CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 697.7

Job Title: **PUBLIC HEALTH INVESTIGATOR SPECIALIST**

Pay Grade: 20

GENERAL SUMMARY:

Coordinates identification and reporting of communicable diseases from selected facilities such as laboratories, hospitals and correctional facilities.

RESPONSIBILITIES:

- Serves as program liaison to hospitals, correctional or other facilities to ensure timely reporting of reactors and to facilitate appropriate treatment and diagnosis of communicable diseases.
- Identifies and establishes rapport with key individuals at the facility.
- Conducts on-going assessment of procedures at the facility that impact communicable disease reporting.
- Reviews medical records and laboratory reports to obtain communicable disease diagnosis and treatment with appropriate follow-up.
- Identifies and responds to concerns which negatively impact on project management.
- Compiles and evaluates statistical reports on assigned activities. Interprets statistical data.
- Provides latest treatment, diagnosis and follow-up methodologies to health care providers.
- Performs venipuncture or skin tests and specimen collection 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 Science, Physical Science, Public Health or a closely related field.

EXPERIENCE:
Three 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 in work cause some expense and inconvenience. 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 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 1998
Revised: March 2023