



Public Health Department Sample Job Description

Epidemiology Investigator

Position Summary:

The Epidemiology Investigator is responsible for supporting the study of diseases and illnesses in the health department's jurisdiction. This position is responsible for supporting the identification, investigation, control, and mitigation of outbreaks or clusters of health problems in communities. This position assists in planning, organizing, directing, and implementing a local epidemiology program for infectious and non-infectious diseases and illnesses.

Essential Duties:

- Manages surveillance systems and processes for reporting data.
- Maintains current contact information for sites that provide surveillance data.
- Maintains communications with surveillance sites.
- Ensures that training is provided to surveillance sites concerning reporting requirements, reportable diseases and conditions, and reporting timeframes.
- Supports epidemiologic investigations in accordance with department protocol.
- Directs case-finding surveys.
- Arranges for the transportation of specimens to the appropriate laboratories in accordance with protocol.
- Prepares investigation reports including condition, dates associated with the investigation, and investigation results.
- Ensures quality control of surveillance and disease investigations and engages in continuous quality improvement.
- Initiates recommendations and actions to revise processes and procedures for improved quality, quantity, and timeliness of reporting.
- Maintains confidentiality of information.
- Manages, maintains, and accesses complex databases.
- Analyzes data for deviations and assesses health hazards in the population and in groups or location clusters.
- Prepares clear, technically sound, accurate, and informative reports of epidemiologic matters.
- Prepares statistical reports on specific diseases and illnesses.
- Uses surveillance data to identify differences in population groups.
- Maintains knowledge of state-of-the-art epidemiology techniques and procedures.
- Supports departmental public health preparedness and response operations.
- Assists in the preparation of grant applications.
- Assists in the development of the Community Health Assessment and supports Community Health Improvement Plan implementation.
- Assists in representing the department at professional Federal, national, and state meetings.
- Prepares educational presentations to professional groups, private and community organizations, and the general public.
- Prepares reports for decision makers.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.3. Collects quantitative and qualitative data.
- 1.4. Analyzes quantitative and qualitative data.
- 1.5. Manages quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 1.7. Applies public health informatics in using data, information, and knowledge.
- 1.8. Assesses community health status.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.6. Engages in organizational strategic planning.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 5.4. Collaborates with community members and organizations.
- 5.5. Shares power and ownership with community members and others.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.13. Engages in performance management.
- 8.4. Creates opportunities for creativity and innovation.
- 8.5. Responds to emerging needs.

Qualifications:

- Bachelor's degree in public health, biostatistics, or related field.
- Field experience in detecting, controlling, or reporting illness and diseases preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the theory, principles, practices, recent developments, and techniques related to epidemiology.
- Knowledge of occupational diseases and illness.
- Knowledge of the epidemiology of emerging and common communicable diseases.
- Knowledge of public health laws and regulations.
- Knowledge of social and structural determinants of health.
- Knowledge of a wide range of disease conditions and illnesses, including health disparities.
- Knowledge of the functions and resources of federal, state, and local agencies in the field of public health.

- Knowledge of and understanding of modern diagnostic and survey laboratory techniques.
- Knowledge of the methods of Geographic Information System (GIS).
- Knowledge of statistical software, e.g., SAS, STATA, SPSS, Epi-Info, etc.
- Knowledge of complex surveys and statistical analysis, e.g., CDC NHANES.
- Knowledge of math and statistics.
- Data analysis of questionnaires and with large data sets skills.
- Relationship-building skills.
- Speaking and written communication skills.
- Critical thinking skills.
- Ability to work effectively as part of interdisciplinary teams.
- Ability to simplify complicated findings for others to understand and appropriately apply them.
- Ability to interpret results of studies.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Far visual acuity
- Near visual acuity
- Hearing
- Keyboarding
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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