



Position Description

Canton City Public Health
Final

Position Title:	Epidemiologist 2	Position #:	896
Working Title:	Epidemiologist 2	CS Status:	Classified
Division or Unit:	OPHI	Reports to:	Health Commissioner
Employment Status:	Full Time	Pay Grade:	R6
Funding Source:	Grant and general revenue		
This position description was last approved by the Board of Health on:		August 29, 2016	

Position Summary Incumbent serves as an intermediate-level professional epidemiologist, responsible for carrying out a broad and complex range of investigative and analytical epidemiologic activities related to the surveillance, detection, and prevention of diseases and injuries. Incumbent works independently or as an experienced team or project member, providing epidemiologic expertise for specific programs or more complex individual epidemiologic analyses. This level of epidemiologic work includes developing and designing methods of collecting, analyzing, and disseminating data and requires general — and in some cases specific — understanding of program processes and methods for prevention, intervention, and control of diseases of public health importance.

Essential Duties & Responsibilities 50% The purpose of this position is to conduct epidemiologic investigations used in the prevention and control of communicable or chronic diseases, injuries, and other health conditions and in the planning of health programs. Investigations are designed to identify, analyze, and report public health issues and problems, resulting in improved monitoring of health status and its correlates, identification of trends or outbreaks of diseases or other adverse health events, provision of data and information about corrective actions or programs to alleviate adverse health effects, and proposal of practices or policies based on such data and information that will promote and protect public health.

- Conduct of Epidemiologic Investigations
 - Plans and conducts epidemiologic studies and urgent outbreak investigations to address important and practical public health problems and to plan programs. Participates in the planning of epidemiologic investigations. Identifies and evaluates a wide range of health conditions within an assigned program area to recognize public health problems pertinent to the population and to determine feasibility and approach to epidemiologic investigation. Collaborates with scientists in the survey or investigation design process, including conducting a search or review of existing literature and data in a scientific area, determining methodological techniques and processes, and designing questionnaires and other data-collection instruments. Designs, manipulates, and uses databases for analysis of health problems to assess the potential public health impact. Conducts epidemiologic outbreak investigations; performs onsite review of facilities and procedures; interviews patients, health-care providers, and others involved; and collects data from local agencies or other health entities. Performs statistical analyses related to complex analytical investigations involving highly specialized scientific data. In

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addition to using known techniques for analyzing epidemiologic investigation data, adapts or combines a variety of existing statistical methods to fulfill specific project needs. Designs, manipulates, and utilizes 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
 - Participates in the design, management, and use of surveillance systems for diseases of public health importance. Identifies program surveillance data needs, designs instruments for the collection of surveillance information and data, and implements new or revises existing surveillance systems. Conducts advanced descriptive and comprehensive analyses (e.g., simple regression, stratified analyses to control for confounding, adjusted odds ratios, and relative risks) of surveillance data for multiple audiences. Reports key findings and performs evaluations of the surveillance system.
- Provision of Epidemiologic Consultation on Scientific and Technical Issues
 - Provides scientific advice and technical assistance to communities and outside partners with respect to surveillance and other epidemiologic data and evaluation expertise. Effective advice and assistance requires the application of program and epidemiologic expertise to complex public health issues, with an understanding of the appropriate cultural/social/political framework, as well as the ethical/legal issues related to epidemiologic data collection, dissemination, and use. Consults on technical problems where solutions may not conform to established protocols and may require the modification of approaches or applications in a specialty area. Provides epidemiologic advice and assistance in the resolution of technical issues that include significant barriers to program or project delivery. Provides consultative services on large and difficult programs or projects that have unusually demanding technical problems or issues.
- Development and Dissemination of Data and Epidemiologic Findings
 - Conducts literature reviews for program planning, for preparation of publications, and for evaluation. Designs and prepares reports from analyses of surveillance data, literature reviews, and other information. Makes oral presentations to diverse audiences.
- Participation in Administrative and Program Projects and Activities (related to technical, scientific, and programmatic expertise)
 - Participates in writing grants and other funding proposals and develops requests for proposals and contracts for data analysis and evaluation



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projects. Participates on internal and external committees and workgroups related to areas of expertise. Participates in program evaluation, conducts literature reviews, designs methods, and analyzes data to evaluate program progress and effectiveness. Coordinates state program planning efforts with respect to surveillance and other epidemiologic data and evaluation. Develops and conducts training for local staff in the conduct of investigations and appropriate methods of controlling diseases and preventing injuries.

- Exercise of Technical Leadership
 - May provide technical leadership and guidance and coordinate work of Epidemiologist I, professional staff, or technical and administrative staff, as assigned.

40% Function as an epidemiologist in the Public Health Emergency Preparedness program (PHEP) by working with the Ohio Department of Health, other local health departments in Stark County, and the community to assure compliance with PHEP goals and objectives.

10% Performance of Other Duties as Assigned.

Other Duties & Responsibilities

- Will respond to public health emergencies. May lead various operational units in public health emergency response activities.
- Other duties may be assigned by the Health Commissioner as needed.

Minimum Qualifications

A master's degree in public health and ≥ 2 years' work experience in epidemiology in 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 with at least 4 years' experience performing epidemiologic work under the guidance of a more senior epidemiologist.

Preferred Qualifications

Training in Incident Command System (ICS) level 200 or above. Knowledge of SAS, SPSS, Epi-Info, or other epidemiologic statistical software.

Key Competencies

The following Council on Linkages Core Competencies (Adopted June 2014: http://www.phf.org/resourcestools/Documents/Core_Compencies_for_Public_Health_Professionals_2014June.pdf) for this position include:

- Analytic / Assessment Skills: Tier 2 competencies
- Policy Development / Program Planning Skills: Tier 2 competencies
- Communication Skills: Tier 2 competencies
- Cultural Competency Skills: Tier 2 competencies



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- Community Dimensions of Practice Skills: Tier 2 competencies
- Public Health Sciences Skills: Tier 2 competencies
- Financial Planning & Management Skills: Tier 2 competencies
- Leadership & Systems Thinking Skills: Tier 2 competencies

The following Professional Competencies for this position include:

- Competencies for Applied Epidemiologists in Governmental Public Agencies (AECs) Tier 2 Mid-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: **08/29/2016**

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