



### JOB DESCRIPTION

Job Title: Epidemiologist I, II	Step: I- 16, II- 25
Department: Public Health Department	Grade: I-125, II-200
Effective Date: June 2022	Safety Sensitive
Revision Date: July 2022	FLSA Status: Non-Exempt

#### **Salary Range:**

- I- \$18.50 - \$22.50
- II- \$25.00 – \$30.00

#### **General Purpose**

San Juan Public Health strengthens trusted bridges to health and wellness for all of San Juan County. As part of a dynamic, service-oriented team, the Epidemiologist identifies gaps and strengths in these bridges so that San Juan Public Health and its partners can better promote health and wellness in the county. The primary roles of the Epidemiologist are to gather and monitor disease-related data (for all causes of morbidity and mortality), investigate communicable disease outbreaks, and strategically link data and reports as part of an ongoing community health needs assessment process.

#### **Supervision Received**

Works under the direct supervision of San Juan Public Health Executive Director..

#### **Essential Functions**

- Plan, organize and conduct field studies and surveillance of communicable or chronic diseases, injuries or conditions
- Determine the patterns of communicable or chronic diseases, injuries or conditions in the community
- Participate in local, state, tribal epidemiology-related meetings and provide input, updates, and summaries representing San Juan County to the Public Health Directors, partners, and public, as needed
- Provide meaningful statistical data visualizations designed for professional and public consumption
- Stay current on disease-related data collection methods, trends, and analysis of the data, and act as a subject matter expert to answer questions about specific changes, trends, or communities, as needed
- Perform infectious disease investigations in a timely manner when assigned
- Recognize specific questions that are asked in infectious disease case interviews and contact tracing, become conversant with the data that is collected
- Assist in evaluating effectiveness and impact of public health programs
- Partner with local hospitals and a comprehensive group of community partners in an ongoing, action-oriented community health needs assessment process
- Investigate infectious disease, including sexually transmitted disease (STD), cases within San Juan Public

Health's jurisdiction to reduce and control the spread of disease.

- Be cross-trained to respond to COVID-19, HIV, STDs, and other infectious or emerging diseases, and conduct disease investigations including, case investigation, contact tracing, linkage to treatment, referrals, case management, and outbreak response.
- Acquire required credentials, trainings, and certifications per contract requirements, for example, for outbreak responses.
- Disseminate disease-related curriculum in healthcare and long-term care facilities within the health department's jurisdiction as needed.
- Enter and track case/surveillance data within EpiTrax and other relevant databases.
- Work with San Juan Public Health and partners to carry out assessments and implement strategies to prevent and protect vulnerable populations (such as persons with disabilities, people experiencing homelessness, racial and ethnic minority communities, older adults, etc.)

### **Epidemiologist I - Minimum Qualifications**

- Bachelor's degree related to public health, health promotion, epidemiology, or biostatistics with training and/or 3 years' experience specifically related to epidemiology or biostatistics.

### **Epidemiologist II – Minimum Qualifications**

- Master's degree related to public health, health promotion, epidemiology, or biostatistics.

### **Valued Skills, Knowledge and Abilities**

- KNOWLEDGE of
  - public health principles; federal, state, and local laws pertaining to public health; and evidence-based prevention practices for communicable disease, chronic disease, injury, mental health, and other conditions
  - knowledge of environmental, agent and host factors associated with the occurrence of diseases, modes of disease transmission and epidemic patterns of disease in the community
  - availability, uses and limitations of demographic data
  - application of manual and automated systems for storage, retrieval and analysis of data
  - evidence related to the social and structural determinants of health and health behaviors, such as the conditions that lead to disease and promote health
  - knowledge of epidemiology and evaluation methods
  - behavior modification principles and methods
  - community analysis and survey techniques, needs assessment, and principles of community-based epidemiology
  - traditional and social media for information dissemination
- SKILL in
  - utilization of new electronic technologies
  - managing and analyzing data using statistical software (e.g., Excel, Google Sheets, R) and learning new software as needed
  - written, verbal, and cross-cultural communication (including Microsoft Office and Google Documents)
  - community engagement with marginalized groups and other stakeholders
  - interpersonal and public relations
- ABILITY to
  - communicate effectively and persuasively using written, verbal, and electronic methods with a variety of audiences and contexts
  - empathize and connect with people across social, economic, professional, and cultural differences
  - work with antagonistic or even hostile people
  - establish good working relationships with federal, state, and local agencies, employers, property owners, hospitals, health care providers, human service providers, and other local health departments,

Utah Department of Health, local school districts, business and civic leaders, elected officials, and the general public

- lead discussions and teach large or small groups
- effectively manage time and projects with multiple competing deadlines and priorities
- establish and maintain cooperative relationships with those contacted during the course of work activities

**Special Qualifications**

Must possess a valid Utah Driver’s License.

**Work Environment**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is often performed in an office or other environmentally controlled room. Work requires frequent contact with the public in public settings with some risk of exposure to infectious diseases and with individuals that may be angry, agitated, or otherwise upset.

Occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Position requires driving to different locations throughout the County as needed. Continuing education, such as earning a Certified Health Education Specialist credential, is provided when related to grant activities.

San Juan County is an equal opportunity employer and encourage women, minorities and the disabled to apply.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

**I \_\_\_\_\_ have reviewed the above Job Description.**

**Date:** \_\_\_\_\_