

DIRECTOR OF EPIDEMIOLOGY AND PUBLIC HEALTH PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This is professional public health work involving responsibility for developing, implementing and overseeing programs regarding County-wide communicable disease and chronic disease surveillance activities. The work is performed under the direction of the Commissioner of Health and in accordance with Federal, State and local regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements and coordinates programs and procedures related to surveillance of communicable disease threats, including, but not limited to tuberculosis, hepatitis, viral infections, etc.;

Identifies populations at risk and diseases associated with such populations;

Investigates acute and chronic conditions or other adverse outcomes in the population;

Oversees, coordinates and compiles communicable disease and epidemiology reports (e.g.

Community Health Assessment, Community Health Assessment Electronic Reporting system (CHAERS).

Municipal Health Service Plan, etc);

Develops policies and procedures for disease prevention and control, as directed by the Commissioner of Health;

Meets with Health Department management staff to develop strategic plans to address identified community health needs;

Provides consultation, training and staff support services within the Department of Health;

Acts as liaison with County physicians, infection control nurses, governmental agencies, schools and other community organizations to ensure coordinate communicable disease surveillance activities;

Uses computer applications and other automated systems in performing work assignments;

Represents the Department of Health at meetings and conferences with healthcare organizations, governmental agencies community groups and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, methods and techniques of epidemiology and communicable disease control; thorough knowledge of recent developments in the field of communicable disease; thorough knowledge of data collection, analysis and survey techniques; ability to develop and implement a program for the tracking of communicable disease; ability to establish and maintain effective relationships with others, especially medical personnel and the general public; ability to understand and interpret complex written regulations; ability to communicate effectively, both orally and in writing; ability to prepare written technical reports; ability to use computer applications.

MINIMUM QUALIFICATIONS: A Master's degree or higher in Public Health, Epidemiology, Biology, or comparable curriculum, and two (2) years of professional (post-Master's degree) experience in public health, at least one (1) year of which must have included epidemiology as the primary function of the work.