



CLASS SPECIFICATION

Class Code: 60000648
Date Established: 02/1995
Last Reviewed: 05/2025
Last Revised: 05/2025
Last Title Change: 05/2005
FLSA: exempt
Probation: 12 months

EPIDEMIOLOGIST

DEFINITION

Under general supervision, develops, leads, coordinates, and conducts countywide disease surveillance program and recommends disease control measures for infectious diseases; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience in an organized communicable disease epidemiology or infection control program AND a bachelor's degree from an accredited college or university in behavioral science, biology, microbiology, medicine, public health, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment and if required, must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

May provide lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate the countywide surveillance/reporting system for infectious diseases through the compilation and analysis of communicable disease reports, as received from physicians, laboratories and other agencies; determine which reports require follow-up; set up, assign investigations to staff, provide assistance as necessary, and review completed case documentation to ensure compliance with department protocols and standard operating procedures.

Research emerging disease surveillance and control issues and advise the Division Director for Epidemiology and Public Health Preparedness on course of action; work with other public health agencies to design and implement new statewide policies, procedures, and systems, including regulations and databases.

Collect, analyze and organize data, via a computerized database, identify epidemics, dangerous and unusual diseases; prepare reports and statistics for the State Division of Public and Behavioral Health, the Centers for Disease Control and Prevention (CDC) and the District Health Officer.

Plan, implement, and evaluate active and/or enhanced disease or injury surveillance systems.

Consult with, provide information and advice to physicians and other health care professionals to ensure that patients and contacts are tested and treated in accordance with CDC-based recommendations.

Train professional staff in procedures and protocols to conduct communicable disease investigations and contain outbreaks.

Write, review, edit and distribute alerts, newsletters and reports to the medical community.

Plan and implement outbreak control measures; design and conduct appropriate studies.

Coordinate communicable disease investigations with external agencies and Northern Nevada Public Health (NNPH) staff.

Develop and/or revise CDC-based procedures and protocols for reporting, investigating and controlling communicable disease.

Provide infectious disease epidemiology services and education for NNPH and the community; function as a member of a multi-disciplinary outbreak investigation and response team.

Participate in field investigations at food establishments, childcare facilities, extended care facilities or other community locations as necessary to complete epidemiological investigations.

Serve as NNPH's subject matter expert and media liaison for communicable disease related issues; represent NNPH with the public and other organizations in the area of communicable disease control.

May provide lead direction and training to professional staff in conducting and documenting epidemiological investigations.

Perform duties as assigned in the event of a public health emergency.

May transport clients in a safe and professional manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Current literature, trends, and developments in the field of communicable disease epidemiology.

Current public health principles and practices.

Federal, state and local communicable disease reporting laws including Bloodborne Pathogen Standards, HIPAA and forms.

Resources available in the community to assist patients with various communicable diseases and for community networking.

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Ability to:

Coordinate the operations of the communicable disease epidemiology program.

Exercise independent judgment to plan, develop, and conduct epidemiology and clinical programs.

Manage communicable disease cases and contacts, per NNPH protocols.

Develop and present educational programs to staff, health care professionals, and the public.

Effectively represent the division and assigned program areas to staff, management, community organizations, other government agencies, the media, and the public.

Provide work coordination, lead direction, and training for staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Pathophysiology, epidemiology, microbiology, transmission, treatment, prevention and control of various communicable diseases.

Symptoms, modes of transmission, etiology and physiology of communicable disease and emerging infections.

Surveillance practices and procedures.

Preventive medicine and public health practices.

Ability to:

Interview, communicate with, and instruct individuals from diverse socio-economic, ethnic, and cultural backgrounds.

Interpret communicable disease health data and technical information.

Perform statistical analysis of epidemiological data.

Interpret, apply and adapt regulations, policies and procedures.

Analyze situations accurately and take effective action.

Operate a personal computer and a variety of software.

Communicate effectively, both orally and in writing in a clear, concise manner, tailoring the message to the intended audience.

Write technical, narrative reports, newsletters and educational materials.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to occasionally lift and move objects weighing up to 25lbs. Ability to use various office equipment including computers, copiers, and telephone. Ability to drive a car. Work is usually performed in a professional office or clinic environment, but may also require frequent travel to private homes, hospitals, and clinics. Ability to tolerate potential exposure to communicable diseases.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.