



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: **691.3**

Job Title: **EPIDEMIOLOGIST - BIostatisticIAN**

Pay Grade: **23**

### **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:**

- Analyzes Department databases for a wide variety of disease indicators possible bioterrorism. Acts as resource person to epidemiologists in the application of statistical methods and appropriate study design.
- Develops and runs specific software programs to perform analytic tasks and generate reports.
- Performs statistical tests to complete data analysis for the scientific publications.
- Documents new and existing databases and ensures accuracy and integrity of Department datasets.
- Reviews and edits educational materials and scientific publications. Develops statistical publications for a variety of audiences.
- Provides support to management in obtaining and analyzing data for the purposes of surveillance program evaluation.
- Supports 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.
- Serves as subject matter expert on epidemiology, biostatistics, and disease control.
- Performs other duties and special projects as assigned by supervisor or manager.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Master's degree in Public Health, Epidemiology, or Biostatistics with at least two advanced statistical courses taken during graduate program.

#### **EXPERIENCE:**

Four years of experience in public health, epidemiology, or biostatistics; with at least two years of biostatistics experience. Candidates must pass a skills test in statistical or script development programming.

#### **COMPLEXITY:**

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

## **SPECIFICATIONS (Continued):**

### **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*