



Epidemiologist

Class code: 525

Employee Group: SEIU

Salary Range: 26

I. Position Summary

Under direction, to conduct epidemiologic activities related to the investigation and analyzes of the patterns of disease, disability, and health outcomes; to promote and protect public health through research, community education and interventions; and, other related work as required.

II. Distinguishing Features

This is a professional journey level class. Incumbents perform a full range of complex analytical tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Employees in a professional journey level classification may be expected to provide guidance to clerical or technical staff; however, these responsibilities are ancillary to the main intent and focus of the position. Work is normally reviewed only upon completion and for overall results. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee.

III. Examples of Essential Position Duties

- Collects quantitative and qualitative data regarding outbreaks and other epidemiologic investigations; examines and evaluates data to analyze health issues.
- Assists in evaluating existing prevention strategies and makes recommendations based on quantitative and qualitative data and statistical analysis; provides trainings and technical assistance.
- Participates in the design and management of surveillance systems; monitors surveillance data; analyzes and reports findings from the systems.
- Conducts epidemiological investigations of specific diseases, injuries, and adverse health events.
- Oversees the development and tracking of program measures, including quality improvement measures, for statistical validity.
- Maintains required records and develops reports as needed.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires thorough knowledge of federal, state and local infectious disease reporting requirements including the symptoms, causes, means of transmission and control of communicable and chronic diseases; epidemiologic study design; statistical and data analysis; and, data collection. Ability to collect, monitor and interpret the data; apply statistical methods and research methodology; conduct investigations, qualitative analysis and quantitative analysis; develop the program; write concise and accurate progress notes and reports; maintain confidentiality; work independently and as a team member; exercise initiative, tact and good judgment in dealing with people from various backgrounds;

Jackson County – Epidemiologist

Page 2 of 2

handle multi-task situations well; understand and carry out detailed instructions of a technical and professional nature; understand and use advanced mathematics; operate office equipment including a computer; maintain accurate records; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; respond professionally and responsibly in crisis, emergency or dangerous situations.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A Master's Degree in public health or related field and one year of experience performing epidemiological or related work; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Ability to work in an office environment; to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the facility to another, reaching, kneeling, climbing of stairs and standing and sitting for extended periods of time. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Requires the ability to operate a motor vehicle. Sensory requirements include sound, odor and visual perception and discrimination, as well as oral communications ability.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people and communicable diseases.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 2/16