

Epidemiologist

Position Description

**Status**

Full-Time, Exempt

Compensation

C42

Bargaining Unit

Non-Bargaining

Reports to

Health Officer

Supervises

None

Position Category

Manager

Summary

Conducts epidemiological surveillance for all areas including, but not limited to communicable and chronic diseases, reproductive health, child health, and injuries (unintentional and intentional). Compiles, analyzes, and interprets the data for the community and others in the department. Performs related work as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Collects, compiles, analyzes and evaluates data to assess the health status of the population and specific demographic groups to include the community health needs assessments and community health improvement plans.
2. Identifies demographic, geographic, cultural and other variables linked to the incidence of communicable and chronic diseases to identify sources of exposure, disease transmission and risk factors and to predict the probability of future occurrences of disease.
3. Develops epidemiological assessments and applies epidemiological principles to acute and chronic disease control activities including outbreak situations.
4. Maintains the epidemiological database for the Allegan County Health Department.
5. Interacts directly with the Health Officer in providing disease updates and in obtaining specific direction in disease investigation, prevention and control activities.
6. Conducts disease control activities as needed with Environmental Health particularly in the food borne and zoonotic illnesses or chronic diseases such as asthma.
7. Participates in the development of programs and strategies to prevent communicable and chronic diseases in the general public and among high-risk populations.
8. Prepares reports for the Michigan Department of Health and Human Services using local data and prepares reports from state data for local use in a timely manner.

9. Relates to the Board of Commissioners, professional and community groups on population health, disease control and general epidemiological related matters.
10. Promotes evidence-based interventions and shares with practitioners and community stakeholders.
11. Assist with emergency preparedness activities as needed.

Competencies

Competencies are listed below.

- Technology
- Organization
- Public Health Core Competencies
- The 10 Essential Public Health Services
- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. There is travel for this role due to the meetings that are in different locations. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations within the County.

Required Education and Experience

1. Masters of Public Health Degree in Epidemiology or equivalent.
2. One to two (1-2) years of experience working in a public health agency.

Preferred Education and Experience

1. One (1) year of experience in communicable diseases and/or epidemiology preferred.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____