CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 691.5

Job Title: **EPIDEMIOLOGIST - GENERALIST**

Pay Grade: 19

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.
- Conducts investigations into the mitigation of clusters, outbreaks and other unusual expressions of disease.
- Conducts routine investigations of communicable 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.
- Performs other duties and special projects as assigned by supervisor.

SPECIFICATIONS:

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

EXPERIENCE:
Two years of progressively responsible professional experience in public health or health care are required.

SUBSTITUTION:
A Master's degree in Epidemiology or in Public Health with emphasis in Epidemiology may substitute for the experience 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. Performs related work as required.

JOB FAMILY:
Surveillance Investigator-Epidemiology
Epidemiologist Generalist
Epidemiologist Specialist
Epidemiologist Biostatistician
Epidemiologist Supervisor
Epidemiologist Manager

Effective: October 2019
Revised: March 2023