1) year of supervisory experience; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Health, a Biological Science, Medical, or Business or Program Administration including or supplemented by *four (4) credit hours in epidemiology **AND** three (3) years of experience as listed in (B) above **AND** one (1) year of supervisory experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of an appropriate level NYS drivers license at time of application and license must remain valid throughout appointment, to meet the transportation requirements of the job.

SUBSTITUTION: *Four (4) continuing education units in Epidemiology from the Center for Disease Control may be substituted for the credit hours listed in (B) and (C) above.