EPIDEMIOLOGIST II
JOB DESCRIPTION

Job Title: **Epidemiologist II**

Pay Grade: **123**

FLSA: **Non-Exempt**

Job Code: **PH230**

Effective Date: **October 2007**

Revision Date: **October 2007**

NATURE OF WORK

Under general supervision, compiles, analyzes, interprets and reports public health data for health research projects, and presents synopses and recommendations; ensures compliance with State and Federal regulations and confidentiality standards.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- 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 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, and HIPAA policies and procedures.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment and involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:
This is the senior-professional level position in the Epidemiologist job series; incumbents work independently to manage complex assignments, and are required to maintain technical certification.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Epidemiology, Public Health, Biological Science, Mathematics, or related science field; AND three (3) year's professional experience in public health epidemiology programs.

Must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- 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.
- Record keeping and file maintenance principles and procedures.

Skills in:

- 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.