



CLASS SPECIFICATION

Class Title: Epidemiologist III
Department: Health
FLSA: Non-Exempt

Class Code: 6636
Grade: 24
Eff Date: 03/11/03
Revised: 07/02/21

GENERAL PURPOSE

Under the general guidance and direction of the Communicable Disease and Epidemiology Division Director, performs administrative and technical duties in developing and implementing the Epidemiology Program for the Davis County Health Department.

This is not a career ladder position; advancement to this level is achieved only through promotion when a vacancy exists. Incumbents have advanced knowledge and skill in epidemiology; may supervise other staff during disease response situations.

EXAMPLE OF DUTIES

Recommends and prepares appropriate response to television, radio, and newspaper inquiries on epidemiological studies and disease outbreaks and control. Communicates and reviews appropriate response with the Communications Manager. Prepares reports and publications.

Consults with outside agencies (i.e., USDA, Utah Department of Agriculture, Utah Department of Health, Utah Office of Education, Centers for Disease Control and Prevention [CDC], local school districts and city councils) on disease or situations with public health implications.

Coordinates and monitors epidemiological investigations. Conducts disease investigations and assists other program staff as needed/directed.

Performs follow-up on communicable disease outbreaks. Organizes and directs efforts to assess urgent outbreaks, complaints and/or allegations of illnesses, and adverse health conditions. Performs onsite review of facilities and procedures; interviews patients, health care providers and others involved; and collects data from local agencies or other health entities.

Designs and implements tools for collecting data (e.g. defining the problem, developing a questionnaire, administering the analytical tools and the study research design). Analyzes and summarizes data obtained from epidemiological investigations and develops conclusions and recommendations for appropriate treatments and/or interventions as needed.

Determines prevalence and incidence of disease and/or adverse health conditions. Designs and implements a passive/active communicable disease surveillance system. Determines when and if appropriate to initiate surveillance of new disease syndrome.

Ensures all active and passive surveillance systems are maintained, complete, and accurate. Submits surveillance reports to the Utah Department of Health (UDOH) and CDC as required

Consults with physicians, hospital personnel, UDOH and other local health departments on public health priorities. Provides education to healthcare workers, day care centers, hospitals, and nursing homes regarding environmental hazards, communicable, and chronic diseases. Serves as the Department's consultant to community agencies/programs.

Assists with Quality Improvement projects and the development, tracking, and implementation of performance management goals.

Communicates epidemiological information obtained or developed by program staff to the UDOH as required by State statutes.

Coordinates and leads outbreak response teams and delegates team responsibilities. Plans, directs, oversees, and manages epidemiologic studies and urgent outbreak investigations, including emergency response.

Provides scientific, administrative, and program direction for assigned projects within the bureau.

Conducts advanced descriptive and comprehensive analyses (e.g. simple regression, stratified analyses to control for confounding, adjusted odds ratios, and relative risks) of surveillance data for multiple audiences.

During disease response situations: hires, trains and supervises employees; participates in staffing decisions including recruitment, promotion, training, scheduling, and employee retention. Conducts performance appraisals in compliance with all County policies, procedures and practices; establishes criteria to assess and maintain competency of bureau staff; directs methods and programs to assure appropriate professional training. Develops annual staff plan.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in epidemiology, public or environmental health, nursing, informatics, or a related degree, plus three (3) years of full-time public health experience in epidemiology, disease surveillance, or biostatistics, plus one (1) year work experience in a supervisor capacity.

An acceptable combination of education and experience may be considered. No substitution for supervisory experience. A Master's degree in a directly related field may be substituted for two years of experience.

Preference for a master's degree in public health or a related field.

2. Special Qualifications:

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: epidemiological statistical analysis; statistical software to manage data; epidemiology surveillance and data collection methods including interview techniques, questionnaires and statistical tools; emergency epidemiological investigation techniques; medical science surveillance system; infectious disease and environmental epidemiology; governmental and community agencies.

Skill in using all applicable software applications (including Microsoft Office products). Incumbents in the Epidemiologist III classification must possess competence using statistical software programs such as SAS, STATA, SPSS, R, etc.

Ability to: provide concise and accurate information on communicable disease and epidemiological studies; read, interpret, analyze and organize statistical data; read, interpret and write reports; direct and guide others in epidemiological case studies and analysis; present information to large audiences; exercise sound judgment; determine appropriate course of action in diverse situations; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain professional and effective working relationships with supervisors, other employees, other agencies, and the general public.

WORKING CONDITIONS

Exposure to contagious or infectious diseases, unknown, dangerous, and/or life-threatening conditions; may require use of protective devices. Occasional walk, stand, stoop, lift, carry, push, pull or otherwise move objects weighing up to 50 lbs. Maintain concentration for sustained periods of time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	07/02/2021
Department Approval:	Sarah Willardson
HR Generalist Approval:	Hollie McKinney
Classification Approval:	Marina Brito