

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Coord. of Epidemiological Services</u>
Sch.& Grade	<u>PAT-9</u>
Class Code	<u>BE22</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Coordinates and conducts training/educational sessions, surveillance, investigations and analysis for Disease Control or Bioterrorism program areas; including communicable, chronic, or environmentally induced diseases and injuries; and evaluates information in order to make recommendations for proper local and/or regional prevention, response and control methods. Assists in policy development regarding epidemiological services. Functions as liaison with appropriate regional partners as assigned.

SUPERVISION:

Under general supervision of the Administrator of Community Health and Epidemiology for assigned program area.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates investigative research and response efforts relating to communicable disease and epidemiological investigations including tracking and monitoring current investigations with the communicable disease team.
2. Develops and maintains contacts and inter-agency coordination with state, regional, and local officials and agencies as well as community physicians, hospital staffs, and health care providers concerning epidemiology and health emergency response capabilities including current surveillance and reporting systems as assigned.
3. Participates with departmental program managers, epidemiologists, field staff and other concerned individuals on appropriate methods of investigation, prevention, control or alleviation of epidemics, disease outbreaks or other public health hazards.
4. Assists in policy development relating to terrorism, regional emergency response planning, communicable, chronic, or environmentally induced diseases or illnesses.
5. Maintains a computer database of current and past investigations and provides computer analysis identifying trends and statistical tests on information gathered.
6. Coordinates and conducts in-depth investigations of identified disease clusters utilizing approved epidemiological methods including gathering information and/or biological specimens with travel to on-site locations as required.
7. Prepares final investigation reports and summaries on completed epidemiological studies/evaluations.
8. Keeps informed of current developments regarding epidemiology, infectious diseases, bioterrorism, and surveillance issues and attends training through conferences, seminars, meetings etc. as required.
9. Prepares and presents both formal and informal reports/presentations, using appropriate computer software, to address bioterrorism, surveillance, data collection, emergency response, epidemiological and other related topics.
10. Serves on the 24/7 response team and other committees as needed.
11. Participates in regional judicial, bioterrorism and public health planning, implementation, training and exercises.
12. Trains and educates health care professionals, public health professionals, community partners, disease reporters and volunteers in their assigned areas for bioterrorism or other regional health emergency response.
13. Travels to off-site locations to conduct field investigations and attend out of town meetings.

IMPORTANT FUNCTIONS:

1. Provides training/education, consultation and information to medical providers, health department staff, government officials and the general public to enhance knowledge of epidemiological issues.
2. Coordinates with other members of the communicable disease, bioterrorism/emergency response team, and health department staff as a team member.
3. Performs minor office administration tasks such as copying, filing, faxing, etc.
4. Attends training, conferences and meetings concerning infectious diseases, epidemiology and bioterrorism for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles and methods relating to communicable disease and control, epidemiological investigation, bioterrorism and environmental assessment techniques; research and analytical methods relating to public health and epidemiology; scientific methods and pathobiology of disease occurrence.

Abilities

Gather, analyze and interpret complex health data and draw appropriate conclusions; effectively conduct research and investigations; perform duties with considerable independence within established parameters; exercise discretion and utilize sound, independent judgment regarding matters of significance; make effective recommendations and decisions; read, understand, and interpret a variety of written information and ideas expressed in writing; utilize appropriate computer software applications; take appropriate safety precautions; follow oral and written instructions; prepare and deliver effective presentations; communicate effectively both verbally and in writing; deal effectively and courteously with associates, health professionals, the general public, and outside agencies; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Public Health, Nursing, Biology, Chemical Sciences, Medical Technology or a related science area plus three years of applicable experience that includes regular involvement in epidemiology related matters. A Master’s Degree in Public Health, Nursing, Epidemiological Sciences, or a related area may be substituted for up to one year of the experience requirement. Recent epidemiology/communicable disease control experience is desirable.

Physical Requirements

Performs bending, kneeling, sorting, twisting and reaching from ground level to overhead; holds and grip objects; must be able to lift, carry, push, and pull approximately 30 pounds; distinguishes colors due to body fluids and certain screening tests; ability to operate a computer keyboard.

Working Environment

Both indoor and outdoor working environment with possible exposure to extreme weather conditions; subject to chemical hazards associated with cleaning supplies and antiseptics as well as safety hazards involved with working with needles and body fluids; possible exposure to disease due to contact with symptomatic and asymptomatic patients; subject to strong fumes and odors.

Licensing/Certification

Must possess or have the ability to obtain and maintain, at the earliest opportunity available, certification in “Principles of Epidemiology” and “Applied Epidemiology” or equivalent specialized training as determined by the Health Department; also requires training on the Missouri Health Surveillance Information System (MOHSIS) and Emergency Response Data Collection System (ERDCS) or other current systems.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator’s License; must provide a personal vehicle for transportation purposes as required and be able to locate addresses.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4344
Comments:	Updated Abilities	Date: June 14, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____