



WORKING TITLE: EPIDEMIOLOGIST	CLASSIFICATION: SENIOR MANAGEMENT ANALYST
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: PUBLIC HEALTH
PAY RANGE: OPEU 23	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Under direction, incumbents in this classification will analyze, report and disseminate data to describe the health status of populations as well as other data sets; will provide technical assistance to internal program evaluation processes; will serve as a data analysis consultant to public health programs to ensure quality of data collection and analysis; and will provide surge capacity to, or be a member of, the team responsible for communicable disease investigation and control. The Epidemiologist may represent the Health and Human Services Department at community meetings. Participates in Public Health Emergency Preparedness and Response activities as needed. Performs other tasks as required by the Public Health Manager, HHS Director, or Health Officer.

SUPERVISION RECEIVED:

Works under the supervision of Public Health Manager.

SUPERVISION EXERCISED:

May supervise work done by support or technical employees, volunteers or interns. May coordinate projects and or teamwork.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Collects, analyzes, reports, and disseminates data on community health indicators, determinants of health, community themes, health system assessment, health access, and forces of change.
- Develops public health risk assessment models; makes recommendations for health policy changes based on findings from local epidemiological studies and research.
- Supports Yamhill County Health and Human Services quality improvement efforts by tracking and reporting progress on quality initiatives and quality assurance audits; participating as part of the Public Health Quality Council; and using public health accreditation measures as a framework for achieving optimal quality.
- Participates and provides technical assistance to public health program evaluation and planning.

- Develops, implements, analyzes and reports department and community surveys.
- Supports the Health and Human Services Department grant application process by providing data and data interpretation to describe statement of need; and providing technical assistance in forming a plan for evaluation; and by facilitating a grant application review process to ensure complete, high-quality applications are submitted.
- Provides technical assistance on seeking and evaluating data-based interventions.
- Provides technical assistance on evaluating research results for the purpose of informing decisions.
- Develops, presents, and evaluates education and training for staff and community. Provides investigation and follow-up of reportable conditions, communicable diseases, and outbreaks according to Oregon communicable disease guidelines and reporting requirements. This may include analysis of outbreak data.
- Conducts investigations, assists with, or leads team-related activities such as quality improvement, performance management, emergency response planning, partner outreach and policy review and development, as required.
- Participates in the process for evaluation of requests for division participation health research, and subsequent implementation if a request is approved.
- Acts as project coordinator when assigned; develops project goals, objectives, and strategies with timelines for completion and leads a team to implement the time-limited project and develop a report of the process and outcome.
- Participates in Health and Human Services information releases in collaboration with the HHS Director or designee. Assists in providing data interpretation to the targeted audience.
- Organizes, trains, and manages volunteers as needed to meet program objectives.
- Organizes and otherwise facilitates community meetings as related to program area or as requested by Public Health Manager, including but not limited to setting agendas, taking meeting minutes, scheduling meeting sites, and other steps necessary to facilitate community collaborations.
- Assists with special health awareness and community-wide prevention projects, for example: tobacco reduction, immunization promotion, and emergency preparedness.
- Communicates regularly with Public Health Manager and co-workers.
- Prepares, writes and submits grant applications.
- Participates in public health emergency preparedness and response as needed.
- Performs other duties as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Works within the division to maintain the division's Performance Management System.
- Works closely with Public Health Manager, the HHS Director, Health Officer as well as key stakeholders and community members on strategic plan development, and policy development.

JOB SPECIFICATION

KNOWLEDGE OF:

- Science of epidemiology.
- Epidemiological study design.
- Data-collection design.
- Data management and analysis.
- Program and public health interventions evaluations.
- Public health accreditation
- Performance management systems.
- Strategic planning.
- Quality improvement best practices.
- Public health emergency preparedness, Incident Command System
- The seven competencies of health education.
- The 10 essential services of public health.
- Communication techniques, public information and public speaking methods, and materials preparation.
- Methods of effecting attitudinal and behavioral change.
- Current public health issues and concerns, including healthcare transformation.

SKILLED IN:

- Community health systems development.
- Community health assessment.
- Community collaboration, including meeting facilitation and coordination.
- Collective impact assessment.
- Quality improvement processes and tools.
- Preparing written materials including; reports, tables, and graphs.

ABILITY TO:

- Operate usual and customary office equipment.
- Utilize Microsoft Office systems at an expert level, including Word, Outlook, PowerPoint, Excel, and statistical software such as SPSS or SASS.
- Effectively communicate with coworkers, community members, and others both verbally and in writing.
- Prepare displays for presentation of visual and written materials, including 3-D displays, PowerPoint slide shows, brochures, and flyers.
- Establish and maintain cooperative working relationships with individuals from diverse groups and backgrounds whether members of the public, co-workers, or community groups.
- Work independently as well as an effective member of a team.
- Recruit, train, and supervise volunteers
- Attend work as scheduled and/or required

MINIMUM EXPERIENCE AND TRAINING:

A Master's Degree with a focus in epidemiology and two (2) years of work experience in epidemiology with a public health agency; **OR** A doctoral-level degree in epidemiology; **OR** other

non-epidemiology graduate degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to meetings and trainings, some of which may require overnight stays. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.