

SHAWNEE COUNTY, KANSAS
Position Description
Epidemiologist

POSITION NUMBER: HA1219

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is responsible for the surveillance, investigation and evaluation of communicable and chronic diseases and injuries, as well as risk factors associated with health outcomes. Assists in the planning and implementation of activities to prevent and control diseases and/or injuries and their risk factors. Develops relationships and feedback systems with community partners regarding disease reporting. Participates in the development of the Community Health Needs Assessment and the Community Health Improvement Plan. This position is supervised by the Clinical Services Division Manager.

WORK PERFORMED

- 40% Disease Surveillance and Investigation.** Follows established protocols for completing investigations of reportable diseases and outbreaks in the community. Develops relationships with providers of surveillance data to increase routine reporting of reportable diseases and to increase reporting of unusual infections and syndromes. Coordinates and assists to establish sentinel sites within Shawnee County for active surveillance during a public health emergency. Protects and maintains any confidential information whether oral, written, or electronic.
- 20% Community Collaboration.** Conducts community assessments on critical health needs and emerging threats by collecting statistics and related data. Participates in research activities, special investigations and descriptive and analytic studies relating to specific diseases. Engages with other County departments and community partners to assist in trending and containing public health outbreaks and threats within environments where disease exposure is high. Collaborates with the local health coalition and its workgroups.
- 15% Data Analyses.** Designs and develops quantitative and qualitative methodology, tools, and protocols for health studies and/or public health data collection systems. Monitors occurrences of mandated reportable diseases and health status of the community to identify health problems. Analyzes the status of indicators on health outcomes and risk factors in the community. Conducts epidemiological research/disease investigations and draw sound conclusions from available data. Works within County Geographic Information System to develop at risk areas within the community to emphasize programming and education related to health.
- 15% Reporting.** Provides data on population health assessment, including data analysis for needs assessments, indicator development and translation and reporting of data. Provides health data and support through special reports and studies for community partners and officials in state, local and county government.

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10% Education. Educates health department staff and community health care providers on syndromes and infections of critical public health interest, on disease reporting requirements and on surveillance systems. Conducts training and provide technical assistance to health department staff and/or community partners involved with epidemiological data collection and management. Provides information on the detection, prevention and control of infectious and chronic diseases to health care providers, community organizations, governmental agencies and others. Prepares educational material for public distribution.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Public health services theory and practice.
- Thorough knowledge of epidemiological methods and a basic understanding of statistical analysis in software packages, biometry and demography, and social and economic conditions.
- Program development and implementation.
- State, federal and local standards, rules and regulations regarding public health programs and community partnerships.

Ability to:

- Handle multiple tasks and assignments.
- Communicate effectively, both orally and in writing, using the English language.
- Establish and maintain constructive relationships with community agencies, professional groups and peers.

Skill in:

- Using the computer competently to prepare word processing projects, databases and spreadsheets.
- Public speaking, communication, time management and organization of projects.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching	X				Sitting			X		Driving	X			
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment	X			
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking	X				Slippery Surfaces	X			
Near Vision			X		Standing	X				Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying	X				Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting-30 lbs.	X				Temperature and Humidity		X		

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EQUIPMENT USED

Personal Computer	Photocopier	Cell Phone
Fax Machine	Telephone	Office Furniture
Scanner	Printer	Calculator

MINIMUM QUALIFICATIONS

- Master’s Degree in Public Health or equivalent Masters-level Degree from an accredited college or university.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to lift up to thirty (30) pounds.
- Required to complete National Incident Management System (NIMS) 700-800 and Incident Command System (ICS) 100-200 within six (6) months of employment.
- Required to complete Incident Command System (ICS) 300-400 within eighteen (18) months of employment.
- Overnight travel may be required.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 02/18
Revised Date: 04/25