CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 697.6

Job Title: **PUBLIC HEALTH INVESTIGATOR SUPERVISOR**

Pay Grade: 21

GENERAL SUMMARY:

Responsible for first-line supervision and training of Public Health Investigators and other personnel involved in disease intervention activities relating to the Communicable Disease Control Program. May supervise special projects and programs.

RESPONSIBILITIES:

- Provides appropriate orientation for newly employed Public Health Investigators and other staff personnel.
- Monitors field investigative procedures of entry level Public Health Investigators by field audit and assures compliance with established Quality Assurance Guidelines for Public Health Investigators.
- Monitors, by audit and review, the interview performance of the Public Health Investigators and assures compliance with established Quality Assurance Guidelines for Public Health Investigators.
- Develops and implements appropriate additional training as needed for disease intervention staff.
- Conducts performance evaluation of Public Health Investigators and appropriate career conferences with specific work program needed to correct deficiencies.
- Monitors progress as related to specific work program.
- Provides statistical analyses and required reports as assigned by program manager.
- Prepares and submits required records and reports.
- Performs venipuncture, specimen collection or skin tests on an as-needed basis.
- Delivers medication as ordered by physician, observes patients taking medication, and documents results of toxicity questionnaires on an as-needed basis.

SPECIFICATIONS:

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

EXPERIENCE:
Four years of experience in the public health field are 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.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. 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:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts: Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 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