CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 697.9

Job Title: **PUBLIC HEALTH INVESTIGATOR MANAGER**

Pay Grade: 26

GENERAL SUMMARY:

Directs and coordinates work of Public Health Supervisors in a disease intervention program. Sets work priorities and evaluates outcomes in line with program goals, and reports to program administration regarding overall work progress and needs of field program.

RESPONSIBILITIES:

- Provides directions and policies for Public Health Investigator Supervisors.
- Monitors field investigative procedures and Public Health Investigator activities to ensure compliance with established Quality Assurance Guidelines for Public Health Investigators.
- Develops and ensures implementation of appropriate training as needed for disease intervention staff.
- Conducts performance evaluation of Public Health Investigator Supervisors and conducts appropriate career conferences and interviews to ensure the work programs are accomplished.
- Evaluates statistical and administrative reports to determine problem areas and provide program direction to subordinates.
- Provides recommendations to program administrator to insure maximum utilization of disease intervention resources.
- Prepares and submits required records and reports.
- Performs other duties as assigned by the program administrator.
- 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 Science, Physical Science, Public Health, or a closely related field.

EXPERIENCE:
Six 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 is somewhat complex and varied and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. 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 scheduling, supervision and evaluation of work as a manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a manager or the equivalent.

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 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