

PROGRAM SPECIALIST, TUBERCULOSIS CONTROL

DISTINGUISHING FEATURES OF THE CLASS: This is professional public health surveillance and epidemiological work primarily involving overseeing the reporting and data collection functions of the Tuberculosis Control Program administered by the Department of Health. The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) is provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects information on newly-reported Tuberculosis cases and suspected cases, and transmits mandated reporting forms to the New York State Department of Health;
Monitors cases and prepares interim reports, as required by the New York State Department of Health;
Meets with the Director to discuss new cases reported from laboratories or other health jurisdictions and coordinates plans for follow-up with physicians or other providers;
Tracks laboratory reports on each patient;
Oversees surveillance for contact investigations and treatment for latent Tuberculosis infection through submission of reports;
Coordinates activities with staff in order to update and summarize information;
Prepares summary tables and graphs for internal and external education summarizing trends and prevention activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of communicable disease control, including the roles of surveillance and epidemiology; good knowledge of medical terminology; good knowledge of government regulations regarding the identification and tracking of Tuberculosis and other communicable diseases; ability to organize, analyze and present data; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others, especially members of the medical community and the public in general; ability to use computer software (e.g. Access, Word, Excel, Power Point) in the analysis of communicable disease data*.

MINIMUM QUALIFICATIONS: A Master's degree in Public Health and one (1) year of professional experience in epidemiology in a public health agency.

*To be demonstrated during the probationary period.

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Competitive