



Position Description

Position Title:	Community Epidemiologist I		Position #:	940
Working Title:	Community Epidemiologist I		CS Status:	Classified
Division or Unit:	OPHII		Reports to:	Director of OPHII
Employment Status:	Full-time	Pay Grade:	R5	FLSA Status: Exempt
Funding Source:	Public Health Workforce (WF) Grant			
This position description was last approved by the Board of Health on:			September 27, 2021	
Approved by the Canton Civil Service Commission:			October 20, 2021	

Position Summary: Under direct supervision of a senior epidemiologist, participates in public health investigations and surveillance, by gathering data, analyzing, summarizing and presenting findings to health department leadership and community stakeholders, with the goal of identifying trends and promoting prevention recommendations. Responsible for carrying out a range of investigative and analytical epidemiologic activities related to the surveillance, detection and prevention of diseases, injuries and other community concerns.

Essential Duties and Responsibilities: 80% The primary role of this position is to conduct epidemiologic investigations used in preventing and controlling communicable and chronic diseases, injuries, and other health conditions. Monitor health status and its correlates, identify trends or outbreaks of diseases or other adverse health events and provide data and information about corrective actions or programs to promote and protect public health. Present and display data across multiple platforms (written and verbal reports, GIS, Tableau, PowerBI, PowerPoint, etc) to inform program planning efforts, community assessments, policy decisions, department resource allocations, evidence-based practices and health interventions.

- Monitor various infectious disease surveillance systems (i.e.: EpiCenter, ODRS, NRDM, NRDM, and other dashboards) for significant disease trends and early detection of emerging infectious disease in the community.
- Investigate, coordinate, and/or assist with reported disease outbreaks or suspected anomalies or clusters. Review findings and identify appropriate internal partners for follow-up. Contact healthcare providers as needed to gather additional information. Educate institutions on outbreak response procedures and gather outbreak information where necessary.
- Collect and analyze reportable infectious disease data for disease reports, and summaries.
- During outbreak response, coordinate with emergency preparedness staff and nursing staff as needed; coordinate laboratory testing, identify interventions, conduct surveillance and data collection and report to key stakeholders. Conduct outbreak interviews with persons infected with or suspected of having a communicable or infectious disease. Assess and communicate restriction instructions to infected individuals and employers in alignment with the Ohio Infectious Disease Control Manual.
- Conduct basic statistical analyses (e.g. univariate, bi-variate, and stratified) using software such as SPSS, R, SAS, Epi Info, etc.

- Create innovative data visualizations, utilizing tools such as dashboards, mapping, infographics, etc.
- Identify new data sources, including available dashboards and data sets that can be used to advance CCPH programming and surveillance. Incorporate this data into current reports or creates new reports to share and disseminate information.
- Interpret and present findings of investigations and data analysis to various audiences on various health topics.
- Attend state and regional epidemiology meetings and trainings.
- Approach all projects through a health equity lens.

- 10%
- Collaborate with internal and external partners on special projects as assigned.
 - Participate in various CCPH committees.
 - Participate in writing grants and other funding proposals.

- 10%
- Other duties as assigned.

Other Duties and Responsibilities:

- Incumbent will be available for emergency service during routine and non-routine hours of operation including 24/7/365 availability.
- 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:

- Bachelor's degree in the biological sciences, environmental health, nursing or related applied science.
- Completion of CDC Principals of Epidemiology within 90 days of hire.
- Completion of at least one graduate level epidemiology course within one (1) year of appointment.
- Completion of at least one graduate level biostatistics course within one (1) year of appointment.
- Valid driver's license.

Preferred Qualifications:

- Master's degree in Public Health (MPH) or Masters of Science Degree in Public Health (MSPH) with a focus on epidemiology or analysis and assessment.
- Previous experience with SAS, SPSS, R or other statistical software.
- Previous experience with GIS mapping, Tableau, Power BI and/or other data visualization tools
- Training in Incident Command System (ICS).

Key Competencies: The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A2, 1A5, 1A7, 1A9, 1A10, 1A12, 1A13, 1A14, 1B1, 1B3, 1B4, 1B6, 1B8, 1B11
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A5, 2A6, 2A9, 2A10, 2A12
- Communication Skills: 3A1, 3B2, 3B3, 3B4, 3B5, 3B6
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A6
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A4, 5A5, 5A7, 5A9, 5B3
- Public Health Sciences Skills: 6A1, 6A2, 6A3, 6A5, 6A6, 6A7, 6B5, 6B9
- Financial Planning and Management Skills: 7A2, 7A3, 7A6, 7A11, 7A12,
- Leadership and Systems Thinking Skills: 8A3, 8A4, 8A5, 8A6, 8A8, 8A9, 8B1, 8B2

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1B2, 1B3, 1B4
- Accountability: 2A1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7
- Equity, Ethics and Fairness: 3B1, 3B2, 3B3, 3B4, 3B5, 3B6
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

The following Professional Competencies for this position include as Tier 1 are below: Competencies for Applied Epidemiologists in Governmental Public Agencies (AECs) Tier 1 -Entry-Level Epidemiologist. ([AECTier1.pdf \(ymaws.com\)](#))

- Assessment and Analysis: A1, A3, B2, B3, B4, B5, C1, C3, C4, C5, C6, D1, D2, D4, D5, D6, D7, D8, D9, E1, E2, F1, F2, G3, H1, I3, I4, I5
- Basic Public Health Sciences: A1, A2, A4, A5, B1, B4, C1, C2, C3, C4
- Communication: A1, A2, A5, B1, B2, C1, C2, D1, D2
- Community Dimensions of Practice: A1, A2, B2
- Cultural Competency: A1, B1, C1, C2, C3, C7, D1, D2, E, G1, G2
- Financial and Operational Planning and Management: A3, A4, A5, B2, C2, C4, C5, C6, F1, F2
- Leadership and Systems Thinking: B1, B2, C1, D1, D2, D4, E2, F2a-f, F3
- Policy Development: A1, A3, A5

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 will be required to travel for training and regular meetings.



Position Description

Canton City Public Health
FINAL

Approval: This position description was approved by the Board of Health on: **09/27/2021**

Revision History: Dates of prior approved versions:

Employee Statement:

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

Employee Signature

Date

Printed Name