

GENERAL DESCRIPTION OF CLASS

The EPIDEMIOLOGIST 2 plans, develops, conducts, and prepares reports on epidemiological studies; coordinates the work of staff involved in such studies, and provides consultation and assistance to others in the planning, development, and conduct of such studies.

DISTINGUISHING FEATURES

This is the second level of a two-level series. This class is distinguished from the lower level by having responsibility for coordinating the work of other epidemiologists, serving as a project leader and to conducting technical aspects of the work without consultative assistance.

DUTIES AND RESPONSIBILITIES

- 1. Project Coordination.** Typical tasks: plans staff assignments for specific epidemiologic studies; establishes timetables for completion of study components; reviews, evaluates, and approves tasks completed by project staff; develops and implements procedures for quality control measures to be carried out by staff; evaluates staff performance through performance appraisals; provides on-the-job training to staff.
- 2. Epidemiologic Studies.** This includes independent investigation of outbreaks, performance of formal case control, or cohort studies of significant health issues, and surveillance of health problems. Typical tasks: identifies specific health issues that are a priority for epidemiologic study; determines the most appropriate way to study an identified health question; plans the epidemiological study of the question, including identification of the study population, questionnaire design, analytical design, identification and organization of resources needed, and writing of a specific project proposal; conducts the epidemiologic study, including training interviewers and clerical staff in project specific tasks as necessary identifying subjects from whom biological specimens are to be obtained, assuring quality control of the data collection and data entry, and performing the analysis of the data; prepares a formal written report of the study, including a description of the methods used, the findings, and the interpretation of the findings.
- 3. Technical Assistance.** Typical tasks: provides consultation to lower level Epidemiologists, local health department staff members, staff from other programs in the agency or from other State agencies in the planning, conduct, and analysis of outbreak investigations, formal case control, and cohort studies of significant health issues, and surveillance of health problems. Consultation content includes all of the tasks described under "Epidemiologic Studies," but it is intended to support other personnel conducting studies in their own program areas. It also includes general information pertaining to the health issues involved in the position's content area of responsibility.
- 4. Training.** Typical tasks: provides guidance to students of medicine, nursing, and epidemiology as well as medical residents and interns assigned to the agency for work study experiences in epidemiology; provides training in general epidemiologic methods as well as in specific project tasks to local health department staff members and staff from other programs in the agency and from other State agencies.

5. Miscellaneous. Typical tasks: writes proposals to seek grants from Federal and other funding sources; establishes relationships and coordinates collaborative efforts with epidemiologic investigators in other agencies; relates epidemiologic findings to health policy formulation; participates in committees devoted to issues related to the program area; and makes formal presentations of study findings to scientific groups, health care providers, agency personnel, and the general public.

Recommendations made by employees in this class will influence the formulation of statewide health policy.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular contact in person, by telephone, or by written correspondence, with local health department staff and staff of State agencies to provide consultation and coordinate the conduct of epidemiologic studies. Employees in this class have regular contact by telephone with members of the public to provide information and to obtain data for epidemiologic studies. Employees in this class have periodic contact by telephone or in writing with Federal agency and academic institution staff to receive information.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior who reviews work periodically through oral discussion and evaluation of final study reports. Work is reviewed for compliance with Federal and State statutes, rules, and regulations applicable to disease control, and agency policies, procedures, and guidelines.

GENERAL INFORMATION

Positions in this class require the willingness to travel periodically to sites of investigations and special studies.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of the principles and methods of epidemiology, including study design, analytical procedures, and interpretative methods.

Extensive knowledge of the principles and methods of biostatistics and demography.

Extensive knowledge of methods of managing and analyzing data by computer.

Extensive knowledge of the principles and methods of disease surveillance.

General knowledge of medical terminology and health information related to the general area of responsibility.

General knowledge of basic management methods.

Skill in planning and organizing the conduct of outbreak investigations or other epidemiologic studies.

Skill in monitoring data collection and data entry to assure quality control.

Skill in applying routine biostatistical techniques to the analysis of epidemiologic data.

Skill in evaluating epidemiologic data to develop valid interpretations of the data.

Skill in working with a variety of people with differing levels of technical knowledge to achieve efficient and reliable completion of epidemiologic studies.

Skill in writing scientific reports of investigations and special studies.

Skill in the design and maintenance of surveillance systems to monitor the occurrence of disease or other health events.

Skill in designing survey questionnaires.

Skill in public speaking.

Skill in using resource materials and libraries.

Skill in using electronic data base retrieval systems.

Skill in creating, maintaining, and using files and public records.

Ability to plan, coordinate, and implement staff training on general epidemiologic methods and specific procedures for studies to be completed.

Ability to provide technical consultation to local health department staff and other agency personnel.

Ability to evaluate and interpret scientific literature.

Ability to communicate effectively with professionals and public.

Ability to determine data sufficiency, reliability, and relevance.

Ability to identify project scope and complexity.

Ability to effectively assign project segments.

Ability to review staff work for completeness and accuracy.

Ability to research and analyze problems using data systems.

Ability to organize work and set priorities.

Ability to identify program and project inefficiencies and recommend solutions.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.