



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: **691.1**

Job Title: **EPIDEMIOLOGIST SUPERVISOR**

Pay Grade: **25**

### **GENERAL SUMMARY:**

Supervises and monitors the work of Epidemiologists, GIS Analysts, and Surveillance Investigators in disease control and intervention programs. Implements work priorities and evaluates outcomes in line with program goals. Reports to the Epidemiologist Manager regarding overall work progress and needs of field programs.

### **RESPONSIBILITIES:**

- Supervises, monitors and reviews investigative procedures, strategies and data analyses of surveillance staff in disease intervention activities, special projects and programs. Audits and ensures compliance with established protocols and quality assurance.
- Develops strategies for implementing active surveillance of disease clusters in the City of Houston and analyzes morbidity data for trends.
- Develops procedures and algorithms for the early detection of various disease incidents from expected norms.
- Coordinates the epidemiology teams and responses to potential and/or actual emergency public health events and is available twenty-four hours a day, seven days a week.
- Provides rapid communications with key personnel and organizations in preparation for potential large-scale public health threats.
- Participates in the recruitment and hiring of staff. Provides training and professional development and evaluates the performance of staff.
- Participates in grant/research writing and/or other projects to procure supplemental funding for state-of-the-art surveillance instruments and technologies.
- Prepares reports, presentations, and articles for scientific and non-scientific journals on disease investigations and preparedness for nuclear/biologic/chemical threats.
- Performs other duties as requested by the Epidemiologist Manager, Bureau Chief, or Assistant Director.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Master's degree in Epidemiology or Public Health with emphasis in Epidemiology or related biological, medical or public health fields.

#### **EXPERIENCE:**

Four years of professional experience in epidemiology or related public health fields, with two of the years in a supervisory or lead role.

Advanced degrees, such as PhD in Public Health with emphasis in Epidemiology or related fields, DrPH, DVM, MD or equivalent **may be substituted for the** two years of experience requirement.

## **SPECIFICATIONS (Continued):**

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate significant expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, evaluation, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description. Performs related work as required.

### **JOB FAMILY:**

Surveillance Investigator - Epidemiology  
Epidemiologist - Generalist  
Epidemiologist - Specialist  
Epidemiologist - Biostatistician  
Epidemiologist Manager

*Effective: August 2004*

*Revised: October 2019*