

**Sedgwick County, Kansas
Departmental Job Description Form**

Job Title: Epidemiologist I Working Title: Epidemiologist Reports to: Epidemiology Program Manager Work Location: 1900 E. 9 th Street, Wichita, KS Reporting Staff: None	Date Revised: 2-2-15 Pay Range: 129 Position # 20002317 Exempt
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1. Job Summary (What are the Major Objectives of this position? Why does the job exist?)

This is a professional position in the Sedgwick County Health Department that is responsible for the surveillance, investigation and evaluation of reportable diseases and conditions, and assists in the planning and implementation of epidemiological programs to prevent and control diseases, injuries or conditions. Work is directed, reviewed and evaluated using established performance indicators and goals.

2. Essential Job Functions (List approximately 5)

Rank	Job Function	% of Time
1	Interviews patients and contacts to gather information during investigations of reportable diseases and conditions.	40%
2	Consults with health care professionals, school officials, and others on the prevention and control of diseases and conditions.	15%
3	Analyzes and manages syndromic surveillance data from FirstWatch and other sources.	15%
4	Analyzes disease surveillance and population health data and prepares reports for Sedgwick County staff and external health partners.	10%
5	Participates in research activities, special investigations and descriptive and analytic studies relating to specific diseases and conditions.	10%
6	Prepares or assists in the preparation of educational materials for healthcare professionals.	5%

3. Secondary Job Functions (15 or less)

Rank		% of Time
7	Lectures for various organizations on disease, injuries and conditions.	2%
8	Participates in field sampling surveys to examine various physical and environmental health conditions.	1%
9	Must be able to participate in 24/7 on-call rotation	1%
10	All employees may be required to wear respirators in emergency situations and for routine operations as requested. Employees will be enrolled in the respiratory protection program, which may include an annual fit testing and medical evaluation.	<1%
11	This is a Tier 3 position; identified as personnel who, in a public health emergency, have the potential to be deployed to the field to participate in the response, including personnel who are already assigned to a field location.	<1%
12	In some instances it may be necessary for bilingual staff to interpret or provide written translation for Health Protection Division needs.	<1%

4. Supervisory Responsibilities (Provide # and type of employee managed – including seasonal or part time) **NOT APPLICABLE**

5. Qualifications

Master of Public Health from an accredited college or university. Master of Public Health with a concentration in Epidemiology preferred. Nine semester hours coursework in epidemiological and statistical methods preferred. Other related masters such as biological, medical or health science considered.

At least two years of experience in public health.

At least one year of experience with data management and/or data analysis. Experience with SPSS or other database software preferred.

Previous experience in a healthcare setting preferred.

Strong communication, interpersonal, problem-solving and computer skills required.

6. Financial Responsibilities

Responsible for adhering to policy and responsibilities for utilization of County issued credit card. Purchases require approval from the Epidemiology Program Manager to ensure compliance with budget allocations.

7. Interaction with the Public

Represents the Health Department to other partnering agencies and organizations in the community. Must be able to work effectively with both professional and lay people; meet with the public and conduct public information programs as necessary. Must be able to communicate clearly and effectively both orally and in writing.

8. Physical Demands

Expected to operate a motor vehicle. Ability to navigate within internal and external environments. Must be able to lift and carry for short distances 40 pounds and assist with movement of equipment and supplies for emergency and exercise situations.

9. Working Conditions

Primary working conditions are in a closed heated/cooled office. May be exposed to various weather conditions in carrying out some functions of job responsibilities.

10. Knowledge, Skills, Abilities and Competencies

- Understanding of public health practices.
- Thorough knowledge of epidemiological and statistical methods.
- Thorough knowledge of medical terminology.
- Thorough knowledge of the transmission and control of reportable diseases and conditions.
- Skills in computer use, data management, electronic surveillance, and general office equipment use.
- Thorough knowledge of SPSS, disease surveillance and other software.
- Thorough knowledge of the methods and practice of assembling, analyzing, and presenting statistical data.
- Skill in problem-solving, prioritization of work, decision-making, and self-directedness.
- Ability to work as a team member; to develop and maintain working relationships with associates, employees of other department, representatives of other organizations, and the public.
- Ability to write technical and non-technical information material.
- Ability to convey and receive detailed or important instructions and information to and from the general public and others.
- Ability to perform job related tasks conducted outside routine office hours.
- Knowledge of published County values and understanding of their significance to the organization.
- This is a Tier 3 position which requires a minimum completion of IS 100, 200 and 700 within 30 days of employment. Additional trainings may be required.
- Ability to acquire and maintain a valid Kansas driver's license.
- Any deficits in knowledge necessary for the position are expected to be acquired within one year of hire date.
- An employee shall not pose a direct threat to the health or safety of individuals in the workplace.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.