



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: **691.4**

Job Title: **EPIDEMIOLOGIST - SPECIALIST**

Pay Grade: **21**

### **GENERAL SUMMARY:**

Plans, designs, conduct and coordinate 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 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.
- Designs studies and methodologies, monitors 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 Epidemiologist. 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.
- 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.
- Performs other duties and special projects as assigned by supervisor.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Two years of professional experience as in Public Health, Epidemiology, or Biostatistics.

Bachelor's degree in Public Health or a related field with progressively responsible professional experience in public health or health care and two additional years of experience in applied epidemiology or disease investigation or reporting may be substituted for the educational requirement.

**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. Performs related work as required.

**JOB FAMILY:**

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

*Effective: October 2019*