

MONO COUNTY
BARGAINING UNIT: MCPE
SALARY RANGE: Level 82A

Date Created: 08/26/20
FLSA: Exempt

PUBLIC HEALTH EPIDEMIOLOGIST

DEFINITION

A Public Health Epidemiologist:

- Utilizes epidemiologic, statistical and research methodologies and techniques to accomplish epidemiological research and surveillance objectives; plans and designs epidemiological studies; develops and conducts case control studies.
- Analyzes and interprets data (including reviewing, assessing, monitoring case reports, health statistics, demographic information and results of laboratory tests) to identify possible epidemic trends; makes recommendations for strategies and intervention to control contagious and other diseases; advises public health officials regarding potential or active epidemic trends and disease patterns, their characteristics, possible causation and potential remedial actions; may assess the impact of disease control interventions on the status of target populations.
- Prepares and presents oral and written reports describing surveillance data and the outcomes of epidemiological investigations to local, state, and federal public health officials and to the community.
- Serves as a resource and technical consultant on epidemiology to the department, public health officials, and other local and state community providers.
- Coordinates and maintains epidemiological data using information technology including but not limited to epidemiological software applications and comprehensive statistical software.
- Writes research related or grant funding proposals and collateral reports and/or correspondence based on epidemiological hypotheses and findings.

DISTINGUISHING CHARACTERISTICS

- Demonstrated ability to effectively communicate orally and in writing with public health and healthcare professionals and internal partners.
- Ability to perform data entry, data cleaning, and data quality assessment with attention to detail.
- Knowledge and application of Health Insurance Portability and Accountability Act (HIPAA) requirements and protection of health information.
- Knowledge and skills related to analysis of public health surveillance data.
- High level analytical and problem-solving skills.
- Ability to complete assignments in a timely and efficient manner.
- Ability to prioritize and manage multiple tasks and work independently.
- Demonstrate reliability and integrity.
- Prior knowledge and experience in use of CalREDIE preferred.
- Fluency in spoken English.

REPORTS TO

Public Health Director or designee

CLASSIFICATIONS DIRECTLY SUPERVISED

May directly supervise staff and provide lead direction to other staff as assigned

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Respond to special data requests including clarifying race/ethnicity, occupations, and underlying medical conditions of reported COVID-19 cases and deaths.
- Communicate effectively and efficiently with unit and team members via telephone and email.
- Clean data and maintain data quality and completeness.
- Analyze data as requested (e.g., to link birth record and death certificate data to CalREDIE COVID-19 cases to clarify race/ethnicity).
- Assist with the generation of data sets, data visualizations and written and oral reports.
- Be present at meetings, if applicable.
- Participate in conference calls with epidemiology and laboratory partners at CDPH or other local and federal partners as needed.
- Write research related or grant funding proposals and collateral reports and/or correspondence based on epidemiological hypotheses and findings.
- Perform other duties as directed by the Health Director and Health Officer.
- Collaborate effectively in a team environment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; correct hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; travel within Mono County as required for program implementation; frequent contact with staff and the public. Incumbent may work holidays or hours outside of the normal work schedule infrequently. All Mono County employees are Disaster Service Workers in the event of a disaster.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modes of disease transmission and epidemic patterns of disease in the community.
- Epidemiological features of infections significant to public health.
- Epidemiological trends and disease patterns, their characteristics, and possible causation.

- Design methodology and statistical methods used in epidemiological studies.
- Use and availability of demographic data; word processing.
- Computer programming and processing methods to generate, organize, and display complex statistical and other research data.
- Current epidemiological and related literature.
- Basic computer and modern office automation technology relevant to department operations computer-based comprehensive statistics, graphics and database software.

Ability and willingness to:

- Understand and apply pertinent local state rules, regulations and procedures to public health programs.
- Establish and maintain cooperative working relationships with staff; policy makers, public, and other community and public agencies and other local regional, state, and federal agencies.
- Speak in public and be comfortable with people of all ages, cultures, race/ethnicities, socio-economic backgrounds, genders, and temperaments.
- Communicate effectively in both oral and written forms.
- Organize workload and set priorities.
- Work independently as needed.
- Prepare and present reports.
- Maintain and organize records and files.
- Use social media, office equipment and Microsoft software programs
- Support and follow the Public Health Department's goals, guiding principles, and Mission-Vision-Values Statement.

Education and Experience

Possession of a master's degree from an accredited college or university in epidemiology, biostatistics or a related public health field (with a minimum of one year of course work in epidemiology and one year in biostatistics).

Special Requirements

Possession of a valid driver's license