CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 697.5

Job Title: **SENIOR PUBLIC HEALTH INVESTIGATOR**

Pay Grade: 16

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Conducts confidential interviews and investigations of patients diagnosed with or suspected of having communicable diseases.
- Visits private and public clinical laboratories to assure compliance with laboratory reporting laws and regulations.
- Performs venipunctures, specimen collection or skin tests on an as-needed basis.
- 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.
- Facilitates patient referrals to supportive services.
- Documents all official activities on appropriate forms and databases.
- Observes all safety regulations and maintains a working knowledge of all standard operating procedures and policies.
- Communicates in a professional and empathetic manner toward distressed individuals.
- Maintains ongoing communication to monitor symptoms of case patients and contacts.
- Provides health education to 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.
- Delivers medication as ordered by physician, observes patients taking medication, and documents results of toxicity questionnaires on an as-needed basis.

SPECIFICATIONS:

KNOWLEDGE:
Requires an Associate's degree in Social Sciences, Physical Sciences, Public Health or a closely related field.

EXPERIENCE:
Two years of experience in the public health field is required.

SUBSTITUTION:
Pertinent professional experience in the public health field may be substituted for the above educational requirement on a year-for-year basis.

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

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. 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 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 requires moderate tact and cooperation, e.g., responding to questions which require some research to provide the correct answer.

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

WORK ENVIRONMENT:
There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

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 job 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: October 1998
Revised: March 2023