



CLASS SPECIFICATION

Class Code: 60018275
Date Established: 09/2016
Last Reviewed: 07/2024
Last Revised: 07/2024
Last Title Change:
FLSA: exempt
Probation: 12 months

EPIDEMIOLOGY PROGRAM MANAGER

DEFINITION

Under general direction, manages and coordinates the activities of the Epidemiology Program within Northern Nevada Public Health; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in medicine, epidemiology, biostatistics, public health or a closely related field AND three years of full-time experience in management and administration of programs with a focus on conducting epidemiological research, epidemiological investigations or biostatistical research, including study coordination or disease surveillance system coordination; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision.

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

Oversee the planning, development, conduct and evaluation of epidemiological research, investigations and disease surveillance systems.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching and mentoring; writing performance evaluations, and implementing discipline and conflict resolution procedures when necessary.

Prepare annual program budget requests and justifications; administer final budget by monitoring expenditures against budget allocations including approval of purchase requisitions; assist with program reviews and financial audits by explaining expenditures and providing other information requested by the auditors.

Collaborate on the development of public health intervention and prevention programs.

Design procedures, protocols, data collection instruments and computerized data management tools for use in conducting epidemiological or chronic disease research and surveillance studies; develop methodologies and techniques to accomplish research and surveillance objectives.

Provide consultation and guidance to departmental and community health professionals in statistical techniques, observational research, and other areas of disease control investigation and interventions to ensure that protocols and results are valid and reliable.

Monitor and regulate the review process for case reports, health statistics, demographics and laboratory test results to facilitate the identification of possible epidemiological causes, trends, sources and possible remedial actions.

Prepare reports, manuscripts, statistics, data, correspondence and other written material for scientific publications, departmental and other health professionals, government officials, and the general public including literature reviews.

Make presentations to the medical community, public health staff, and the general public about epidemiological data/information to educate and promote disease control efforts.

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

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 and County policies, practices, and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Scope of health services provided by Northern Nevada Public Health., Washoe County, and the community.

Etiology and control/prevention techniques for diseases and conditions endemic to Northern Nevada Public Health.

Acute and chronic disease injury surveillance, transmission, risk factors, prevention, treatment and control measures.

Federal, state and local communicable disease reporting laws and forms.

Management information systems and software used in the area of assignment.

Budget development and administration.

Ability to:

Monitor the progress of several ongoing projects; planning, assigning, and evaluating the work of team members.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Represent the programs, operations and functions of the Epidemiology Program to the public, community organizations and other agencies.

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

Knowledge of:

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Principles and practices of program planning, implementation, and administration.

Communicable and other public health disease surveillance, transmission, prevention, treatment and control methods.

Biostatistical and applied research methods.

Computer-based statistical and data management software.

Prevailing principles and practices of epidemiology, preventive medicine, and public health.

Ability to:

Select, supervise and evaluate the performance of assigned staff

Design, direct and evaluate complex assignments.

Interpret and analyze the significance of medical, health, and other data obtained from a variety of sources.

Exercise sound judgment and make appropriate recommendations, based upon research findings.

Communicate effectively, both orally and in writing, in a clear and concise manner utilizing language and terminology appropriate to the target audience.

Work effectively as part of a multi-disciplinary team.

Make effective presentations to governing boards, the medical community, public health staff and the general public

Establish, maintain and foster positive and harmonious working relationships with all those contacted in the course of work.

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

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use various office equipment including computers, copiers, telephones, and fax. Ability to work with infected individuals and tolerate 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.