

# TANEY COUNTY HEALTH DEPARTMENT

## POSITION DESCRIPTION

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**JOB TITLE:** Epidemiologist

**DIVISION:** Epidemiology

**IMMEDIATE SUPERVISOR:** Community Outreach Manager

**STATUS:** Non-Exempt

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### ESSENTIAL FUNCTIONS

- I. Epidemiologic Related Activities 80% of Time
  - A. Educates and trains Health Department professionals, community partners, disease reporters, and volunteers in their assigned areas for epidemiologic outbreaks and regional emergency response related to epidemiology functions.
  - B. Evaluates TCHD available services, suppliers, capacity, and needs related to epidemiology program.
  - C. Manages or actively conducts disease surveillance activities related to communicable and chronic diseases.
  - D. Conducts investigations and analysis of bioterrorism, communicable diseases, data collection, statistical analysis, disease investigation, and other epidemiologic issues.
  - E. Acts as a resource for statistical analysis and gathering of requested information.
  - F. Assists division managers with program and health outcomes evaluation activities.
  - G. Assists with chronic disease program development, community health assessment, and Community Health Improvement Planning processes.
  - H. Keeps informed of emergency response activities and developments regarding disease surveillance and epidemiologic issues.
  - I. Prepare and presents formal and informal reports and presentations, addressing terrorism, epidemiologic, emerging infectious diseases, chronic diseases, data collection, emergency response and other relevant topics.
  - J. Liaison for regional healthcare providers and serves on regional emergency response team, assuring for timeliness, professionalism and accuracy of information.
  - K. Assists in policy development regarding relevant topics.
  - L. Initiates and maintains contacts with State and local agencies/officials as well as community physicians, hospitals, clinic staff, and regional healthcare providers concerning epidemiologic outbreaks and health emergency response capabilities.
  - M. Coordinates research and response efforts relating to communicable diseases and epidemiologic investigations including tracking and monitoring of current investigations.
  - N. Ensures the proper preparation, packaging, and tracking of clinical samples and specimens as part of TCHD communicable disease investigations, when necessary.
  - O. Prepares investigation reports and summaries on epidemiologic studies, evaluations, utilizing necessary computer applications.
  - P. Develops and maintains computer database of current and past investigations, provides computer analysis, identifies trends, and statistical tests on gathered information.
  - Q. Participates in regional bioterrorism and public health planning, implementation, and training exercises. Participates in 24/7 emergency response team for County.
  - R. Assists PIO and management team with the development and dissemination of health advisories, newsletters, press releases, and other official communications.
  - S. Attends conferences, seminars, and meetings for all topics listed.
  - T. Performs other epidemiological and professional functions as assigned.
  
- II. Emergency Planning Related Activities 15% of Time
  - A. Collaborates with community partners developing and participating in exercises and emergency response planning.

- B. Develops updates for the Emergency Response Plan.
- C. Monitors contracts with other counties. Assures that the contract priorities are accomplished.
- D. Maintains an awareness of the training requirements for the Emergency Response and ICS, assuring that all staff members are in compliance with all applicable requirements.

III. Management Support Activities 5% of Time

- A. Attends manager and board meetings to provide input and support with issues related to epidemiology and emergency response.
- B. Researches, compiles, and analyzes information for programs and managers as requested.
- C. Completes contract monitoring reports as required by contract deliverables and management.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

**KNOWLEDGE REQUIREMENTS**

- ◆ Computer literate. Familiarity with statistical analysis software packages.
- ◆ College degree in Biology, Healthcare, Biostatistical Analysis, or Emergency Preparedness.
- ◆ One year experience in Public Health or Masters Degree.
- ◆ NIMS Certifications.
- ◆ Valid driver's license.

**BUSINESS EXPECTATIONS**

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

**WORK ENVIRONMENT**

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Above average exposure to weather and temperature extremes.
- ◆ Above average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Average exposure to cramped spaces.

**PHYSICAL EFFORT**

- ◆ Above normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above normal physical agility: ability to maneuver body while in place.
- ◆ Above normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.

- ◆ Above normal endurance.

**MENTAL EFFORT**

- ◆ Above average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above average memory, considering the amount and type of information.
- ◆ Above average complexity of decision making.
- ◆ Above average time pressure of decision making.
- ◆ Above average analytical thinking.
- ◆ Above average conceptual thinking.
- ◆ Above average judgment in the evaluation of interpersonal relationships.

**COMMUNICATION**

- ◆ Above average verbal communication.
- ◆ Above average public-speaking skills.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

**SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions with or without reasonable accommodation under the Americans with Disabilities Act.

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Employee's Signature

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Date

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Manager's Signature

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Date