

CHIEF EPIDEMIOLOGIST

GENERAL STATEMENT OF DUTIES: Plans, develops, implements and monitors community programs of disease control, surveillance, prevention and epidemiological investigation of disease problems of community health significance; provides educational services relative to ongoing and projected disease control activities; serves as staff epidemiologist under general direction of the Medical Health Officer; performs related duties as required.

STATEMENT OF TASKS:

Assists in implementation of chronic and communicable disease policies and procedures;
Monitors unusual disease activity in the community;
Provides consultation to health professionals, schools and personal health care programs in all aspects of disease programming and epidemiological study;
Provides technical assistance in community disease investigations including areas of infectious disease outbreaks, communicable disease data gathering, chronic disease, chemical exposure and other environmental hazards;
Develops and maintains a system to monitor and evaluate conditions conducive to spread of disease;
Advises the department on a continuing basis of potential or active epidemic trends and disease patterns, their characteristics, possible causes and potential remedial action;
Oversees epidemiology work plan development and implementation for the department;
Supervises staff as assigned.

<p>The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee may be required to perform.</p>

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Complete knowledge of the principles, skills and practices of public health epidemiology;
Working knowledge of SAS and R statistical analysis.
Thorough knowledge of the principles, skills and practices of communicable and chronic disease control;
Considerable knowledge of the statistical methods and research design models used in modern epidemiology including working understanding of SAS and R statistical analysis;
Ability to be an effective leader and work cooperatively with community partners and the public;
Ability to identify public health areas in which improved data collection or statistical analysis may benefit the department;
Ability to compile pertinent information and prepare and present oral or written reports, and act as resource consultant to the department;
Ability to formulate and direct field investigations and evaluation studies;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Master's degree in Epidemiology or Public Health –**AND**- three (3) years as an Epidemiologist in a public health setting.

-OR-

Master's degree in other quantitative health sciences, for example, Medical Geography or Medical Statistics –**AND**- 5 (five) years in a professional position in a Public Health setting.



Human Resources Director

Established: September, 2019
Revised: February 2, 2021