



# Position Description

Canton City Public Health  
Final

<b>Position Title:</b>	Epidemiologist 1	<b>Position #:</b>	896
<b>Working Title:</b>	THRIVE Epidemiologist	<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Office of Public Health Information	<b>Reports to:</b>	THRIVE Project Manager
<b>Employment Status:</b>	Full Time	<b>Pay Grade:</b>	R5
<b>Funding Source:</b>	Grant Funding – Stark County THRIVE		
<b>This position description was last approved by the Board of Health on:</b>			July 27, 2018

**Position Summary**

Incumbent serves as an entry-level epidemiologist responsible for carrying out a range of investigative and analytical epidemiologic activities related to the surveillance, detection, and prevention of diseases and injuries. Incumbent works as a team or project member, conducting routine epidemiologic functions comprising surveillance, data collection, data analysis using basic epidemiologic methods, and assistance with epidemiologic investigations.

**Essential Duties and Responsibilities**

90% The purpose of this position is to conduct epidemiologic investigations used in preventing and controlling specific communicable and chronic diseases, injuries, and other health conditions and in planning health programs. Results of work efforts aid in the monitoring of health status and its correlates, identifying trends or outbreaks of diseases or other adverse health events, and providing data and information about corrective actions or programs to promote and protect public health.

- Participation in Epidemiologic Investigations
  - Participates in developing epidemiologic investigations. Uses established scientific and technical methods and practices to identify and evaluate a wide range of health conditions within an assigned program area, to recognize public health problems pertinent to the population, and to determine feasibility of and approach to epidemiologic investigations.
  - Participates in conducting outbreak and other epidemiologic investigations by assisting with onsite review of facilities and procedures; interviewing patients, health-care providers, and others involved; and assisting in collecting data from local agencies or other health entities.
  - Performs analyses by using statistical techniques commonly employed in epidemiologic evaluations to interpret and analyze observed health phenomena. Uses databases for analysis of health problems. Uses surveillance systems to collect disease or health outcome data. Generates descriptive analyses of surveillance data for a variety of audiences.
- Participation in Surveillance Activities
  - Identifies surveillance data needs, implements new or revises existing surveillance systems, reports key findings from the surveillance system, and supports evaluation of surveillance systems.
- Consultation on Scientific and Technical Issues
  - Provides scientific advice and technical assistance to various public, private,



# Position Description

Canton City Public Health  
Final

and nonprofit health and health-related state and local agencies and organizations. Advice and assistance relates to epidemiologic expertise in assigned programs or issues where type of resources provided and impact on communities are established and where assistance requires the application of established scientific and technical methods and practices. May also serve as a scientific consultant for a public health program or project where technical and other characteristics pose previously encountered difficulties in carrying out the program.

- Presentation, Publication, and Dissemination of Data and Epidemiologic Findings
    - Conducts literature reviews and assists in preparing reports from analyses of surveillance data, literature reviews, and other information using behavioral science, demographic and epidemiologic analytic techniques, and evaluation. Follows direction from senior scientists and integrates other perspectives. Makes oral presentations to diverse audiences, both scientific and nonscientific. Prepares responses to requests for information.
- 5% • Participation in Administrative and Program Projects and Activities Related to Technical, Scientific, and Programmatic Expertise
  - Participates in writing grants and other funding proposals. Participates on internal and external committees and workgroups related to areas of expertise.
- Exercise of Staff Leadership
  - May provide administrative leadership and technical guidance to lower-level professional, technical, and administrative support staff, as assigned.
- 5% Performance of Other Duties as Assigned.

**Other Duties and Responsibilities** Incumbent will be expected to respond to public health emergencies. Incumbent may take on leadership roles for various operational aspects of a public health response as assigned. Incumbent may assist other operating divisions to provide program support as assigned. This position will have access to a senior level epidemiologist.

**Minimum Qualifications** A master’s degree in public health (MPH) or a master’s of science degree in public health (MSPH) with a focus on epidemiology or analysis and assessment.

OR

Bachelor’s or other non-epidemiology professional degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) without formal academic epidemiology training and with ≥ 3 years’ experience in a local public health department. Must complete the Principles of Epidemiology training course from the Centers for Disease Control (CDC) and at least one advanced epidemiological training course as specified by the department within one year of appointment.

Must have a valid Ohio driver’s license.

# Position Description

- Preferred Qualifications**
- Training in Incident Command System (ICS) level 200 or greater.
  - Previous experience in SAS data analysis.

**Key Competencies** The following Council on Linkages Core Competencies (Adopted June 2014: [http://www.phf.org/resourcestools/Documents/Core\\_Competencies\\_for\\_Public\\_Health\\_Professionals\\_2014June.pdf](http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf)) for this position include:

- Analytic / Assessment Skills: Tier 1 competencies
- Policy Development / Program Planning Skills: Tier 1 competencies
- Communication Skills: Tier 1 competencies
- Cultural Competency Skills: Tier 1 competencies
- Community Dimensions of Practice Skills: Tier 1 competencies
- Public Health Sciences Skills: Tier 1 competencies
- Financial Planning & Management Skills: Tier 1 competencies
- Leadership & Systems Thinking Skills: Tier 1 competencies

The following Professional Competencies for this position include:

- Competencies for Applied Epidemiologists in Governmental Public Agencies (AECs) Tier 1 Entry-Level Epidemiologist. (<http://www.cdc.gov/AppliedEpiCompetencies/>)

Canton City Health District has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

**Work Environment:** Incumbent may be exposed to communicable diseases during outbreak investigations. Incumbent must be willing to receive vaccinations for communicable diseases, as necessary and appropriate. Incumbent may be required to obtain security clearance with local, state, and federal agencies for emergency preparedness. Incumbent may work for long periods sitting at a computer. Incumbent may be required to travel for training and regular meetings.

**Approval:** This position description was approved by the Board of Health on: **07/27/2018**

**Revision History:** Dates of prior approved versions:



# Position Description

Canton City Public Health  
Final

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date