

## **GENESEE COUNTY**

### **EPIDEMIOLOGIST (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional level work with responsibility for development, planning implementation, oversights and coordination of data collection and analysis and performance standards of departmental communicable disease-related programs, as well as of activities relative to community health assessment and community health improvement plan programs. The incumbent performs epidemiologic and outbreak investigations, promotes public education, encourages community awareness and implements disease prevention and control measures. Works with NYS DOH and County Directors to improve surveillance on COVID-19 and other communicable diseases. Provides feedback on data points, functioning and usability of data dashboard and design. Work is performed under the supervision of a Supervising Public Health Educator or other high level Health Department administrator. Supervision may be exercised over technical and clerical personnel. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements and coordinates programs and procedures related to surveillance of communicable disease threats, including, but not limited to, arthropod-borne diseases, hepatitis, central nervous system (CNS) diseases, enteric infections, vaccine-preventable diseases, viral infections, influenza and bioterrorism;

Coordinates services of physicians, communicable disease nurses, governmental agencies, schools and other community organizations to ensure cohesive program implementation;

Initiates and develops participation and cooperation of professional groups, governmental agencies, community organizations, educational institutions, etc., in the development and implementation of the community health assessment, community health improvement plan, and public health summits;

Develops and implements performance standards, systems and procedures to monitor and evaluate programs; conducts periodic program reviews for quality assurance control;

Evaluates program effectiveness and recommends changes in organization and procedures to meet program objectives; oversees the work of the Quality Improvement Committee;

Directs active and enhanced surveillance activities which include organizing, overseeing and coordinating staff to perform epidemiologic surveillance and investigations;

Investigates and oversees investigations of suspect cases of communicable diseases;

Performs school district surveillance and syndromic surveillance and analysis for indicators of bioterrorism incidents and early detection of community trends and outbreaks;

Prepares and analyzes epidemiological and statistical reports, morbidity reports, method data reports, flu season reports and data, and assists with the preparation and analysis of grants and fiscal reports; Leads the department in authoring scientific journals, and abstracts;

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**TYPICAL WORK ACTIVITIES, Cont'd:**

Prepares and analyzes epidemiological and statistical reports, morbidity reports, method data reports, flu season reports and data, and assists with the preparation and analysis of grants and fiscal reports; Leads the department in authoring scientific journals, and abstracts;

Provides analysis and review of grant proposal data sections and data section write-ups;

Uses computers, software, and online systems to support Health Department program, data collection, reporting, etc. Represents the Health Department at program related meetings and conferences with healthcare organizations, governmental agencies, community groups and the public;

Prepare and analyzes epidemiological and statistical reports, method data reports, opioid overdose reports and data, and assist with the preparation and analysis of grants and fiscal reports;

May serve or serve as a member of the on-call team;

Does related work as needed.

**Incumbent in lead program will perform these duties:**

Responsible for managing day to day activities involving the Lead Poisoning Prevention Program, which includes, but not limited to;

Implementing and promoting outreach and education activities;

Collaborating with community stakeholders;

Completing reports, collect, analyze and disseminate qualitative and quantitative data regarding program performance;

Responsible for quote collection for ordering of program supplies and equipment.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of public health principles, practices, and administration; Thorough knowledge of epidemiology; thorough knowledge of public health principles of planning, organizing, and implementing disease control programs; knowledge of public health methods of disease detection, prevention and control; ability to gather information; evaluate data and make appropriate inferences; ability to establish and maintain effective working relationships; ability to understand and interpret complex written regulations; ability to communicate effectively both orally and in writing; ability to act as a liaison; represent the Department, and communicate effectively with the public, legislatures, the press, outside agencies and other County departments; ability to prepare written reports, ability to plan and oversee the work of others; ability to use computer applications; initiative; resourcefulness; sound professional judgement; tact and courtesy.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to **50** pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM QUALIFICATIONS: EITHER:**

- A.** Possession of a Master's Degree or higher from a regionally accredited or New York State registered college or university in Public Health, Health Administration, Epidemiology or related field;

**OR:**

- B.** Possession of a Master's Degree from a regionally accredited or New York State registered college or university **AND** minimum of one (1) year health related experience.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:**

- 1.) Possession of a valid New York State Driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class  
Adopted 11/1/24