



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 691.2

Job Title: **STAFF EPIDEMIOLOGIST**

Pay Grade: 22

GENERAL SUMMARY:

Plans, designs, conducts and coordinates epidemiological investigations of disease and bioterrorism-related activities. Implements and evaluates disease surveillance, control, and intervention activities. May report to either Epidemiologist Manager or Epidemiologist Supervisor, depending on area of expertise.

RESPONSIBILITIES:

- Conducts field investigations and surveillance of disease and bioterrorism related activities and is available twenty-four hours a day, seven days a week to respond to suspected outbreaks.
- Collects, evaluates and analyzes data from investigations and surveillances. Presents findings and compiles reports for review by the supervisor and manager.
- Conducts research and reviews of pertinent literature, writes formal reports, and submits study and surveillance data to relevant national periodicals for publication.
- Analyzes trend indicators of potential emergency public health events.
- Represents the Epidemiology Bureau in meetings and communications with committees, task forces, assigned facilities and other organizations to encourage timely disease reporting and promote other interests of the Bureau/Department.
- Serves as resource person in area of expertise within the Bureau of Epidemiology.
- Performs other duties and special projects as assigned by supervisor.

Generalist:

- Conducts investigations into the mitigation of clusters, outbreaks and other unusual expressions of disease.
- Conducts routine investigations of etiologic diseases, such as HIV, sexually transmitted diseases or bioterrorism-related activities under surveillance.
- Interviews patients/clients, and contacts medical providers.
- Collects and transports biological specimens, and abstracts medical records.

Specialist:

- Conducts and coordinates special field investigations, rapid community-based surveys and assessments, and cross-sectional and quasi-experimental studies related to special assigned projects or grant-related activities.

RESPONSIBILITIES: (continued)

- Designs studies and methodologies, monitors IRB approval process, provides a budget, collects and analyzes data, creates progress reports and publishes findings from assigned investigation and surveillance projects.
- Implements all project protocols and quality assurance tools according to specific time frames and budget constraints, with minimal supervision.
- Oversees and supervises important investigations and projects conducted by Staff Epidemiologist-Generalists and is responsible for training, developing, and participating with supervisor in the evaluation of staff members and staff performance.
- Oversees and coordinates special Bureau committees for research-oriented publications and disease investigation quality assurance. Ensures timely publication of routine Bureau products and the submission of study and surveillance data to relevant national periodicals.
- Actively researches funding opportunities and prepares proposals to seek funding for Bureau programs/projects.

Biostatistician:

- Analyzes Bureau databases for a wide variety of indicators of possible bioterrorism. Acts as resource person to epidemiologists in the application of statistical methods and appropriate study design.
- Documents new and existing databases and ensures accuracy and integrity of Bureau databases .
- Reviews and edits educational materials and scientific publications developed by the Bureau of Epidemiology. Develops statistical publications for a variety of audiences.
- Provides support to management in obtaining and analyzing data for the purposes of surveillance program evaluation.

SPECIFICATIONS:

KNOWLEDGE:

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

Specialist: Requires a Master's degree in Epidemiology or related biological, medical or medical research fields.

Biostatistician: Requires a Master's degree in Epidemiology or in Biostatistics/Statistics.

EXPERIENCE:

No experience is required.

Specialist: PhD in Public Health or Master's degree in Public Health with emphasis in Epidemiology and two years of professional experience as Staff Epidemiologist are preferred.

Biostatistician: Two years of experience in Biostatistics/Statistics are preferred.

Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

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 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 general scheduling and review of work as a "working supervisor" or lead person.

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 occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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.

JOB FAMILY:

Surveillance Investigator - Epidemiology
Staff Epidemiologist
Epidemiologist Supervisor
Epidemiologist Manager

Effective: August 2004