CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 697.4

Job Title: **PUBLIC HEALTH INVESTIGATOR**

Pay Grade: 12

GENERAL SUMMARY:

Performs basic disease intervention activities relating to the control of communicable diseases among residents of the city.

RESPONSIBILITIES:

- Conducts confidential interviews and investigations of patients diagnosed with or suspected of having communicable diseases.
- Conducts confidential counseling for persons who may be at high risk of infection and offers appropriate referrals.
- Performs investigations to locate patients who have or are suspected of having a communicable disease and motivates them to seek appropriate treatment and follow-up.
- Delivers medication as ordered by physician, observes patients taking medication, and documents results of toxicity questionnaires.
- Documents all official activities on appropriate forms.
- Performs venipuncture, skin tests, specimen collection on an as-needed basis.
- Observes all safety regulations.
- Communicates in a professional and empathetic manner toward distressed individuals.
- Maintains ongoing communication to monitor symptoms of case patients and contacts.
- Provides health education and guidance to aid in the interruption of disease transmission.
- Assures confidentiality by verifying cases/contacts identity.
- Maintains and monitors various records and reports.
- Assists with quality review of completed investigations.
- Conducts routine investigations of communicable diseases.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or a GED.

EXPERIENCE:
One year of experience with public contact in the social service or public health field or in a high-volume customer service environment are required.

SPECIFICATIONS: (continued)

SUBSTITUTION:
An Associate's degree may be substituted for the required experience.

LICENSE:
Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

COMPLEXITY:
Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy, e.g., answering questions, giving directions in response to simple requests.

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 involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve infrequent exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above description.

JOB FAMILY:
Public Health Investigator
Senior Public Health Investigator
Public Health Investigator Specialist
Public Health Investigator Supervisor
Public Health Investigator Manager

Effective Date: October 1990
Revised: March 2001
Revised: March 2023