



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: **691.0**

Job Title: **EPIDEMIOLOGIST MANAGER**

Pay Grade: **28**

GENERAL SUMMARY:

Directs and manages the work of Epidemiologist Supervisors, GIS Analysts and Epidemiologists in disease control and intervention programs. Sets work priorities and evaluates outcomes in line with program goals. Reports to the Bureau Chief regarding overall work progress and needs of field programs.

RESPONSIBILITIES:

- Provides leadership in planning and implementation of epidemiological studies and related grant-funded projects.
- Designs, implements and manages complex epidemiological surveillance and research programs, including evaluation of program performance and quality assurance of research databases.
- Oversees and directs the rapid formation, deployment and coordination of outbreak teams in response to suspected bio-terrorism acts or other disease incident outbreaks and/or epidemics in the community.
- Actively monitors domestic and international data sources related to disease outbreak and bioterrorism-related activities. Communicates the relevance of disease trends to the local jurisdiction and is available to respond to potential disease threats twenty-four hours a day, seven days a week.
- Recruits, hires and evaluates the performance of subordinates. Provides training and professional development of staff subordinates.
- Communicates with leaders of the medical community and other agencies to promote initiatives for the enhancement of disease reporting, such as syndrome surveillance and electronic disease reporting systems.
- Represents the interests of the Health Department at meetings in local, state, and national settings.
- Develops and regularly updates written technical and administrative protocols and policies.
- Oversees integration and program evaluation activities.
- Coordinates other projects as requested by the 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:

Six years of professional experience in epidemiology or public health related fields, with four of the years in a supervisory role.

SPECIFICATIONS (Continued):

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

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the first-line supervisors. This position requests personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

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 Supervisor
Epidemiologist Manager

Effective: August 2004

Revised: October 2019