



CLASS SPECIFICATION

Class Code: 60019700
Date Established: 04/2025
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

APPLIED FORENSIC EPIDEMIOLOGIST

DEFINITION

Under general supervision, leads the collection, analysis, and interpretation of data related to death cases for the Medical Examiner's Office; supports death investigations and postmortem examinations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience as an epidemiologist or in an epidemiology fellowship AND a master's degree in epidemiology or public health; 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

May provide lead direction.

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

Establish scientific and technical methods and practices to identify and evaluate data related to death cases; conduct in-depth analysis of data to identify patterns, trends, and outcomes in mortality statistics to support the improvement of public health and safety.

Create detailed, easy to understand, and actionable reports for the department, the public, and partner agencies using data from deaths investigated by the department.

Provide quality control of content (i.e. statistical reports) produced by the department to ensure accurate, high-quality data is released and appropriately collected and entered into case management systems.

Serve as the department's subject matter expert on forensic epidemiology issues; represent the department on a variety of regional committees, taskforces, fatality review teams, and other groups.

Identify surveillance data needs, implement new or revise existing surveillance systems, report key findings from the surveillance systems.

Formulate data for use collaboratively by partner agencies toward enhanced support services for residents and visitors in improved public health and safety.

Generate the department's annual report under the direction of the Chief Medical Examiner and Operations Manager by utilizing statistical data gathered from the department; perform quantitative analyses of data and trends in death; develop charts, graphs and other visual presentations of data and any special studies on death.

May provide lead direction and training to staff participating in epidemiological investigations; provide training and guidance to students and researchers working on research projects, grants, data coding, and data analysis.

Connect existing data systems to epidemiology analysis systems such as the Statistical Analysis System (SAS).

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, practices, and procedures.

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

Advanced analytical and assessment methods used to conduct studies and investigations and perform problem analyses.

Management information systems and software used in the assigned area.

Ability to:

Conduct and oversee collection and analysis of data related to overdose deaths and other medicolegal deaths.

Conduct and lead data analysis of identified and/or emerging trends; conduct epidemiological surveillance and data analysis to determine changes in trends regarding overdose deaths and other epidemiological problems.

Interpret and apply technical data, regulations, policy statements, and other guideline materials.

Interpret epidemiological data and make recommendations for program policy planning and public health.

Serve as lead worker or project manager, including review and approval of work submitted by other team members.

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

Knowledge of:

Principles and practices of forensic epidemiology to include the design and analysis of forensic epidemiology research.

Surveillance practices and procedures.

Advanced statistical software analysis programs, such as SAS.

Methods of data collection, interpretation, analysis, and reporting.

Safety principles and practices related to the use of assigned equipment.

Modern office procedures, practices, and methods.

PC based software applications used in statistical analysis and reporting.

Ability to:

Plan, coordinate, and implement forensic epidemiological studies.

Lead the design of new data collection methods and systems and recommend improvements to existing systems.

Analyze information, project consequences and proposed actions, formulate alternative solutions and make appropriate recommendations.

Create automated reports that can be provided to partner organizations to assist in useful data analysis.

Research, compile, tabulate, analyze, and interpret data and information.

Coordinate with other departments, agencies, and fatality review teams to identify new data reporting needs and high value uses for medicolegal investigation data.

Develop and deliver effective presentation materials; explain technical information in a clear and understandable manner to a variety of audiences.

Interview family members, witnesses, etc. of a decedent to gather additional statistical information as needed.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and positive 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 use standard office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to sit, stand and walk for extended periods in an office setting. Ability to lift and move objects weighing up to 50 lbs.

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